



TERMS OF REFERENCE

Reference number	TOR-VNM-2021-020 (Please refer to this number in the application letter)
Title	National Consultant
Purpose	To provide technical support to UN Women on gender responsive budgeting
Duty Station	Hanoi, Viet Nam
Contract duration	From 2 May to 30 Nov 2021
Contract Supervision	Programme Specialist and Programme Analyst on DRR (UN Women Viet Nam Office)
Application deadline	30 March 2021

I. BACKGROUND

Viet Nam has made notable progress in gender equality during the past few decades, including improvements to policies, legal frameworks and the national institutional mechanism on gender equality and the advancement of women. This progress has been reflected in diverse areas, including education and training, the economy, employment, health care, labour and political participation.

Although the Government has made great efforts to follow and act in the spirit of the Gender Equality Law 2006 (GEL) and the National Strategy on Gender Equality (NSGE) 2011–2020, efforts towards gender equality and the advancement of women continue to face challenges. Violence against women and girls as well as the sex ratio imbalance at birth induced by deep seated beliefs and traditions that value boys more than girls remain significant concerns within Vietnamese society. Meanwhile, challenges in informal sector employment, climate change impacts and social security system access limitations have affected the lives of a large segment of the country's population, and disproportionately the women among the poor. Women's representation in politics and decision-making, especially in leadership and management positions in public institutions from local to central levels, has not been commensurate with improved gender equality in education and the economy. Persistent gender stereotypes, exacerbated by media portrayal of the traditional roles of women and men, remain barriers to changing society's perceptions of women and gender.

In June 2015, the National Assembly approved revisions to the State Budget Law and Law on Promulgation of Legal Documents. A notable change in the former is that gender equality has been included as one of the principles for state management of budgets. Integrating considerations for gender equality in all stages of the State Budget process is a significant undertaking yet Gender Responsive Budgeting (GRB) is still an unfamiliar concept in Viet Nam with little capacity in government to drive and ensure that this commitment in the State

Budget Law (2015) will be translated into any change in resource allocation. Time is therefore right to systematically introduce GRB. The implementation of GRB must be an integral part of the ongoing public finance management (PFM) reform process including reform of legal and policy frameworks on the budget process, institutional changes to promote transparency and accountability, and the participation of citizens in budget formulation and allocation.

UN Women's GRB activities have been built on its 2015 Report by UN Women titled 'Gender Responsive Budgeting in Viet Nam' which proposed a road-map for reform and provides guiding principles for how to apply GRB in sectoral interventions in the Viet Nam context. In the past few years, UN Women developed guidance for GRB through sectoral interventions such as: GRB guidance for People's Council during the regular monitoring activities, GRB guidance in poverty reduction programmes in ethnic minority regions, recommendations for the application of GRB in transport sector in Viet Nam. UN Women has targeted its efforts in developing GRB for key stakeholders, including local government staff in Ho Chi Minh city, local staff working on poverty reductions of selected provinces. Around 150 staff have been trained on how to apply GRB in their planning process. Their experience and challenges in GRB applications were shared at the national workshop chaired by UN Women and Parliament Committee on Social Affairs.

With its efforts to promote and show cases on GRB, UN Women built the capacity of HCM city in promoting GRB, particularly through the development and implementation of GRB initiatives at community level. In 2019, some proposals have been presented and considered by the local authorities in the areas of transport sector, safe schools and improvement of old buildings in Districts 1 and 10 of Ho Chi Minh city.

Additionally, under the project on "Strengthening Human Rights and Gender Equality through climate change actions and disaster risk management" (EmPower) funded by SIDA, UN Women is working with national stakeholders to promote gender mainstreaming in disaster risk management policy making and planning process, including in funding allocation for disaster risk management activities. In 2021, the project aims to conduct a review of funding for disaster risk management from gender perspectives to have an understanding of the current funding allocation and identify entry points to advocate for gender responsive financing in disaster risk management in Viet Nam.

UN Women Viet Nam is looking for a consultant (national position) to provide technical support on GRB activities under its annual work plan 2020.

II. OBJECTIVES

The objective of the consultancy is to promote and strengthen implementation of gender responsive budgeting interventions in Viet Nam as specified in the 2021 AWP of UN Women Viet Nam.

III. SCOPE AND SPECIFIC TASKS

Under the supervision of the UN Women Programme Specialist,

Strengthen technical support to advancing gender equality in the integrated financial framework for SDGs implementation in Viet Nam [48 days]

1. Provide technical assistance for the development of the integrated financial framework and policies for the implementation of the SDGs in Viet Nam. The consultant will work closely with other UN consultants contracted by other UN Agencies to develop technical papers and provide technical support for the government in advocating for gender responsive integrated financial framework and policies for the implementation of the SDGs in Viet Nam [max 20 working days]
2. Participate into the UN – Government meeting advocate for gender responsive integrated financial framework and policies for the implementation of the SDGs in Viet Nam [5 days]
3. Conduct three three-day trainings on gender responsive budgeting and gender responsive integrated financial framework and policies for the implementation of the SDGs in Viet Nam: this will include the development of the agenda, training materials and conduct the trainings in close collaboration with UN Women Programme Specialist (as the co-trainer) [max 18 days]
4. Participate into UN Women meeting as GRB expert on promoting GRB approach for the implementation of the SDGs [5 working days].

Technical support to the responsible partners of UN Women (in Ho Chi Minh and Da Nang cities) to integrate gender responsive budgeting [10 days].

1. Work as resource person to provide technical support for GRB related activities organize by UN Women responsible partners in Ho Chi Minh and Da Nang [5 days].
2. Develop the technical papers on how GRB has been used to promote the safe cities for women and girls in Viet Nam [5 days]

Under the supervision of the Programme Analyst on DRR/CC [21 days]

Conduct a review of disaster funding at sub-national levels and provide recommendations of entry points to advocate for gender responsive disaster financing. This review will identify the funding source for disaster risk management from gender perspectives to provide an understanding of the current funding allocation in disaster risk management at sub-national level from gender responsive budgeting approach and to identify gaps and entry points to advocate for gender responsive financing in disaster risk management in Viet Nam.

1. Develop research questions, methodology and proposed report outline. (2 days)
2. Conduct fieldworks in 2 provinces (tentatively) and interview with relevant stakeholders in Ha Noi (6 days)
3. Draft report and incorporate comments from UN Women and other stakeholders. (8 days)
4. Finalize the report and present the findings of the review at a workshop/meeting organized by UN Women (2 days). The final report in Vietnamese.
5. Develop a short policy brief on gender budgeting in DRR financing (both in English and Vietnamese) (3 days).

IV. INSTITUTIONAL ARRANGMENT

The national consultant will work under the direct supervision of both UN Women Programme Specialist UN Women Programme Analyst on Disaster Risk management.

The consultant will be ultimately responsible to UN Women Country Representative in Viet Nam. If the national consultant is not based in Hanoi, UN Women will cover the travelling cost for the consultant to conduct and attend meetings in Hanoi following the UN-EU cost norms.

V. DURATION OF ASSIGNMENT AND DUTY STATION

Duration of Assignment: The tentative contractual period is from 2 May to 30 Nov 2021

Duty Station: Hanoi, Da Nang and Ho Chi Minh with travelling to the provinces and cities (to be confirmed after the consultation with the UN Women responsible partners).

VI. DELIVERABLES AND SCHEDULE OF PAYMENT

No.	Deliverables	Proposed deadline	Schedule of payment
1	<ul style="list-style-type: none"> - Draft agenda for the gender responsive trainings (3 workshops) (in Vietnamese) - Draft outline for the technical paper on policy advocacy to the government in advocating for gender responsive integrated financial framework and policies for the implementation of the SDGs in Viet Nam (in English) - Inception paper on the gender review of disaster funding, including proposed methodology (in Vietnamese) 	15 June 2021	30% of payment
2	<ul style="list-style-type: none"> - PPTs prepared for the GRB trainings (Vietnamese) - Draft technical paper on policy advocacy to the government in advocating for gender responsive integrated financial framework and policies for the implementation of the SDGs in Viet Nam (in English and Vietnamese) - PPTs presented to the government for gender responsive integrated financial framework and policies for the implementation of the SDGs in Viet Nam (Vietnamese) 	15 September 2021	30% of payment

	<ul style="list-style-type: none"> - Draft report of the gender review of disaster funding at sub-national level (in Vietnamese) 		
3	<ul style="list-style-type: none"> - Report with recommendations for next steps on capacity development on GRB after the delivery of the three trainings (in English) - Final technical paper on policy advocacy to the government in advocating for gender responsive integrated financial framework and policies for the implementation of the SDGs in Viet Nam (in English and Vietnamese) - A report on technical supports to HCM and DN on the development and implementation of GRB initiatives to advance gender equality commitment (English) - The technical papers on how GRB has been used to promote the safe cities for women and girls in Viet Nam (in English) - PPTs on promoting GRB approach for the implementation of the SDGs in Viet Nam (in Vietnamese) - Develop a short policy brief on gender budgeting in DRR financing (both in English and Vietnamese) (3 days). 	30 Nov 2021	40% of payment

VII. QUALIFICATIONS/SKILLS

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%). Technical evaluation will be based on the following criteria stated as below.

1	Master's degree on Gender and Development, Sociology, or other relevant field.	20 points
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2	A minimum of 12 years working experience to advance gender equality in Viet Nam	20 points
3	At least 5-year practical experience on gender responsive budgeting through advancing the national financial policies on gender responsive budgeting, including the experience in developing policy papers on gender responsive budgeting in sectoral policies (as main authors)	20 points
4	Having knowledge and experience in delivering trainings on gender equality, and gender responsive budgeting for governmental staff	20 points
5	Having experience in developing research and policy papers on gender, climate change and gender responsive budgeting will be an advantage	10 points
6	Good writing skills	10 points
	Total	100 points

Core Values and Competencies

In addition to aforementioned requirements and qualifications, it is important that the intern shares the core values and core competencies of the organization.

Core Values

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women’s Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

The weight of technical points is 70% and financial points is 30%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable; and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

VIII. Application Procedure and Deadline

Candidates are requested to send the following documents in separated attachment in one application email to procurement.vietnam@unwomen.org

1. Application letter explaining your interest in the consultancy and why you are the most suited candidate for this position.
2. A technical proposal outlining the overall approach to the work plan and stakeholder engagement (approximately 2-3 standard A4 pages)
3. Three writing examples to prove the writing skills (prefer the technical papers on gender responsive budgeting related issues) (in English)
4. Updated CV, including professional reference.
5. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
6. Financial proposal specifying the total lump sum amount (breakdown of the daily professional fee in local currency and proposed number of working days). The candidate does not to include the travelling cost as UN Women will follow the EU-UN cost norms.

Deadline for Application: 30 March 2021

IIX. Evaluation

The evaluation will be based on the combination of the weighted technical and financial scores (70 per cent technical and 30 per cent financial).

NOTE: Documents required before contract signing:

- UN Personal History Form
- Full medical examination and Statement of Fitness to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts).
- Completed UNDSS BSAFE online training course.
EN: <https://agora.unicef.org/course/info.php?id=17891>
- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtaining medical clearance from the UN Medical Doctor prior to taking up their assignment.
- Release letter in case the selected consultant is government official.