



## TERM OF REFERENCE

<b>Reference number</b>	<b><i>TOR-VNM-2021-023</i></b> <b><i>(Please refer to this number in the application)</i></b>
<b>Assignment title</b>	National gender consultant – Team lead (to team up with a National Disaster Risk Reduction Consultant)
<b>Purpose</b>	Lead a team to conduct a gender review of the disaster risk reduction policies and institutional coordination in Viet Nam.
<b>Location</b>	Home-based, field work in Lao Cai, Quang Nam and Ca Mau (tentatively), and attend meetings/workshop/conferences in Ha Noi
<b>Contract duration</b>	From 20 May to 30 October 2021 (maximum of 55 working days)
<b>Contract supervision</b>	UN Women Programme Analyst on Disaster Risk Reduction

### 1. 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, 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 civil society organizations (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.

#### Country context

Due to its location in the active region of tropical monsoon in Southeast Asia, together with its topographical and geographical features, Viet Nam is the country most affected by natural disasters in Asia and the Pacific. Climate change even worsens natural disasters in terms of frequency, unpredictability and intensity. For example, the drought and saltwater intrusion induced by El Nino in 2015, at its peak, deprived 2.3 million people of access to clean water, food and secure livelihoods, and thus imposed many negative impacts on their health and nutrition. Viet Nam ranks 8th among the 10 countries most affected

by climate change from 1996 to 2015 and stands at high risk. With the majority of the population living in low-lying river basins and coastal areas, it is estimated that more than 70% of the population is at risk of multiple hazards. Storms and floods are the most prevalent and severe disasters in Viet Nam. The country suffers from 10 hurricanes and tropical storms every year, on average. Severe drought, saline water intrusion, landslides and other natural disasters are hindering livelihoods and further economic development of Viet Nam as they are the causes of much major damage and loss.

According to the Summary of Gender Policy in Climate Change (CC) and Disaster Risk Reduction (DRR) in Viet Nam conducted by the United Nations and the Climate Change Working Group (CCWG) in 2017, the feminization of agriculture sector, with 51% of women doing agricultural work compared to 46% of men (Labour Force Survey, 2014), is putting women at higher risk of losing income and other productive resources due to storms, floods and drought. Moreover, women's work is largely concentrated in the informal sector and small-scale farming, which are often the most severely impacted and the least capable of post-disaster recovery. In addition, limited access to resources, credit, markets and agricultural extension services makes women more disadvantageous and limits their coping capacity. While women are the most vulnerable in front of climate change impacts and more disproportionately affected by the growing negative impacts and social pressures, they also lack access to decision-making in climate change and DRR policies. As a result of all these barriers, women are often marginalized from national and regional policies, projects and investments, even though it is a basic human right to be part of the policies of its own society. Leaving women behind from climate change and DRR policies results in threatening their ability to generate sufficient income, access to food, water, education, and in worst cases, to survive a disaster. Women should be an integral part of developing solutions to reduce the impacts of and combating climate change. Therefore, enabling women's voices, agency, and leadership are prerequisites for resilience building, sustainable development, and the fulfilment of gender equality and human rights.

The regional programme "Strengthening Human Rights and Gender Equality through Climate Change Action and Disaster Risk Reduction" (EmPower) is a joint initiative of two United Nations organizations including the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and the United Nations Environment Program (UNEP). It is funded by the Swedish Government and will be run from 2018-2022 in 3 Asian countries namely Bangladesh, Cambodia and Viet Nam, along with other activities at regional level. The overall outcome of the programme is *"Countries in Asia and the Pacific implement gender-responsive climate change and disaster risk reduction actions to address key-drivers<sup>1</sup> of gender-based vulnerabilities"*.

The EmPower regional programme applies a comprehensive approach to reach its goal by addressing the key drivers of gender-based vulnerabilities and enhancing human rights through implementation of gendered climate change and DRR policies and actions in Asia and the Pacific. This will be done with the view to achieving the impact of greater resilience to disaster and climate change and achieving equal rights and opportunities for women and men. The joint regional programme strives to achieve 5 outputs:

- *Output 1:* CSOs representing women and women's groups are able to lead, participate in and influence climate change and disaster risk reduction decision-making processes;

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<sup>1</sup> Drivers such as a lack of gender-responsive policies; a lack of capacity of policy makers and CSOs representing women, women themselves and women leaders; lack of sex, age and diversity disaggregated data; a lack of access to financial resources; and lack of alternative livelihoods for women.

- *Output 2:* Governments and key stakeholders are able to generate, analyse and use sex, age, and diversity disaggregated data to inform climate change and disaster risks and actions;
- *Output 3:* National policymakers are able to integrate gender equality commitments in climate change and disaster risk reduction policies;
- *Output 4:* Women use renewable energy to increase adaptive capacity and enhance climate-resilient livelihoods; and
- *Output 5:* Regional normative and policy frameworks on climate change and disaster risk reduction incorporate gender equality and human rights perspective.

Viet Nam's component targets Outputs 1, 2 and 3 and this Terms of Reference (TOR) specifically refers to Output 2 and 3. To achieve these, UN Women is looking for a qualified national gender consultant to conduct assessments and reviews of gender integration in policies on climate change and disaster risk reduction and disaster management statistics in Viet Nam.

## II. Objectives of the consultancy

The overall objective of the consultancy is to advocate for gender responsive disaster risk reduction policies and plans. This will be done through conducting a review of disaster risk reduction policy and decision-making process from gender perspectives, focusing on key issues in DRR policies and institutional frameworks, capacity and coordination and data collection system. The review aims to identify gaps and entry points for gender mainstreaming in policy development, capacity building, coordination mechanism and data management in disaster risk reduction process. This will help UN Women in providing recommendations to the government on gender integration in disaster risk management, which will contribute to gender responsive DRR policies in Viet Nam.

## III. Specific Tasks

To achieve this objective, the consultant will team up with a National Consultant on Disaster Risk Reduction to conduct a gender review of DRR mechanism to identify gaps and entry points for gender mainstreaming in policy, capacity, coordination and data management in disaster risk reduction process.

The review will strive to address the following (but not limited to) questions:

- i. Current situation of gender mainstreaming into the DRR policies and projects.
  - Mapping DRR policies at national and sub-national level and to what extent those policies that have been mainstreamed gender.
  - Current process for gender mainstreaming into the DRR policies: legal process and the practice.
  - What are the barriers and entry points for gender mainstreaming in DRR policies and plans at national and sub-national levels?
- ii. Coordination mechanism for gender mainstreaming in DRR policies and activities
  - What is the current coordination mechanism among government agencies and stakeholders on ensuring gender mainstreaming in DRR policies formulation and implementation?
  - To what extent the current coordination mechanism could support or hinder mainstreaming gender in DRR? Recommendations for improvement of coordination mechanism on gender in DRR.

- What are tools and mechanism to support gender mainstreaming, including budget for gender mainstreaming in DRR policies and programmes?
- iii. Sex, age and disability disaggregated data collection and analysis in DRR.
  - What are the current mechanism and tools for collecting and analysis sex, age and disability disaggregated data in DRR? [Relevant stakeholders and their responsibilities]
  - To what extend sex disaggregated data have been collected and use strategically to address gender inequality? Recommendations for strengthening collection and use of sex and age and disability disaggregated data in DRR.
- iv. Capacity development to advance gender equality agenda in the DRR policies and programs.
  - What is the current capacity of disaster management officials at national and sub-national levels on gender mainstreaming in the formulation, implementation and monitoring of DRR?
  - To what extend gender-mainstreaming capacity development have been done for the disaster management officials at national and sub-national levels? Recommendations for capacity development plans and training manuals on gender in DRR for government officials.
  - Budget for capacity development: Source of funding for this work and relevant stakeholder.

The gender consultant will work closely with DRR consultant and be responsible for leading the research team throughout the process of developing methodologies, conducting review, consultation process. Specific activities of two consultants and timelines are:

Tasks of gender consultant	Tasks of DRR consultant	Location and tentative timeline
1. Develop an inception report which specifies methodologies, design, plan, timeline, and scope for the gender review in consultation with the national consultant on DRR and Viet Nam Disaster Management Authority (VNDMA).	1. Provide substantive inputs to the inception report which specifies methodologies, design, plan, timeline, and scope for the gender review	Home-based May 2021
2. Lead the team overall in charge of the gender review, including collecting relevant data and reports as supporting documents for the review and proposed the in-depth interviews and fieldwork for data collection if needed.	2. Take charge in writing the review of DRR policies and institutional mechanism in the report, in agreement with gender consultant.	Home-based June 2021
3. Field work will be conducted in three selected provinces which will be identified in consultation with VDMA.	3. Participate in fieldwork to <u>1 province</u> and in charge of stakeholder interviews, in agreement with gender consultant.	Lao Cai/Quang Nam/Ca Mau (tentatively) June 2021
4. Analyse collected data, write report, being overall responsible for the gender review and impact assessment in consultation with DRR consultant.	4. Contribution to the data analysis and report writing focusing on DRR policies and institutional mechanism in agreement with gender consultant.	Home-based July 2021

5. Lead the team in consultation process, present and validate the review findings, engage in discussion with key stakeholders, key decision makers, participate in consultation and knowledge sharing/dissemination workshops/ meetings which will be specifically identified by the UN Women Viet Nam.	5. Participate in consultations and meetings and present the findings, in agreement with gender consultant.	Home-based August- September 2021
6. Revise and finalize the review report that take into the considerations the comments from stakeholders.	6. Participate in revising and finalization of the report, in agreement with gender consultant.	Home-based September 2021
7. Develop policy brief on gender mainstreaming in DRR with recommendations for entry points for gender mainstreaming. (4 short policy briefs on 4 key issues: policy making process, capacity assessment, coordination mechanism and data management)		Home-based September 2021

In addition, the consultant must attend online calls and meetings at the request of the UN Women and its responsible partners.

#### IV. Institutional Arrangement

The national consultant will work under the supervision of the Programme Analyst on DRR/CC and will be ultimately responsible to the UN Women Representative in Viet Nam.

In the events that the consultant needs to travel during the consultancy for assignment-related purposes, UN Women will bear the requested travel expenses following EU-UN cost norm.

#### V. Deliverables and Schedule of Payment

The payment will be provided in three instalments as below:

Time	Expected deliverables	Amount
15 June 2021	- Inception report which clarifies methodologies, design, plan, timeline, and scope for the gender review. (in Vietnamese) - In-depth interview questions for stakeholders. (in Vietnamese)	20%
30 August 2021	- Field works conducted	30%
30 October 2021	- Final report of the gender review (in English) - Presentations at consultation meetings (in English and Vietnamese) - Policy briefs on gender in DRR (in English)	50%

## VI. Duration of Assignment and Duty Station

The tentative contractual period is from 20 May to 30 October 2021 with a maximum of 55 working days.

The consultancy is home-based and expected to attend meetings and workshop in Ha Noi. He/she is also tentatively travel to Lao Cai, Quang Nam, Ca Mau for the fieldwork. The provinces might change upon discussion with Viet Nam Disaster Management Authority.

## 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 gender, sociology, or relevant fields.	10 points
2	At least 10 years of experience engaging in gender review and gender analysis, gender assessment work; Good understanding on legal framework on DRR	30 points
3	Demonstrated strong experience in conducting gender review and gender analysis, gender assessment work; preferably in relation to disaster risk reduction	30 points
4	Excellent command of both oral and written English and Vietnamese	20 points
5	Prior experience with technical support of the UN agencies.	10 points
	<b>Total</b>	<b>100</b>

## Core Values and Competencies

In addition to the 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/unwomen-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](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.
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
4. Example of a report on similar topic in English.
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: 5 May 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://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.