

TERMS OF REFERENCE

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| TOR reference number | TOR-2022-001 <i>Please refer to this number in the application email</i> |
| Title | Junior National Consultant |
| Purpose | To provide administrative and communication support to UN Women programme/projects |
| Duty Station | UN Women country office in Ha Noi, Viet Nam |
| Contract duration | 15 January 2021 to 30 June 2022 (maximum 96 working days) |
| Contract Supervision | Programme Analyst on Ending Violence Against Women (EVAW) Programme Analyst on Safe and Fair Migration (UN Women Viet Nam Country Office) |
| Application deadline | 10 January 2022 |

I. BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into concrete actions throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Viet Nam, despite the strong political commitment of the government to addressing violence against women situation, this issue is still persistent. According to the report on “Results of a National Study on Violence against Women in Viet Nam 2019”, nearly 2 out of 3 women (63 per cent) in Viet Nam experienced one or more forms of violence in their life-time, while 32 per

cent in the past 12 months (also referred to as current violence). Violence against women has brought significant impact on women themselves, their families and the economy as a whole. Available evidence shows that women experiencing physical and sexual violence are likely to have a 30.8 per cent reduction in their annual income. Unfortunately, most women (90.4 per cent) who experienced physical and/or sexual violence by a husband/ partner did not seek help from formal services or authorities.

In efforts to address gender-based violence against women, UN Women Viet Nam has been collaborating with multiple partners to implement various projects that contribute to Ending Violence Against Women and promoting Safe and Fair Migration for Vietnamese women. To accelerate their implementation, UN Women Office in Vietnam is looking for a qualified national consultant who is expected to provide extensive administrative and communication support to rolling out project activities under the technical guidance and supervision of respective Programme Analysts.

II. OBJECTIVES

The objective of this consultancy to provide administrative and communication support to UN Women programme/projects on Ending Violence Against Women and promoting Safe and Fair Migration for Vietnamese women.

III. SCOPE AND SPECIFIC TASKS

Under the overall guidance of the Programme Analysts on EVAW and SAF, the national consultant will work closely with other Programme Specialists/ Analysts and Programme Associates/Assistants to provide the following services:

Programme Administrative Supports (76 days - 38 days for SAF programme and 38 days for EVAW programme)

- Facilitate travel arrangement for programme staff and meeting participants such as ticket reservation, preparation of DSA calculation and travel claims.
- Provide logistic and administrative support to organizing UN Women's events such as meetings and workshops. The specific tasks include sending out invitations, getting confirmations, taking notes, translating requested documents, recording registered participants, reserving services, working with service providers to agree on service reservation, and providing other logistic arrangements in agreement with respective Programme Analysts.
- Maintain programme filing systems in both hard filing and electronic filing modes in an appropriate manor

- Prepare information packages including collecting relevant documents for proceeding payments related to project implementation
- Undertake other administrative tasks to support programme implementation in agreement with Programme Analysts.

Programme communication support (20 days – 10 days for SAF programme and 10 days for EAW programme)

- Provide inputs and consolidate comments from relevant stakeholders to improve communications products of programmes.
- Design presentations and draft social media posts to enhance programme visibility.

IV. INSTITUTIONAL ARRANGMENT

The national consultant will be directly supervised by the respective UN Women Programme Analysts (on EAW and SAF). The consultant will be ultimately responsible to the UN Women Representative in Viet Nam. If the consultant travels to other provinces and cities to conduct the tasks under the contract, UN Women will cover the travelling cost based on the UN-EU cost norms.

V. DURATION OF ASSIGNMENT AND DUTY STATION

Duration of Assignment: The tentative contractual period is from 15 January to 30 June 2022. The consultant is expected to work full time 16 days per month and maximum of 96 working days.

Duty Station: UN Building, 304 Kim Ma, Hanoi, Viet Nam

VI. DELIVERABLES AND SCHEDULE OF PAYMENT

The duration of this consultancy will be from 15 January 2021 to 30 June 2022 (maximum 96 working days). The consultancy cost will be shared by SAF and EAW programmes.

| Payment schedule and deliverables | Time Frame |
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| <p>First Tranche</p> <p>1st Performance Progress report prepared against the time sheet for the period from 15 January to 28 February 2022 in agreement with Programme Analysts of EAW and SAF, covering the following areas where relevant:</p> <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; • Documents for payments timely prepared; • Programme filing system filled and updated. | <p>28 February 2022</p> |

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| <p>Second Tranche</p> <p>2nd Performance Progress report prepared against the time sheet for the period from 28 February to 30 April 2022 in agreement with Programme Analysts of EAW and SAF, covering the following areas where relevant:</p> <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; • Travel arrangements for the programme team properly arranged; • Documents for payments timely prepared; • Programme filing system filled and updated. • Inputs provided and comments from relevant stakeholders consolidated to improve communications products of programmes. • Presentations designed and social media posts drafted for programme activities. | <p>30 April 2022</p> |
| <p>Third Tranche</p> <p>3rd Performance Progress report prepared against the time sheet for the period from 1 May 2021 to 30 June 2021 in agreement with Programme Analysts of EAW and SAF, covering the following areas where relevant:</p> <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events organized with adequate logistic and administrative support provided; • Travel arrangements for the programme team properly arranged; • Documents for payments timely prepared; • Programme filing system filled and updated. • Inputs provided and comments from relevant stakeholders consolidated to improve communications products of programmes • Presentations designed and social media posts drafted for programme activities | <p>30 June 2022</p> |

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.

| No | Criteria | Point |
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| 1 | Bachelor's degree in Linguistics, Public Relations, International Communications, Development Studies or related fields required. | 20 |
| 2 | At least one-year of experience in office and project administrative support, preferred with INGO, international entities or government offices in Viet Nam. | 20 |
| 3 | Proven in-depth understanding of programme/project administration | 20 |
| 4 | Fluent verbal and written English skills | 10 |
| 5 | Good time management and organizational skills | 20 |
| 6 | Sound interpersonal and communication skills with computer literacy | 10 |
| | 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

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

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

All applications must include the following (as an attachment):

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 (in VND) specifying a daily consultancy rate and a breakdown per deliverable.

Deadline for Application: 10 January 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.
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