



Terms of Reference (TOR) for Short-term Consultant (STC)

Gender Equality and the Private Sector Gender and Economic Inclusion Group October 2021

I. Background

IFC—a member of the World Bank Group—is the largest global development institution focused on the private sector in emerging markets. We work in more than 100 countries, using our capital, expertise, and influence to create markets and opportunities in developing countries. In fiscal year 2021, IFC committed a record \$31.5 billion to private companies and financial institutions in developing countries, leveraging the power of the private sector to end extreme poverty and boost shared prosperity as economies grapple with the impacts of the COVID-19 pandemic. For more information, visit www.ifc.org.

The IFC's Gender and Economic Inclusion Group (GEIG) works across investment and advisory services to enhance gender-smart private sector development. We help companies close gender gaps by building the capacity of colleagues and clients to drive gender-aware and inclusive business growth. The three pillars that enable us to achieve these goals are i) providing research on the business case for gender equality, ii) providing direct client advice and investments as well as iii) creating private sector peer learning platforms that enable companies to distill best practice and learn from each other.

The IFC GEIG team in EAP implements this agenda throughout the region, including with direct client advisory and broader private sector engagement on gender in Papua New Guinea, Fiji, Myanmar, Solomon Islands, and Vietnam.

II. Objective

The objective of this assignment is to contribute and selectively lead in implementation of IFC advisory engagements focused on improving the recruitment, retention, and promotion of women in private sector employment in the private sector of Vietnam and the EAP region.

III. Duties and responsibilities

Specifically, the consultant will work with the GEIG team in Vietnam to complete the following:

- Contribute to and selectively lead implementation of specific work components under current gender projects in the Vietnam market to achieve the projects' objectives, targets, and work plan. All project implementation and management will adhere to IFC's policies and procedures.
- Coordinate/ manage relationships with IFC clients in, but not limited to, garment, footwear, banking, and agribusiness sectors.
- Coordinate/ manage relationships with key industry partners, including global garment/ footwear brands, government agencies, trade associations, and development organizations.

- Coordinate advisory delivery to at least 1 client. Advisory is expected to include comprehensive diagnostics, likely including use of the EDGE (Economic Dividends for Gender Equality) tool to help the client identify challenges in achieving greater gender diversity at all levels of their business and developing an action plan.
- Perform knowledge management on the business case, solutions, and tools for promoting gender equality in the private sector in Vietnam, with a focus on priority topics of the IFC interventions.
- Provide overall support to IFC's expanding gender agenda in the EAP region.

IV. Contract duration, remuneration, reporting lines, and location

The contract is for a maximum of 150 working days through June 2022, with possibility of extension. The daily rate will be determined based on the candidate's seniority and prior experience.

The consultant will directly report to GEIG Vietnam-based Operations Officer and/ or EAP Gender Lead, while working closely with EAP team.

The consultant will be based in Hanoi, VN. Some travel may be required.

V. Selection Criteria

Preferred candidates have 8 - 10 years of experience in one or more of the following fields:

- Human Resource Management, Business Administration, Banking, or Economics
- Corporate Social Responsibility
- Gender / Equal Opportunity

Direct experience in or with the private sector is required.

Excellent writing and communication skills in English and Vietnamese is required.

VI. Relevant resources

For more background on IFC's work to promote gender-smart practices that pay off for businesses, women and their households, and development, see the following publications:

- IFC's work on Gender in EAP: www.ifc.org/genderineap
- IFC's work on Gender: www.ifc.org/gender
- [Tackling Childcare in Vietnam: The business case for employer-supported childcare \(2020 and Tackling Child Care: the business care for employer-supported child care \(Global report\) and](#)
- [Investing in Women: New Evidence for the Business Case](#)

Please submit your application by email to Ha My Le Phan (mle4@ifc.org) by **15 November 2021**. Note that only applications that meet below criteria will be considered:

- Application must include both CV and Cover Letter. CV should not be longer than 2 pages.

- The first paragraph of the Cover Letter must indicate the candidate's years and nature of experience in gender and private sector development.