

Term of Reference

Reference number	<i>TOR-VNM-2021-058</i> <i>(Please refer to this number in the application)</i>
Assignment title	National consultant on COVID-19 response.
Purpose	To coordinate the delivery and distribution of emergency essential packages in Ho Chi Minh city, Nghe An and Thai Binh provinces in response to COVID-19 pandemic
Location	Home based with travelling to Ho Chi Minh city, Nghe An and Thai Binh provinces
Contract duration	7 December 2021 – 15 February 2022 (maximum of 35 working days)
Contract supervision	UN Women Programme Analyst, Safe and Fair migration programme.

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

Ending Discrimination and Violence Against Women and Girls (VAWG) is one of the strategic engagement areas of UN Women in Viet Nam, focusing on generation of evidence and provision of technical advice and capacity building support for gender-responsive normative frameworks and system strengthening in prevention and response VAWG. Importantly, UN Women has been leading the efforts in collaboration with UN agencies, development partners, CSOs and community-based organizations to advocate for improved compliance with international standards on human rights and gender equality as well as provision of quality and coordinated services for survivors of violence.

Country context

Viet Nam has been seriously hit by the 4th wave of the COVID-19 pandemic since 27 April, 2021. Ho Chi Minh City (HCMC) is the hardest hit area where millions of women have been migrating for work in the informal sector. While there is no official figure of unregistered women migrants working in HCMC, the city women's union estimates that there are about three million women having migrated to HCMC for work. With strict lockdown of the entire city starting from July 2021 onward, this has been affecting the whole city population. Those who work in the informal sector are the most vulnerable because they suffer from job loss, reduced household income, inadequate housing (most of them live in slum areas) and increased stress at home which are heavily associated with gender-based violence. Although some of them were successful in leaving the city and went to their homeland with a hope to avoid the COVID-19 pandemic, thousands of them had to stay in the city due to the restricted travel policy.

Thai Binh and Nghe An provinces were not as seriously hit by COVID-19 as HCMC. However, these provinces are home to high numbers of women migrant workers who have been engaged in international migration as well as domestic migration (largely in big cities like HCMC and Ha Noi) to look for job opportunities. Despite the border closure and strict domestic travel measures, each province received about 200 documented women migrant workers (WMW) who were able to return home from other countries due to COVID-19 pandemic¹ while the number of undocumented women migrant workers who returned was unknown. In addition, according to local administrative reports by provincial women's union, Nghe An province has currently received over 3,000 women migrants returning from other COVID-19 hit areas of Viet Nam and Thai Binh received 362 women.

According to available evidence², women migrant workers, including international and domestic migrants are the most vulnerable because: (1) they tend to sacrifice their needs for children and other family members; (2) they are among the poorest groups who often live in slums (in the context of women migrants working in HCMC) and even hold a big debt burden to facilitate their international labour migration (in the context of Nghe An and Thai Binh provinces); (3) they face high risks of gender based violence and discrimination due to their status and isolation.

In response to the COVID-19 pandemic, the Safe and Fair programme which is the EU-UN Spotlight Initiative jointly implemented by the ILO and UN Women to end violence against women migrant workers is committed to providing 3,000 gender sensitive essential packages to the women migrant workers who have been the most affected by the COVID-19 pandemic. HCMC, Thai Binh and Nghe An were identified for this emergency support because HCMC is the hardest hit area while Thai Binh and Nghe An provinces are the areas where the Safe and Fair

¹ Ministry of Foreign Affairs, Internal report on the impact of COVID-19 Pandemic on Vietnamese workers working overseas, 2021

² ILO 2020: Experiences of ASEAN migrant workers during COVID-19. Available at:

https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/documents/briefingnote/wcms_746881.pdf

programme is being operational with support being provided to the establishment and functioning of the Migration Resource Centres (MRC). Thus, the provision of gender sensitive essential packages for women migrant workers affected by the COVID-19 pandemic would be critical to enhance their resilience and agency as well as reduce their vulnerability to gender-based violence while this also helps enhance the on-going partnership with local authorities (for Thai Binh and Nghe An provinces). In this context, UN Women is looking for a national consultant to coordinate the distribution of essential packages including pre- and post-distribution assessments in HCMC, Nghe An and Thai Binh provinces in response to COVID-19 pandemic.

II. Objectives

Overall objective: Contribute to reducing risks to gender-based violence against women migrant workers who have been seriously affected by the COVID-19 pandemic.

Specific objectives:

- Conduct a rapid situation assessment on the impact of COVID-19 pandemic on women migrant workers (both international and domestic migrants) from Ho Chi Minh city, Nghe An and Thai Binh provinces.
- Monitor the distribution of the emergency essential packages to beneficiaries.
- Undertake documentation of the delivery and distribution of emergency essential packages in HCMC, Nghe An and Thai Binh provinces.

The overall objective of the consultancy is to work closely with Viet Nam Women's Union (VWU) and provincial women's unions of HCMC, Thai Binh and Nghe An provinces to coordinate the delivery and distribution of essential packages in HCMC, Nghe An and Thai Binh provinces in response to COVID-19 pandemic.

III. Specific tasks

The national consultant is expected to do the following tasks:

1. Undertake a rapid situation assessment which should cover but not limited to the following contents:
 - Develop data collection tools
 - Conduct a field trip to each province for data collection and prepare a report on rapid assessment of emergency situation in HCMC, Nghe An and Thai Binh provinces.
 - Develop a distribution plan in agreement with UN Women, VWU and provincial WUs
2. Undertake monitoring over the distribution of the emergency essential packages to beneficiaries which should cover but not limited to the following contents:

- Conduct a field trip to each province for monitoring over the distribution of the essential packages
 - Facilitate media engagement in broadcasting the programme intervention
3. Undertake documentation of the delivery and distribution of emergency essential packages in HCMC, Nghe An and Thai Binh provinces which should cover but not limited to the following contents:
- Take stock of key achievement, lessons learnt and best practices from the programme intervention ensuring voices of women migrant workers and other stakeholders are captured.
 - Prepare a consolidated report on the emergency intervention taking into account the comments from UN Women, VWU and provincial WUs

IV. Institutional Arrangement

The national consultant will work under the supervision of the Programme Analyst on Safe and Fair migration programme and will be ultimately responsible for the UN Women Country 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 UN Women rules and regulations as specified in the EU-UN cost norms.

V. Expected deliverables, consultancy days and timeline.

Major tasks	Expected deliverables	Consultancy days	Deadline
1. Undertake a rapid situation assessment which should cover but not limited to the following contents: <ul style="list-style-type: none"> - Develop data collection tools - Conduct a field trip to each province for data collection and prepare a report on rapid assessment of emergency situation in HCMC, Nghe An and Thai Binh provinces - Develop a distribution plan in agreement with UN Women, VWU and provincial WUs 	<ul style="list-style-type: none"> • A synthesis report on rapid assessment of emergency situation in HCMC, Nghe An and Thai Binh provinces 	10 days	20 December, 2021
2. Undertake monitoring over the distribution of the emergency essential packages to beneficiaries	<ul style="list-style-type: none"> • A synthesis trip report on the distribution of 	15 days	20 January 2021

<p>which should cover but not limited to the following contents:</p> <ul style="list-style-type: none"> - Conduct a field trip to each province for monitoring over the distribution of the essential packages - Facilitate media engagement in broadcasting the programme intervention 	<p>the emergency essential packages to beneficiaries</p>		
<p>3. Undertake documentation of the delivery and distribution of emergency essential packages in HCMC, Nghe An and Thai Binh provinces which should cover but not limited to the following contents:</p> <ul style="list-style-type: none"> - Take stock of key achievement, lessons learnt and best practices from the programme intervention ensuring voices of women migrant workers and other stakeholders are captured - Prepare a consolidated report on the emergency intervention taking into account the comments from UN Women, VWU and provincial WUs 	<ul style="list-style-type: none"> • A consolidated report on the delivery and distribution of emergency essential packages in HCMC, Nghe An and Thai Binh provinces. 	<p>10 days</p>	<p>15 February 2022</p>

VI. Deliverables and Schedule of Payment

The payment will be provided in two instalments upon submission of the below deliverables:

Time	Expected deliverables	Amount
20 December 2021	1. A synthesis report on rapid assessment of emergency situation in HCMC, Nghe An and Thai Binh provinces available in English	30%
15 February 2022	<ol style="list-style-type: none"> 1. A synthesis trip report on the distribution of the emergency essential packages to beneficiaries in English 2. A consolidated report on the delivery and distribution of emergency essential packages in HCMC, Nghe An and Thai Binh provinces 	70%

VII. Duration of Assignment and Duty Station

The tentative contractual period is from 7 December 2021 – 15 February 2022 with a maximum of 35 working days.

The consultancy is home-based and expected to travel to three above mentioned areas 2 times for the field work. In the event of COVID-19 evolving situation, a different modality will need to be discussed with and agreed by UN Women.

VIII. Application Evaluation Criteria

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%). Technical evaluation will be based on the criteria stated below:

1	Master Decree on Social Science, Gender and Development or related fields	10 points
2	At least 5 years working experience on gender equality and women's empowerment	20 points
3	Experience in conducting research, study, assessment at community level	20 points
4	Experience in engagement in support to humanitarian actions	20 points
5	Strong experience in coordinating complex tasks with different level government authorities	20 points
6	Experience working for UN and international organizations will be an advantage	10 points
	Total	100

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:

- 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

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. 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 December 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).

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.)

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 the government official through submission of a clearance form with signature from a relevant supervisor.
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