



TERMS OF REFERENCE

Reference number	TOR-VNM-2021-019 <i>(Please refer to this number in the application)</i>
Assignment title	International consultant
Purpose	To review relevant documentation (both internal and external), conduct internal and external consultations in order to develop a Strategic Note for Viet Nam for the period 2022-2026 that is in line with UN Women HQ guidelines for developing country strategies
Location	Home based
Contract duration	Tentatively from 15 May 2021 to 30 Nov 2021
Contract supervision	Country Representative - UN Women Viet Nam Office

I. Background

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, policies and upscale successful strategies to deliver on national and international commitments to gender equality.

In Viet Nam, UN Women's country strategy focuses on two areas: (i) Remove structural barriers that inhibit women's economic empowerment and resilience to economic shifts, disasters, and climate change; and (ii) End Discrimination and Violence Against Women and Girls. As part of the first area of work, UN Women focuses on supporting evidence-based advocacy for gender-responsive normative frameworks, as well as coordinating high-level policy advocacy with strategic development partners.

UN Women will lead the joint efforts with UN agencies and other gender advocates from government, development partners, and CSOs and community-based organizations to advocate for improved compliance with international standards on human rights and gender equality through the provision of evidenced-based technical support to law drafting and policy making bodies.

The Strategic Note (SN) is the planning tool to support UN Women's normative, coordination and operational framework at the country level. The SN is aligned with Viet Nam's national priorities outlined in the Social Economic Development Plan (2021-2025), UNSDCF 2022-2026 and the UN Women's Global Strategic Plan (2022-2025), and it is implemented through project

documents and other relevant strategies (communications/partnerships/coordination, among others).

The UN Women Viet Nam Country Office (CO) is starting a process to develop its new SN, covering the period of 2022-2026, which will be fully aligned with the UNSDCF programme cycle as well as the SEDP and contribute to the the UN Women's Global Strategic Plan (2022-2025),. The Viet Nam SN 2022-2026 will define the development results (DRF) as well as key drivers and enablers for implementation of the DRF under the Operational Efficiency and Effectiveness (OEE) in the next five years.

To ensure continued relevance of UN Women's interventions in response to national priorities and overall UN mandate, the formulation of SN is to include a context analysis to capitalize on relevant analysis/evaluations conducted at the country level, so as to ensure that lessons learned inform the new planning process. The new SN will follow the UN Women guidance for the SN development, include the following key aspects:

- National context and political developments in Viet Nam in lined with the common country analysis of the new UNSDCF 2022-2026
- Outline of the current and emerging trends related to gender equality and empowerment of women (GEEW) in Viet Nam as well as the linkages to ASEAN
- UN Women's mandate towards achieving goals and objectives of the 2030 Agenda for Sustainable Development and the SDGs with the focus on the principle of leaving no one behind, CEDAW and other relevant normative frameworks to promote GEEW in Viet Nam.
- Overview of the work of other UN agencies and international partners in Viet Nam in the area of gender equality and women's empowerment and key opportunities and gaps that could be addressed through strengthened coordination.
- Key lessons learned from the previous SN as well as the relevant evaluations and reviews of UN Women's programmes in the country over the past few years and provide recommendations on how to build on the experience gained.

II. Objectives

The UN Women Viet Nam Office is embarking on the process of development of its Strategic Note for the period 2022-2026, defining the key development results and management/proposal results that is in line with UN Women HQ guidelines for developing country strategies. The SN will be based on the global UN Women Strategic Plan 2022-2025 and aligned with UNSCDF for Viet Nam as well as the national plan and priorities.

As a necessary part of the process of developing the new Strategic Note, the UN Women Country Office in Viet Nam needs to develop a document that:

- Takes into account the national context and priorities in Viet Nam (including as reflected in the UN's latest Common Country Analysis which underpins their UNSDCF (2022-2026);
- Is based on current and emerging trends related to Gender Equality and Women's Empowerment (GEWE)
- Reflects UN Women's mandate towards achieving goals and objectives of the SDGs and the 2030 development agenda gender equality commitments including CEDAW and relevant normative Frameworks- as indicated in the corporate UN Women Strategic Plan (2022-2025);

- Considers key lessons learned from the country portfolio evaluation and audit of UN Women Viet Nam, reflecting ways in which this Strategic Note builds on the same;
- Reflects on the broader overview of the work of the UN in Viet Nam as stated in the UNSDCF (2022-2026) and international partners in Viet Nam in the area of gender equality and women's empowerment and key opportunities and gaps that could be addressed through strengthened coordination.

To this end, the UN Women Office in Viet Nam would like to bring on board a senior international consultant to review relevant documentation (both internal and external), conduct internal and external consultations in order to develop a Strategic Note for Viet Nam that is in line with UN Women corporate guidelines for developing country strategic notes. The consultant should employ a consultative and participatory approach throughout the development and drafting of the Strategic Note by involving UN Women staff, other UN agencies operating in the country, strategic partners including relevant government counterparts, key donors and stakeholders in the process.

III. Scope of Work and Tasks

Under the direct supervision of UN Women Country Representative in Viet Nam and working closely with the Programme Specialist and the International Gender consultant based in Viet Nam Country Office, the Consultant will be responsible for the following specific tasks:

1. Use and extend where available evidence-based country analysis on the 2030 Agenda and SDGs from a gender and 'leaving no one behind' perspective, including review of current country-level progress and challenges related to the implementation of the Beijing Declaration and Platform for Action, CEDAW and other human rights treaties, and relevant normative frameworks and other documents Common Country Analysis, Viet Nam Country Gender Equality Profile, Country Portfolio Evaluation and Audit report that highlight the lessons learned and recommendations for VCO SN for the period 2022-2026.
2. Conduct a desk review of the current UN Women programme in Viet Nam, with practical and substantial recommendations to enhance strategic positioning and comparative advantage of UN Women Viet Nam CO vis-à-vis other key players.
3. Identify key strategic partners of UN Women Viet Nam CO that are crucial for implementing the programme at the country level.
4. Facilitate initial internal and external consultations with key stakeholders to validate the preliminary findings of the desk review, obtain additional insights on key GEEW gaps, challenges and opportunities, and key lessons learned that will inform the new SN.
5. In collaboration with programme team in Viet Nam CO, the Consultant will analyze and present the results of evaluation findings, annual reports, and elaborate a drafted monitoring and reporting plan for the implementation of the current SN. Based on the

analysis, develop draft theory of change in close consultation with the Programme Specialist.

6. In consultation with the operation and programme team of Viet Nam CO, identify budget for SN period (available and resource to be mobilized) and description of risks/challenges that may interfere with fulfilment of commitments, including those that are external (e.g. security risks, political instability) as well as those that are internal. Identify mitigation strategies. Build on on-going external consultation processes and programme activities to consult with key partners.
7. Draft the strategic priorities for the new SN 2022-2026 in line with UNSDCF 2022-2026 and the UN Women Global SP 2022-2025.
8. Support the development of the new SN 2022-2026 in line with the outcomes and programmatic areas of UN Women’s Global Strategic Plan including the log frame.
9. Support Viet Nam Office in facilitating consultations to support the validation of the new SN in Viet Nam (development of the agenda and facilitate the online discussion).

IV. Institutional arrangement

The national consultant will work under the direct supervision of UN Women Representative in Viet Nam.

V. Deliverables and Schedule of Payment

Deadline	Deliverables	Payments
Last week of May 2021	<ul style="list-style-type: none"> • Inception report with outline of methodology, consultation and validation process, documents for review and updated timelines. This will be developed based on the inception conversation with UN Women Viet Nam management team and the office. 	20%
June 2021	<ul style="list-style-type: none"> • Review and the analysis of the key relevant documents from the UN Women and other relevant references that will be part of the Draft Strategic Note. • Submission of draft SN, including supporting documents including situation analysis, priorities for the advancement of the rights of women and girls in Viet Nam, including Viet Nam CO’s comparative advantages and partnership analysis finalized for feedback and validation by UN Women staff 	
July 2021	<ul style="list-style-type: none"> • TORs of the consultation together with list of the stakeholders consulted; 	30%

	<ul style="list-style-type: none"> • Partner consultation concept note including list of partners met/meetings organized, questionnaire for the interviews and consultation meeting agenda; • A set of PPT slides to introduce SN development process including methodology • Finalized inception consultation report with UN Women and relevant partners in Viet Nam including key inputs received, priority areas, key recommendations received, etc. • Draft Theory of Change for the SN 	
August 2021	<ul style="list-style-type: none"> • Timely submission of Draft Strategic Note including all the required elements of the Strategic Note 	
Middle of September	<ul style="list-style-type: none"> • Prepare Draft PPT slides for the validation consultation • Finalized validation meeting with UN Women and partners in Viet Nam including summary of inputs received, list of partners, etc. 	20%
Middle Oct 2021	<ul style="list-style-type: none"> • 2nd draft complete pack of SN of Viet Nam Office work plan and budget based on the validation workshop for final review by UN Women Viet Nam office, Resident Coordinator, and Peer Review Group (PRG) of UN Women (regional and HQ office) • Final PPT slides for the PRG 	
Nov 2021	<ul style="list-style-type: none"> • Finalized and UN Women approved Strategic Note that Incorporate recommendations from UN Women (Viet Nam, HQ and RO) and partners and develop and submit the final Strategic Note- should be submitted in November for final post-PRG approval. 	30%

VI. Duration of Assignment and Duty Station

The duration of this consultancy is will be from 15 May 2021 to 30 Nov 2021.

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 or equivalent in social sciences, gender studies, public administration, international relations, international law, public policy, or a related field.	10 points
2	At least 7 years of experience in the international development field with advanced knowledge of gender analysis and experience working on GEWE issue, preferably with UN System	20 points
3	Familiarity with human rights concepts and approaches and GEWE normative frameworks	20 points
4	Advanced knowledge of results-based planning, including planning of monitoring & evaluation work including demonstrated experience of UN results-based management standards and guidelines, and UN planning processes (UNDAF/UNSDCF and/or UN Country Program Documents)	20 points
5	Demonstrated experience in applying results-based management (RBM) principles into strategic planning processes, including monitoring and reporting	10 points
6	Demonstrated experience in project management, conducting research and writing analytical documents including country planning documents preferably for UN entities within the UN system	10 points
7	Fluency in English (written and oral) is a high priority requirement.	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

Functional Competencies:

- Strong commitment to and good understanding of gender equality and women's empowerment issues;
- Strong interpersonal skills;
- Strong organizational skills and strong self-direction;
- Strong research and communication skills;
- Ability to prioritize and work under pressure with colleagues at all levels;

- Knowledge of gender mainstreaming and desired knowledge of the UNCT-SWAP Gender Equality Scorecard.
- Development and Innovation: Take charge of self-development and take initiative;
- Work in teams: Demonstrate ability to work in a multicultural, multiethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication.
- Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.
- Conflict management: Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution;
- Continuous Learning and Knowledge sharing: Encourage learning and sharing of knowledge.

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 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 the consultancy position
2. Updated CV
3. A short proposal (max 4 A4 pages) that explains how the consultant will do the work.
4. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
5. Financial proposal specifying a daily consultancy rate and a breakdown per deliverable. UN Women will bear the costs of requested travel expenses following the UN-EU cost norm.

Deadline for Application: 17 April 2021

IX. 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://training.dss.un.org/>
- 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.