



Terms of Reference

Reference number	TOR-VNM-2021-030 (Please refer to this number in application email)
Title	National Consultant – Partner Coordinator on the Gender Impact Assessment (GIA) for the draft Gender Affirmation Law (GAL)
Purpose	to be part of the assessment team conducting the GIA concerning women’s rights and gender equality in the Gender Affirmation Law, to feed into the Ministry of Health (MOH)
Location	Homebased and Hanoi, Viet Nam (possible having the meetings at the provincial level if the COVID-19 is fully controlled and the government permits for the organization of the face-to-face meetings with more than 30 participants)
Contract duration	15 July to 30 November 2021 (with maximum 22 working days)
Application Deadline	27 th June 2021
Contract supervision	UN Women Programme Specialist, Viet Nam Country Office

I. Background

UN Women

Grounded in the vision of equality enshrined in the Charter of the United Nations, the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) works for the elimination of discrimination against women and girls, the empowerment of women, and the achievement of substantive equality between women and men. The fundamental objective of UN Women is to enhance national capacity and ownership to enable national partners to formulate gender responsive laws and policies, and to upscale successful strategies to deliver on national and international commitments to gender equality.

UN Women Viet Nam Country Office is the chair of the UN Gender Theme Group, has been an active member of the UN Human Rights Thematic Group (HRTG) and the Viet Nam UN HIV Thematic Group, and acts as a leading agency in promoting gender equality in the national HIV response. The result under this law will contribute to the achievements of the following outcome and output of UN Women Viet Nam’s Annual Work Plan.

- VCO Impact 3 (SP outcome 4): Women and girls live a life free from violence

- Outcome 3.1 (VCO Outcome 2.1): An enabling legislative and policy environment from gender perspective and women's rights on ending violence against women and girls and other forms of discrimination is in place and translated into action.
 - VCO Output 2.1.1: Strengthened capacity of selected legislative and government institutions to review, draft, implement, and monitor laws and policies on ending discrimination and VAW, including budget allocation and expenditures, to align with international and regional standards.

The work will also contribute to the achievement of the deliverable 3.1 under the UN HIV Joint Programme on HIV led by the UN HIV Thematic Group and use of joint UNAIDS Budget, Results and Accountability Framework's resources, which is, "International standards and good practices on human rights incorporated in the amendment processes of the Law on HIV/AIDS Prevention and Control, the Law on Drugs Prevention and Control and other related laws and policies."

Viet Nam context

In the third cycle of the Universal Periodic Review, Viet Nam committed to *Enact legislation to ensure access to gender affirmation treatment and legal gender recognition* a law to fight discrimination, including of lesbian, gay, bisexual, transgender and intersex (LGBTI) persons,¹ and in the last 5 years, Viet Nam has taken important legal steps towards protecting the human rights of LGBTI persons. The Marriage and Family Law (2014) was revised to remove the explicit prohibition on same-sex marriage.² The revised Penal Code (2015) extended protection to gay and bisexual men and transgender women by recognizing that men and transgender women can be victims of rape.³ The revised Law on HIV/AIDS Prevention and Control (2020) recognizes transgender persons as an HIV key population for priority interventions. The revised Law on Drug Prevention and Control (2021) also recognizes transgender persons by regulating that drug detoxification centres have to arrange separate rooms for people whose gender expression and identity are different with the gender assigned at birth in ID documents. Importantly, the amended 2015 Civil Code (**art. 37**), which took effect in January 2017, allows for registering under a new gender marker.⁴

Allowing legal gender marker change is important, as civil registration is a key requirement for accessing a number of basic services including government support and healthcare. Without civil

¹ By accepting the recommendations to "Develop legislation against discrimination on the grounds of sexual orientation and gender identity," to "Take further steps to ensure the protection of all vulnerable groups in society including lesbian, gay, bisexual, transgender and intersex persons," and to "Enact legislation to ensure access to gender affirmation treatment and legal gender recognition" Human Rights Council, A/HRC/41/7 (2019), para 38.109, 38.97 and 38.93. The UN Human Rights Committee also recommended that Viet Nam, to better comply with the International Covenant on Civil and Political Rights, "establish a procedure for legal gender recognition without a medical requirement that is compatible with the Covenant" CCPR/C/VNM/CO/3 (2019), para 16(b).

² Marriage and Family Law (2014), No. 52/2014/QH13. Art. 8. Please note that though marriage between persons of the same sex is not prohibited anymore, the law explicitly does not recognize such marriages.

³ No gender-specific language was used in the 1999 Penal Code or the revised 2015 Penal Code regarding rape. The significant change was that the 2015 revision expanded the scope of rape to include 'other sexual activities' in addition to 'sexual intercourse' in article 141. Penal Code (2015), No. 100/2015/QH13.

⁴ Civil Code (2015), No. 91/2015/QH13 of November 24, 2015 came into effect in January 2017. The Civil Code has two articles on redefining sex (Article 36) and changing sex (Article 37). Art. 36 is applied to people who were born with a combination of typically male and female biological characteristics (Intersex persons), and Art. 37 is applied to those wishing to change their sex assigned at birth (Transgender persons). Please see Article 37 (Sex reassignment) "The sex reassignment shall comply with regulations of law. Each transgender person who has undergone surgery has the right and obligation to apply for change of civil status affairs as prescribed in law on civil status affairs and has the personal rights in conformity with the transformed gender as prescribed in this Code and relevant laws." Please note the Civil Code does not require sex reassignment surgery or treatment for a change of legal gender recognition, as the word "transformed" can be interpreted very broadly.

registration matching their gender presentation/expression, transgender persons may be subjected to invasive questioning deterring them from accessing necessary social and health services. In addition, as their gender marker on identification cards does not reflect their gender identity they face challenges and discrimination in relation to employment, housing, and transportation. While there is no official estimate of the number of people in Viet Nam with a gender identity different from their sex assigned at birth, it is estimated to number several hundred thousand.⁵

Despite progress, transgender people in Viet Nam still confront significant challenges, as there is no guiding legislation or decrees to implement the new provision of the Civil Code yet. This leaves transgender persons vulnerable and marginalized, facing severe stigma and discrimination in access to justice, social security, health services, education, housing, and decent work.⁶

In this context, the Gender Affirmation Law (GAL) has been drafted by the Ministry of Health (MOH) of Viet Nam to implement the Civil Code. The draft includes conditions related to legal gender recognition and access to health services regarding gender affirmation, critically important to protect the rights of people seeking to transition, access health services, and change their legal gender markers.⁷

The GIA, under Viet Nam's Gender Equality Law, is a gender mainstreaming report that must be prepared as part of the technical support to policy choices proposed in the draft GAL. Article 21(2) states: "The key drafting agency of legal normative documents has the responsibility to mainstream gender equality in the documents and prepare reports on the mainstreaming of gender equality in the development process of legal normative documents [...] and in annexes of information and statistics on gender related to the draft legal normative documents." Subsection 3 gives instructions regarding the scope of the gender mainstreaming assessment: "The assessing agency of legal normative documents has the responsibility to coordinate with the state management agency of gender equality to appraise the mainstreaming of gender equality in the development of legal normative documents. Issues subjected to appraisal include: (a) The identification of the gender issue in the draft laws and other documents; (b) Ensuring the basic principles of gender equality in the draft laws and other documents; (c) The feasibility of the solution to the issue of gender that is subject to adjustment in the draft laws and other documents; and (d) The mainstreaming of gender equality in the development process of the draft laws and other documents according to the contents laid down in section 1 of this Article."

As part of the UN efforts to support Viet Nam to develop the Gender Affirmation Law in alignment with international laws and standards to ensure that transgender persons are equal members of society and protected and free from any forms of violence and discrimination, as no one should be

⁵ The Viet Nam Authority on HIV/AIDS Control (VAAC), under the MOH conducted a pilot size estimation was conducted with support from UNAIDS and the GFATM, a size estimation of the Transgender population in Viet Nam in 2019. In Asia and Pacific, it is estimated that there are 9 to 9.5 million trans people (0.3% of the adult population). Health Policy Project, Asia Pacific Transgender Network, United Nations Development Programme. 2015. Blueprint for the Provision of Comprehensive Care for Trans People and Trans Communities. Washington, DC: Futures Group, Health Policy Project.

⁶ A previous research reveals that transgender people are suffering from worse discrimination than gay and bisexual people. The Institute for Studies of Society, Economy and Environment (iSEE) (2015), "Is it because I am LGBT?: Discriminations on Sexual Orientation and Gender Identity in Vietnam," page 62.

⁷ Further guiding documents on civil registration for persons who have undergone gender affirming medical interventions will need to be provided by the Ministry of Justice, art. 23(3) of the Draft Law.

discriminated against based on perceived gender identity or gender expression, UN Women is looking for a national consultant who will act as the partner coordinator on a team which will work together to develop a gender impact assessment for the GAL.

II. Objective of the Consultancy

The objective of this consultancy is to coordinate relevant stakeholders and work as one third of the assessment team who will conduct the gender impact assessment (GIA) on the Gender Affirmation Law. The assessment team will be comprised of an additional two members: an expert on gender and Vietnamese law (who will act as team lead), and a gender expert. The outcome of the GIA will support MOH to make advancements to the Gender Affirmation Law, to uphold the tenants of gender equality in the law.

III. Scope of Work and expected tasks

Scope

Under the overall guidance of the Country Representative, the national consultant will work under the supervision of the UN Women Programme Specialist. The consultant will maintain close communication with focal points at UN Women, MOH's Legal Department, as well as other key stakeholders including civil society organizations who have already been working in the sphere of gender identity advocacy in Viet Nam including, but not limited to: iSEE, SCDI, and It's T Time.

The Partner Coordinator will:

- With the team lead, act as the focal point for the GIA team with CSOs and other stakeholders, creating cohesive communication networks.
- Provide input into the outline and detailed work proposal of the GIA process, including, but not limited to, methodological approaches for collecting and analyzing data relevant to the GIA.
- Support the team in the development of guidelines and tools for the data collection and take part in the data collection process together with other team members.
- Create, update, share, and maintain a comprehensive digital folder comprised of the relevant materials from UN agencies, CSOs, and MOH, as well as other relevant documentation as needed
- Coordinate with MOH and other stakeholders, including health experts, transgender advocacy groups, and other CSOs, to arrange relevant meetings.
- Coordinate and collect MOH inputs into the assessment report;
- Take and circulate minutes at relevant meetings;
- Attend and participate in other meetings and consultations at the request of MOH and UN Women, in particular consultations that might be undertaken by other stakeholders on other aspects of the GAL decree;
- With the team lead, consolidate feedback from the consultations and data collection exercises into the various versions of the GIA report in order to have the final text ready for submission to MOH and UN Women in accordance with the timelines below.
- Perform other administrative tasks as needed and agreed with team lead and gender expert

Together, the Gender Impact Assessment Team will:

Task	Legal Expert (Team lead)	Gender Expert (Team member)	Partner Coordinator (Team member)
General communication	Be the focal point for communication with, and between, UN Women, MOH, CSOs, transgender advocacy groups, and other relevant stakeholders.		Be the focal point for the GIA team, CSOs and other stakeholders
Develop report outline and detailed work proposal, including the proposed assessment methodology and how the GIA team plans to engage relevant stakeholders in the assessment process.	<p>Lead the development of the outline of the GIA and detailed work proposal, ensuring the work falls within the requirements of the law-making process in Viet Nam</p> <p>Take overall responsibility to submit the outline report to the Department of Legislation – MOH and UN Women in a timely manner.</p>	<p>Develop some specific sections of the outline, as agreed with the team lead.</p> <p>Lead in offering overall technical gender expertise, ensuring outline is gender sensitive, and particularly sensitive to transgender issues.</p>	<p>Provide inputs to the outline and detailed work proposal as agreed with the team lead.</p> <p>Ensure representation of key stakeholders voice is present in both documents.</p>
Outline and detailed workplan validation	Meeting with MOH, UN Women, SCDI and other relevant stakeholders on the outline and workplan to collect feedback and then revise the outline report and workplan		
Conduct a literature review to compile and analyze information regarding identified gender issues in the GAL.	<p>Based on international standards and readily available materials on transgender rights and health in Viet Nam specifically, summarize identified gender issues in the draft GAL in the form of a literature review.</p> <p><u>Focus should be on legislative issues and legal standards.</u> This work will form one cohesive document</p>	<p>Based on international standards and readily available materials on transgender rights and health in Viet Nam specifically, summarize identified gender issues in the draft GAL in the form of a literature review.</p> <p><u>Focus should be on gender issues and policy impacts.</u> This</p>	Create, update, share, and maintain a comprehensive digital folder comprised of the relevant materials from UN agencies, CSOs and MOH, as well as other relevant documentation.

	with the gender expert.	will form one cohesive document with the legal expert.	
Identify the policy issues for the assessment.	<p>Identify the policy issues for the assessment from legal perspective.</p> <p>On behalf of the team, present the list of policy issues for the assessment to UN Women and MOH.</p>	Identify the policy issues for the assessment from gender perspective, including, but not limited to, key issues that have already been identified by CSOs.	Work with CSOs and other stakeholders to understand briefs and other documentation that has already been developed in analyzing policy and other issues relevant for this assessment.
Assess the gender impact of provisions in the draft Gender Affirmation Law based on the gaps assessed in the literature review: qualitative and quantitative data collection.	<p>Develop questions for, participate in, and facilitate the discussion among relevant stakeholders for key informant interviews and focus group discussions (all virtual).</p> <p>Update in a timely manner MOH, the drafting team, UN Women, SCDI and the CSO network on the data collection process.</p>	<p>Participate in and facilitate the discussion among relevant stakeholders for interviews, with a special emphasis on CSOs working with the trans community in Viet Nam.</p> <p>Ensure data collection processes, questions, and methodology are gender sensitive and particularly sensitive to transgender issues, including using appropriate terminology.</p>	<p>Identify the contact persons and arrange technical meetings for the assessment team.</p> <p>Connect with CSOs and other relevant stakeholders to see what data collection has already been done in this space, ensuring the GIA team is not duplicating work and identify key gaps for the GIA teams to fill.</p>
Develop Gender Impact Assessment (1 st draft)	Produce a comprehensive 1 st draft of the Gender Impact Assessment and submit for review by UN Women and MOH no later than 15 August 2021 . In addition to examining the text from a holistic point of view, the 1 st draft shall also take	Work with the legal expert to produce a comprehensive 1 st draft of the Gender Impact Assessment and submit for review by UN Women and MOH no later than 15 August 2021 .	<p>Contribute to the draft report as agreed with the team lead.</p> <p>Update in a timely manner MOH, UN Women, and the drafting team on the status of the draft report and collect</p>

	<p>into account results from the Policy Impact Assessment, which was already undertaken by MOH.</p> <p>The legal expert will focus on the legal standards in the analysis.</p>	<p>The gender expert will focus on ensuring gender mainstreaming, and gender sensitivity and best practice, as well as preliminary findings of the data collection, is present throughout the draft.</p>	<p>comments and feedback from the Department of Laws and Policies of MOH on the draft assessment report.</p>
<p>Participate in the technical meetings, organized by UN Women, MOH, and other stakeholders to collect feedback on the first draft of the Gender Impact Assessment</p>	<p>Present the report and facilitate the discussions to collect comments from the relevant stakeholders, including CSOs.</p> <p>Co-lead the discussion among relevant stakeholders to collect inputs for the report.</p>	<p>Develop the consultation agenda, present on the theme of gender impacts and transgender sensitivity throughout the report, facilitate discussions between relevant stakeholders.</p> <p>Co-lead the discussion among relevant stakeholders to collect inputs for the report.</p>	<p>Work with MOH, UN Women and SCDI to prepare the stakeholder list for consultation.</p> <p>Prepare the report of consultation which will be shared with MOH to track the revision of the assessment report.</p> <p>Take minutes of the meeting for later distribution to all partners.</p>
<p>2nd draft Gender Impact Assessment</p>	<p>Incorporate feedback from the technical consultation as well as any additional feedback from UN Women, MOH, SCDI and the CSO coalition on transgender rights, and produce the 2nd draft of the Gender Impact Assessment no later than October 15th, 2021.</p>	<p>Incorporate feedback from the technical consultation as well as any additional feedback from UN Women, MOH, SCDI and the CSO coalition on transgender rights, and produce the 2nd draft of the Gender Impact Assessment no later than October 15th, 2021</p>	<p>Follow up with MOH to ensure that the comments from MOH are reflected in the 2nd draft Gender Impact Assessment</p>
<p>Validation meeting to collect feedback on 2nd draft of the GIA</p>	<p>Present the updates to the report and facilitate the</p>	<p>Develop the consultation agenda,</p>	<p>Work with MOH, UN Women and SCDI to prepare the</p>

	<p>discussions to collect further comments from the relevant stakeholders.</p> <p>Co-lead the discussion among relevant stakeholders.</p>	<p>present on any updates to the theme of gender sensitivity throughout the report, facilitate discussions between relevant stakeholders.</p> <p>Co-lead the discussion among relevant stakeholders.</p>	<p>stakeholder list for consultation.</p> <p>Prepare the report of consultation which will be shared with MOH to track the revision of the assessment report.</p> <p>Take minutes of the meeting for later distribution to all partners.</p>
Finalization of the GIA	<p>Incorporate feedback from the validation consultation as well as any additional feedback from UN Women, MOH and the CSO coalition on transgender rights, and produce the 3rd (and final) draft of the Gender Impact Assessment no later than 10th November 2021.</p> <p>The third and final draft will be included in the full dossier which will be posted on MOH's website for 2 months for public consultation. At the same time, the dossier will be shared by MOH with relevant ministries and agencies for comments.</p>	<p>Incorporate feedback from the validation consultation as well as any additional feedback from UN Women, MOH and the CSO coalition on transgender rights, and produce the 3rd (and final) draft of the Gender Impact Assessment no later than 10th November 2021.</p> <p>The third and final draft will be included in the full dossier which will be posted on MOH's website for 2 months for public consultation. At the same time, the dossier will be shared by MOH with relevant ministries and agencies for comments.</p>	
Presentation for National Assembly (if needed)	Prepare for and present final GIA report on behalf of the	Work with the team lead to prepare a presentation regarding	Ensure logistical matters are in order for this presentation. Including seeing to the

	GIA team for the National Assembly. Answer any legislative questions that may arise.	the final GIA report for the National Assembly. Answer any gender questions that may arise.	appropriate invitations being sent and taking minutes to be circulated after the presentation.
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The number of working days for the consultancy is estimated for **22 days**.

Specific tasks will mainly cover the followings:

#	Tasks	Description of tasks	Location and Timeline
1	Agree on gender issues under the policy issues	With team lead, organize and attend meetings, share emails and other means of communication determined by MOH and UN Women, as a basis for conducting the GIA and keep MOH and UN Women informed of the progress against the work plan. Create a shared digital folder for the distribution and collection of relevant resources.	Home-based and Hanoi July and August 2021
2	Submit detailed work plan	Contribute to the development of the detailed work plan which clarifies the assessment methodology, analytical framework, and report outline in accordance to the requirement under the Law on the Promulgation of Legal Documents and its subsequent Decree No. 34/2016/ND-CP.	Home-based July August 2021
3	Develop draft assessment report (1 st draft)	Coordinate meetings with MOH and other stakeholders to ensure their input is being consolidated and reflected in assessment report.	Home-based, Hanoi and with possible field visit for meetings with the target groups. August and Sep 2021
4	Coordinate fieldwork	Coordinate with partners to organize data collection in line with methodology outlined in the detailed work plan.	Home-based, Hanoi and with possible field visit for meetings with the target groups.

			Sep 2021
5	Fieldwork (virtual)	<p>Help team members to conduct semi-structured interviews and focus group discussions with team members, in line with the guidelines for semi-structured interviews and focus group discussions via Zoom.</p> <p>Inputs from the fieldwork will be documented and shared with the assessment team as well as MOH and UN Women.</p> <p>Together with the team lead and other team members will ensure the narrative write-up (including tables and graphics where needed) of their consultations for the 2nd draft GIA report.</p>	Home-based, Home-based, Hanoi and with possible field visit for meetings with the target groups
6	Online survey	Support team to design survey. Collaborate with local partners to disseminate this survey. Share summary of findings with local partners.	Home-based , Hanoi September
7	Organize technical meetings (potentially virtual)	Organize a, potentially virtual, consultation with stakeholders. The timing, participants, and agenda of the consultations will be mutually agreed between UN Women and MOH.	Home-based, Home-based, Hanoi and with possible field visit for meetings with the target groups Sep 2021
8	Draft 2 nd draft GIA report	Under the guidance of the team lead, support gender expert to incorporate feedback from the fieldwork and two technical workshops into the 2 nd draft GIA report and submit to MOH and UN Women, no later than 20 Octst 2021 .	Hanoi Sep and Oct 2021
9	Organize general consultation meetings on the 2 nd report	<p>In collaboration with team lead, organize one consultation meeting with stakeholders, in Hanoi</p> <p>The timing, participants and agenda of the consultation will be mutually agreed between MOH and UN Women.</p>	Home-based and Hanoi Oct 2021
10	Finalize GIA report	In collaboration with team lead and the other assessment team members, incorporate feedback from the consultation and international expert and submit to UN Women and MOH, no later than October 15th, 2021 . After the submission, UN Women will review for approval and may come back with request for further revision if necessary.	Hanoi Oct and Nov 2021
11	Present final work for National Assembly (if needed)	Ensure logistical matters are in order for this presentation. Including seeing to the appropriate invitations being sent and taking minutes to be circulated after the presentation.	Home-based and Hanoi Nov 2021

In addition, the national consultant must attend Zoom calls and meetings at the request of UN Women and MOH.

IV. Institutional Arrangement

The consultant will work under the supervision of the UN Women Programme Specialist and ultimately responsible to the UN Women Country Representative in Viet Nam. The consultant will work with other two consultants to conduct the required tasks.

V. Deliverables and Schedule of Payment

The payment will be provided in three instalments as outlined below:

Time	Expected deliverables	Amount
Late August 2020	<ul style="list-style-type: none"> Detailed work proposal clarifying the research methodology, analytical framework, and report outline Online resource folder organized and shared <p>Deliverables in Vietnamese</p>	30%
Last week of September	<ul style="list-style-type: none"> Guidelines for semi-structured interviews and focus group discussions Guideline for the online-based survey clarifying the methodology, target group and survey questions Summary report of the online survey results Organization of review meetings with stakeholders 2nd draft GIA report incorporating inputs from the fieldwork and technical meetings <p>Deliverables in Vietnamese</p>	50%
Last week of Nov 2021	<ul style="list-style-type: none"> Final GIA report addressing comments of UN Women and MOH <p>Both English and Vietnamese</p>	20 %

VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 15 July to 30 November 2021 in Viet Nam for a maximum of 22 working days. This is home-based consultancy with the technical meetings to be organized in Hanoi. If the COVID-19 situation is controlled and the Government permits face-to-face meetings with more than 30 participants, there can be two field visits at the provincial level to meet with the target groups for the gender impact assessment.

VI. Qualification

Fluency in written and spoken English is essential to be considered for the assignment. Additionally, qualified candidates shall fulfill the following requirements:

- Master's Degree in Law, Human Rights, Political Science, or other relevant disciplines.
- At least 4 years of relevant experience in the field of legal reform and policy making in general, and transgender rights and health policies in particular.
- Good understanding on the national stakeholders that are working/advocating for the development of GAL

- Have a basic understanding on gender impact assessment of the laws and policies, including a very good understanding for the legal requirements on gender impact assessment
- Basic understanding on international standards on gender equality, LGBTQI and human rights will be an asset;
- Prior experience supporting UN agencies for policy advocacy will be an asset.

VII. Application Evaluation Criteria

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 in Law, Human Rights, Political Science, or other relevant disciplines.	10 points
2	At least 10 years of relevant experience in the field of legal reform and policy making in general, and transgender rights and health policies in particular.	20 points
3	Good understanding on the national stakeholders that are working/advocating for the development of GAL	20 points
4	Have a basic understanding on gender impact assessment of the laws and policies, including a very good understanding for the legal requirements on gender impact assessment	20 points
5	Basic understanding on international standards on gender equality, LGBTQI and human rights will be an asset;	20 points
6	Prior experience supporting UN agencies for policy advocacy will be an asset.	10 points
	Total	100 points

Core Values and Competencies

In addition to aforementioned 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>

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

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.

IX. Application Procedure and Deadline

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

Technical component:

- Letter of interest explaining why you are the most suitable for the work
- Signed Curriculum vitae with contact details for 3 references

Financial proposal (with your signature)

- The financial proposal shall specify a total lump sum amount in **VND** including consultancy fees. If the consultants are required to travel, it would be arranged by UN Women Office following the UN-EU cost norms.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to VND at UN Exchange Rate at the submission deadline.

Deadline for Application: June 27th, 2021

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).
- 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 Director prior to taking up their assignment.
- Release letter in case the selected consultant is government official.