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**TERMS OF REFERENCE**

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| Reference number | **TOR-VNM-2022-012**  (Please refer to this number in the application letter) |
| Title | National consultant on Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) |
| Purpose | To provide technical support for a dialogue between the government and other relevant stakeholders on the implementation of CEDAW in Viet Nam (for the period 2015-2019) |
| Duty Station | Home-based and meeting in Hanoi, Viet Nam |
| Contract duration | From 1 June 2022 to 10 July 2022 (max 12 working days) |
| Contract Supervision | Programme Specialist |
| Application deadline | 10 May 2022 |

**I. BACKGROUND**

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,

1. 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;
2. 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;
3. 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.

In Viet Nam, UN Women contributes to the development objectives of Viet Nam’s Socio-Economic Development Plan 2021-2025 and the National Strategy for Gender Equality for the period 2021-2030. VCO focused it supporting Viet Nam’s fulfilment of Gender Equality commitments under CEDAW, and the promise of the 2030 Sustainable Development Agenda to “leave no one behind”.

In 2020 and 2021, UN Women supported the Ministry of Labour-Invalids and Social Affairs that coordinate with the line ministry to develop the ninth CEDAW Government Report for the period 2017-2019. The final ninth CEDAW Government Report was approved by the Prime Minister and would be submitted to the CEDAW committee in 2022. Parallel with the technical support to the government, UN Women supported the CSO’s network in developing their owned review CEDAW report that reflected the CSO’s views and assessment on the CEDAW implementation of Viet Nam for the period 2015-2021.

In 2022, UN Women has committed to support the government to have an open discussion with relevant stakeholders, including CSO on the CEDAW reports with the aim to

* share the final reports of the government and CSO’s network on the CEDAW implementation in Viet Nam to all relevant stakeholders
* strengthen the exchanges among key stakeholders on CEDAW implementation in Viet Nam to advocate for stronger commitment and concrete actions of the government for the advancement of gender equality in Viet Nam.
* identify the follow-up actions to disseminate the CEDAW reports with the aim to strengthen the CEDAW implementation in Viet Nam.

UN Women is looking for a national consultant to provide technical support for the organization of the policy dialogue (0.5 day) on the implementation of the CEDAW in Viet Nam between the government and CSO to strengthen the partnership between the government and other stakeholders to advance gender equality and the implementation of CEDAW in Viet Nam.

**II. OBJECTIVES**

The objective of the consultancy is to strengthen the partnership between the government and other stakeholders to advance gender equality and the implementation of CEDAW in Viet Nam.

**III. SCOPE AND SPECIFIC TASKS**

Under the supervision of the UN Women Programme Specialist, the national consultant will work closely with the focal point from the Ministry of Labour-Invalids and Social Affairs and the gender expert from CSO that coordinated the development of CEDAW report to:

* Prepare the dialogue agenda with the identification of experts from the line ministries that will engage in the discussion on CEDAW in different thematic areas
* Propose the participant list in consultation with UN Women and CSO network that draft the CSO’s CEDAW report
* Support MOLISA in preparing note/briefing for experts to discuss with CSO on the implementation of the CEDAW
* Prepare the outline and support invited experts to prepare for their participation at the dialogue.
* Provide technical support at the event to MOLISA and CSO network and UN Women to organize the event
* Prepare the workshop report with recommendations to MOLISA to strengthen the partnership with CSO and other relevant stakeholders for the implementation of CEDAW in Viet Nam and the follow-up actions to disseminate the CEDAW reports with the aim to strengthen the CEDAW implementation in Viet Nam.

**IV. INSTITUTIONAL ARRANGMENT**

The national consultant will work under the direct supervision of UN Women Programme Specialist. 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 1 June 2022 to 30 July 2022 (max 12 working days)

**Duty Station**: Home-based and meetings in Ha Noi.

**VI. DELIVERABLES AND SCHEDULE OF PAYMENT**

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| No. | Deliverables (in Vietnamese) | Proposed deadline | Schedule of payment |
|  | * Final agenda * Final participant list (including experts from relevant stakeholders who will join the discussion at the dialogue) * PPTs prepared for the dialogues as the results of the technical support to relevant stakeholders * A dialogue report with recommendations to MOLISA to strengthen the partnership with CSO and other relevant stakeholders for the implementation of CEDAW in Viet Nam and the follow-up actions to disseminate the CEDAW reports with the aim to strengthen the CEDAW implementation in Viet Nam | 30 July 2022 | 100% 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.

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| 1 | Master’s degree on Sociology, Social Development, Public Policy and Planning, Environment or other relevant field. | 10 points |
| 2 | A minimum of 7 years working experience on CEDAW | 25 points |
| 3 | Having a good understanding on gender equality and legal framework on gender equality in Viet Nam | 25 points |
| 4 | Having experience in providing technical support for the organization of policy events related to gender in Viet Nam. | 20 points |
| 5 | Having experience in working with UN will be 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:

1. Responsive/compliant/acceptable; and
2. 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](mailto: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. Updated CV, including professional reference
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
4. 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.

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.)

**Deadline for Application: 10 May 2022**

**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.