

TERMS OF REFERENCE

Reference Number	TOR- VNM- 2023-028 (Please refer to this number in the application)
Title	Junior Programme Administrative Consultant
Task(s)	To provide administrative support to Programme Unit
Contract duration	November 2023 to December 2024
Duty Station	<input type="checkbox"/> Remote (Home-based) <input checked="" type="checkbox"/> Presential (Office-based) Ha Noi, Viet Nam
Supervision	Programme Management Specialist UN Women Viet Nam Country Office
Application deadline	15 October 2023

I. BACKGROUND

UN Women

The United Nations Entity for Gender Equality and the empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Placing women’s rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Viet Nam, UN Women contributes to the development objectives of Viet Nam’s Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2022-2026 is aligned to the upcoming UN Sustainable Development Cooperation Framework (CF) 2022-2026 and is focused on supporting Viet Nam’s fulfilment of Gender Equality commitments under The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the promise of the 2030 Sustainable Development Agenda to “leave no one behind”. The key priorities of UN Women in the 2022-2026 period are:

- (i) By 2026, people in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam’s effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building, promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources.

- (ii) By 2026, people in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work;
- (iii) By 2026, people in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality, and freedom from all forms of violence and discrimination in line with international standards.

UN Women in Viet Nam is implementing its Biennial Workplan 2022-2023 and is going to develop a new Biennial Workplan for 2024-2025 under the three above mention priorities. UN Women Viet Nam is looking for a qualified national consultant to provide logistical and administrative support in the areas of procurement, human resources and finance in support of programme implementation.

II. SCOPE

Working closely with Programme Associates and under the supervision of the Programme Specialist, the consultant is required to perform functions and duties, including but not limited to:

- Provide administrative support to SSA recruitment process, including job advertisement, contract drafting and collecting supporting documents in full compliance with UN Women rules, regulations and HR, SSA policies and guidelines.
- Maintain an effective filing system in both hard filing and electronic filling of all SSA contracts and related supporting documents.
- Provide administrative and logistics support to the organization of workshops/trainings of the office.
- Provide back stopping support to recruitment, travel, procurement work flows as assigned by Programme Management Specialist.
- Undertake other duties to assist operational activities as assigned by Programme Management Specialist and Operations Manager.
- Performance Progress report of tasks that are conducted, including time sheet for period every month.

III. DELIVERABLES

Product/ Deliverable	Delivery time
<p>Performance Progress report of tasks that are conducted, including time sheet for period every month.</p> <ul style="list-style-type: none"> • Administrative support in SSA recruitment process, including job advertisement, contract drafting and collecting supporting documents in full compliance with UN Women rules, regulations and HR, SSA policies and guidelines. • Support travel processing for consultants • An effective filing system in both hard filing and electronic filling of SSA contracts and related documents. • Administrative support to the organization of workshops/trainings of the office. 	<p>End of each 02 months</p>

<ul style="list-style-type: none"> • Extra support to Operations Unit in the peak durations as assigned by Programme Management Specialist. • Other duties to assist operational activities as assigned by Programme Management Specialist. 	
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IV. CONTRACT PERIOD AND WORK LOCATION

This contract will commence on 1 November 2023 and ending on 31 December 2024. The consultant will work in UN Women Office, GOUNH Building, 304 Kim Ma, Hanoi, Viet Nam. The consultant is expected to work 4 days per week (at least 3 days/week present at the office) with estimated total of 224 working days.

UN Women will provide the consultant with a work laptop and a workstation. In the event, that the consultant needs to travel during the consultancy for assignment-related purposes, UN Women will bear the costs of requested travel expenses.

V. SCHEDULE OF PAYMENT

Payment for services will be made upon delivery of each deliverable outlined in the table above, subject to satisfaction and approval by UN Women following the schedule set forth below.

Payment phrase	Product/Deliverable
1 31 December 2023	Performance Progress report of tasks that are conducted, including time sheet.
2 29 February 2024	Performance Progress report of tasks that are conducted, including time sheet.
3 30 April 2024	Performance Progress report of tasks that are conducted, including time sheet.
4 30 June 2024	Performance Progress report of tasks that are conducted, including time sheet.
5 31 August 2024	Performance Progress report of tasks that are conducted, including time sheet.
6 30 October 2024	Performance Progress report of tasks that are conducted, including time sheet.
7 31 December 2024	Performance Progress report of tasks that are conducted, including time sheet.

The SSA contract provides the inclusion of all costs (all-inclusive); the Organization will not assume any costs or benefits in addition to the fee for services. Therefore, it is the consultant's responsibility to have medical insurance for the period of the contract.

VI. REQUIREMENTS

For the applicant to be considered, applicants must meet the following qualifications and requirements:

Education

- Bachelor's degree in Finance, Business Administration, Development, Gender Studies, or related fields

Professional Experience

- At least 2-year hands-on administrative support experience preferred with INGO or international entities in Viet Nam
- Experience and knowledge of the UN system is an asset

Functional competencies

- Sound interpersonal and communication skills with computer literacy

Language requirement:

- Vietnamese as mother tongue
- Fluent in English (oral and written).

Core Values and Competencies

In addition to requirements and qualifications, it is important that the consultant 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>

VII. EVALUATION

Applications will be evaluated based on the cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilized in evaluating the applications, with evaluation of the technical application being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individuals is evaluated based on the following technical qualification evaluation criteria:

Evaluation criteria	Points
Bachelor's degree in finance, Business Administration, Development, Gender Studies, or related fields	20
At least 2-year hands-on administrative support experience preferred with INGO or international entities in Viet Nam	30
Experience to provide logistic, administrative, financial and procurement support in implementing development projects/ programmes	20
Experience and knowledge of the UN system is an asset	20
Sound interpersonal and communication skills with computer literacy	10
TOTAL	100

Financial evaluation:

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the financial component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technically qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.
- Financial proposal: the financial proposal shall specify a lump sum amount breaking down the professional fee for each deliverable.

VIII. SUBMISSION OF APPLICATION:

Interested candidates are requested to submit electronic applications no later than October 15th, 2023 Hanoi time.

Submission package with email title [**TOR-VNM-2023-028- Full Name**] needs to send to email: hr.vietnam@unwomen.org

1. Updated CV.
2. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
3. Financial proposal with your signature specifying a daily consultancy rate in VND and a breakdown per deliverable.

NOTE:

* Please see the financial proposal template below:

FINANCIAL PROPOSAL

Payment phrase no.	Deliverables	Amount
	<i>Lump Sum fee (equivalent to daily fee x no. of days): VND</i>	<i>Daily fee: VND</i>
1	Deliverable 1	
2	Deliverable 2	
3	Deliverable 3	
4	Deliverable 4	
5	
	Others (please provide details as applicable)	
	Total Financial Proposal	

*** Documents required before contract signing:**

- The medical statement from the physician certifying good health to work and travel. (This is not a requirement for RLA contracts).
- Completed UNDSS BSAFE online training course.
EN: <https://agora.unicef.org/course/info.php?id=17891>
- Release letter in case the selected consultant is government official.

*** Regarding application submission:**

- Applications received incomplete or after the closing date will not be considered.

- Only successful applicants will be contacted to be advised of the next phase of the recruitment process.
- All applications will be treated in the strictest confidence.

UN Women is committed to achieving workplace diversity in terms of gender, nationality and culture. People from minority groups, indigenous groups and people with disabilities are equally encouraged to apply.

IX. DIVERSITY AND INCLUSION

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN Women's policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.)