



TERM OF REFERENCE

Reference number	<i>TOR-VNM-2022-017</i> <i>(Please refer to this number in the application)</i>
Assignment title	Team leader - National gender and livelihood (LLH) consultant
Purpose	Lead a team to conduct a Needs Assessment of Livelihood Opportunities for Economic Recovery with a focus on Resilience Building for Women impacted by COVID-19 in HCMC and Southern Provinces of Viet Nam.
Location	Home-based, field work in Ho Chi Minh, Tien Giang and meetings/workshop/conferences in Ha Noi
Contract duration	From 15 August to 30 October 2022 (maximum of 30 working days)
Contract supervision	UN Women Programme Analyst on Women’s Economic Empowerment, Climate-Resilient Livelihood

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.

The United Nations Entity for Gender Equality and the empowerment of Women (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 action 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, UN Women contributes to the development objectives of Viet Nam’s Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2022-2026 is aligned to the upcoming UN Sustainable Development Cooperation Framework (CF) 2022-2026 and is focused on supporting Viet Nam’s fulfilment of Gender Equality commitments under The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the promise of the 2030 Sustainable Development Agenda to “leave no one behind”.

Viet Nam is a lower middle-income country with a population of 98.51 million (2021)¹ and a market-based economy with a socialist orientation. Over the past thirty years, Viet Nam has achieved steady economic growth and poverty reduction, advancing its regional and global integration process through various trade agreements.² In the area of gender equality, over the past five years the country has maintained a good reputation based on comprehensive laws and policies following international treaties; a high rate of women's participation in the workforce; women's increased access to economic opportunities; and improved healthcare and education for women.³

In addition, Viet Nam still has many persistent gender gaps that need to be addressed. The recent assessment on gender equality issues in the Country Gender Equality Profile (CGEP) developed by UN Women, DFAT, ADB, and ILO in 2021 highlights some pertinent gender inequality issues, especially in **Women's economic empowerment**, particularly ethnic minority women in disaster-affected areas towards creating alternate income generating opportunities.

COVID-19 and its Impact on Gender Equality in Viet Nam

The COVID-19 pandemic, together with these control measures, have had major multidimensional impacts on the lives of all people in Viet Nam, but especially on those of women, children and other vulnerable groups. The impact of COVID-19 threatens to reverse the progress towards gender equality and women's empowerment and children's and young people's rights. The pandemic hit women's employment particularly hard, and, on top of that, increased women's double burden with responsibilities in the home. Women's labour force participation rate fell 8 points between 2019 and 2021, from 70.9% to 62.3%. COVID-19 contributed to a reduction in working hours for women, and the loss of jobs across manufacturing and services. Younger and older workers were more likely to leave the labour force as a result. Only 30.5 % of women with disabilities participate in the workforce. According to the ILO, women's loss of employment and income and increased unpaid care responsibilities only served to underscore inequality in gender roles and the increase of women's economic dependence and vulnerability.

The fourth wave of the COVID-19 pandemic, which severely hit the country in late April 2021, but especially Ho Chi Minh city and the southern provinces. Despite a successful national strategy of control for the previous three waves of infections, on December 19, 2021, Viet Nam had recorded **1,537,626** laboratory-confirmed cases (F0) and **29,316** deaths⁴. HCMC alone, the largest city in the country with a population of over 14 million people, recorded **494,683 F0 cases** and **19,312 deaths** accounting for **over 32% of confirmed cases and over 66% death of the country's totals** and Tien Giang (30.637 F0 cases and 754 deaths)⁵ respectively, during that outbreak.

Out of the 7 economic regions in Viet Nam, **the Southeast and the Mekong River Delta were the two most affected ones**. The number of workers in these two regions who said their jobs were negatively impacted by the pandemic accounted for the highest proportion, 59.1% and 44.7% respectively. This is a dynamic area, large export, generating a large source of revenue for the state budget, but facing difficulties, it greatly affects resources to cope with climate change in the coming time. Statistics estimated that in the first 6 months of 2021, the average growth rate of the Mekong Delta region was around 4.5%, lower than the national average of 5.64%. Even, it is expected that by the end of the year, the growth of the Mekong River Delta may be negative while they are home to 21,49 million people.

The 4th wave of COVID 19 exacerbated the challenges faced in the agricultural sector where women make up

¹ General Statistics Office of Viet Nam (GSO). 2022. The Viet Nam Population and Housing Census. 13/01/2022: Selected Key Indicators.

² Ibid

³ Forthcoming Country Gender Equality Profile developed by UN Women, DFAT, ADB and ILO, 2021.

⁴ MOH website.

⁵ Viet Nam COVID-19 Situation Report #73, WHO

the majority of the workforce. There was a decrease of 10%-15% in income of the agriculture sector (340,000 VND, reaching 3.4 million VND per month and the monthly income of salaried employees was 6 million dong, down 795,000 dong respectively) compared to the previous year⁶. As women are dependent on in the agricultural sector (crops, poultry, livestock, fisheries) and are also less likely than men to be able to access information, loan, training, they became more vulnerable to agricultural related economic shock. An estimated 66% of farmers have encountered difficulties due to COVID-19 due to transportation blockage and supply disrupted which resulted in interruption of production and crop-sales.

The government issued the Resolution 126/NQ-CP to support business households into the targeted beneficiaries, businesses and employees facing difficulties due to the impact of the pandemic but gaps on economic recovery exist. It is clear that the support package covers the employers and employees who are established by contracts, with paying social insurance. Thus, the governmental funded Program does not cover the “non-registered sector” including households doing business in agriculture, forestry, fishery, salt making, and those selling street goods, snacks, trips, mobile businesses, seasonal businesses, and service providers with low incomes.

Based on the emergency situation experienced in Q2-Q3 of 2021, UN Women Viet Nam developed a project proposal for the generous funding of Australia’s DFAT proposing an intervention that included the delivery of livelihood recovery for vulnerable women in a gender-responsive manner following UN guidance. UN Women will ensure strong ownership by Viet Nam Women’s Union (VWU) and other national stakeholders by maximizing their mandates to protect and realize women’s human rights and gender equality. UN Women selected HCMC (urban) and Tien Giang province(rural) who were most affected by COVID-19 as project intervention areas. This will allow the project to test the approach and compare its effectiveness in different geographic areas for future preparedness and resilience building.

To achieve these, UN Women is looking for a qualified team leader who will be national expert on gender and livelihood in rural/urban setting consultant. The team leader will work with another team member to conduct a needs assessment of Livelihood opportunities for economic recovery impact from COVID-19 with a focus on building resilience for future shocks. As a year has elapsed since the design of the project. The consultant should focus on the present context and needs and propose relevant solutions for women livelihoods’ strengthening in Q3-Q4 2022.

II. Objectives of the consultancy

The overall objective of this consultancy is to conduct a need assessment for a gender-responsive COVID-19 recovery with a focus on resilience building-for women in Ho Chi Minh City and Tien Giang province that most affected by the fourth wave of COVID-19 in the South of Viet Nam and provide recommendations for the intervention.

Specifically, the need assessment will include:

- i) Deepen the understanding of the socio-economic impacts of fourth wave of COVID-19 in the South of Viet Nam and assess the current needs of women most affect by it from Ho Chi Minh City and other provinces. (This includes reassessing the relevance of the initially proposed interventions on gender-responsive emergency goods for these women).
- ii) Identify livelihood recovery options for women most affected by the fourth wave off COVID-19 in the south of Viet Nam
- iii) Provide recommendations to UN Women on the most relevant supports that UN Women can provide to these women on livelihoods recovery with a focus on resilience building, including a cash transfer

⁶ IMPACT REPORT OF COVID-19 TO LABOR AND EMPLOYMENT SITUATION, Q3 2021 dated October 12. 2021. GSO, MPI

model and technical support.

III. Specific Tasks

To achieve this objective, the consultant will team up with a National Consultant on LLH in urban setting to conduct a need assessment, the study will strive to address the following (but not limited to) issues:

- i) What are the current needs of women from Ho Chi Minh City and Tien Giang province that were most affected by the fourth wave of COVID-19 in the South of Viet Nam in terms of livelihoods recovery? What is the status of the market with regards to women’s direct access to gender-responsive essential emergency goods?
- ii) What are the livelihood options and technical supports-for economic recovery for women from Ho Chi Minh City and Tien Giang that were most affected by the fourth wave of COVID-19?
- iii) What are recommendations for UN Women’s support - including cash transfers and technical support for livelihood recovery and resilience building in urban and rural settings, building linkages and coordination among government agencies and service providers in rural and urban settings, or other?
- iv) Specifically, provide recommendations:
 - Suggest the most appropriate and feasible gender-responsive livelihood options and technical assistance to support beneficiary women groups in urban and rural settings to recover economically from the impacts of COVID-19 and build their resilience for future shocks. (Please include new livelihoods options as well as ways to strengthen existing ones).
 - Recommendations for improving the coordination mechanisms among Women’s Union and other local institutions - such as the Department of Agriculture and Rural Development (DARD), Department of Labor Invalid and Social Affairs (DoLISA), as well as with district authorities and interested businesses, in order to economically recover and sustain local livelihood development over time for the target groups, both in rural and urban settings in local contexts.
 - Suggest solutions for improving care, reducing health care costs for individuals with histories of trauma through connecting to services providers

The expected output is a needs assessment of a cash transfer programming in support of livelihoods for economic recovery, including specific recommendations on: i) criteria for beneficiary selection, ii) modality of cash transfer with number of tranches and suggested amount per women, iii) types of technical support for different kinds of livelihoods in urban and rural settings, iv) opportunities for improving care, reducing health care costs for individuals with histories of trauma through connecting to services providers and v) monitoring systems.

The **Team leader** consultant will work closely with another **national consultant** and be responsible for: i) leading the research team throughout the process of developing methodologies, conducting reviews, consultation process and report consolidation and ii) be responsible for complete his/her the part as described in below table. **The precise division of labour with the national consultant will be determined by the team lead, to be clearly outlined in the inception report.** The activities of two consultants and timelines are outlined as follows:

Tasks of Team leader, national LLH and gender consultant (“Team Lead”)	Tasks of national LLH and Gender consultant (“National Consultant”)	Location
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<p>1. Leads the team in charge of the study, to develop: i) an inception study report specifies methodologies, design, plan, timeline, and scope for study; ii) a needs assessment for livelihood recovery with a focus on resilience building for the target women; and iii) a tool for data collection for LLH in rural and urban settings; in consultation with the national consultant on LLH, UN Women</p>	<p>1. Provides substantive inputs to the development of: i) an inception study report specifies methodologies, design, plan, timeline, and scope for study; ii) a needs assessment for livelihood recovery with a focus on-resilience building for the target women; and iii) a tool for data collection for LLH in rural and urban settings.</p>	<p>Home-based August 2022</p>
<p>2. Develops and finalizes the tool for in-depth interviews, focus group discussion for fieldwork for data/information collection for i) needs of assessment for livelihood recovery and resilience building for the target women; and ii) tool for LLH options in rural and urban settings.</p>	<p>2. Provides substantive inputs to the tool for in-depth interviews, focus group discussion for fieldwork for data/information collection for: i) needs of assessment for livelihood recovery and resilience building for the target women; and ii) tool for LLH options in rural and urban settings, in agreement with team leader.</p>	<p>Home-based August 2022</p>
<p>3. Leads the team to conduct fieldwork for relevant data/information collection and consolidates notes from the fieldwork activities.</p>	<p>3. Participates in fieldwork for relevant data/information collection and consolidation of notes from fieldwork activities.</p>	<p>Tien Giang/Ho Chi Minh City August 2022</p>
<p>4. Analyzes collected data and writes draft needs assessment report.</p>	<p>4. Supports team leader analyzing collected data and writing draft report.</p>	<p>Home-based August 2021</p>
<p>5. Leads the team in consultation process, presents and validates the findings, engages in discussion with key stakeholders, key decision makers, and participates in consultation and knowledge sharing/dissemination workshops/ meetings which will be specifically identified by the UN Women Viet Nam. Shares the outline of the assessment and the key findings from the field work</p>	<p>5. Participates in consultations and meetings and present the findings, share the outline of the assessment and the key findings from the field work in agreement with Team leader consultant.</p>	<p>Home-based August- September 2022</p>

6. Presents and submits the revised and finalized the needs assessment report taking into the consideration the comments from stakeholders.	6. Participates in revising and the finalization of the needs assessment report, as per guidance of the team leader.	Home-based September 2022
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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 climate-resilient livelihood and will be ultimately responsible to the UN Women Representative in Viet Nam. In the event 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 August 2022	<ul style="list-style-type: none"> - Inception report which clarifies methodologies, design, plan, timeline, and scope of the needs assessment for rural and urban settings (in English) - Tool with in-depth interview and focus group discussion questions for stakeholders for rural and urban settings (in English and Vietnamese) 	20%
30 August 2022	<ul style="list-style-type: none"> - Fieldwork consolidated brief notes of LLH need assessment in rural and urban settings - Outline of the assessment and the key findings of LLH needs assessment in rural and urban settings based on field work (in English and Vietnamese) 	30%
15 October 2022	<ul style="list-style-type: none"> - Presentations at consultation meetings (in English and Vietnamese) - Final report of need assessment consolidated with result of LLH need assessment for both rural and urban setting (in English and Vietnamese). 	50%

VI. Duration of Assignment and Duty Station

The tentative contractual period is from 05 August to 30 October with a maximum of 28 working days. The consultancy is home-based and expected to attend meetings and workshop in Ha Noi. He/she is also tentatively travel to Ho Chi Minh city, Tien Giang province, and one other provinces of Mekong River Delta for the fieldwork. The provinces might change upon discussion with UN Women Programme Analyst, Viet Nam Women’s Union and DFAT expert.

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:

#	Evaluation criteria	Max. point
1	Master's degree in agricultural economics, gender, sociology, business administration and development or relevant fields.	10 points
2	At least 10 years of experience engaging in women's economic empowerment, livelihood development for vulnerable women in urban and/or rural settings.	25 points
3	Demonstrated strong experience in conducting needs assessment, gender reviews and gender analysis, gender assessment work; preferably in relation to gender-sensitive humanitarian/emergency/recovery	25 points
4	Having knowledge and experience in promoting women economic empowerment, capacity building, implementing livelihood/income generating activities to vulnerable women in rural/urban setting, specifically through household size entrepreneurship promotion, value chain enhancement, financial access...agribusiness, cooperatives, social enterprises, microfinance in Viet Nam.	15 points
5	Excellent command of written English and Vietnamese	15 points
6	Prior experience with technical support of the UN agencies.	10 points
	Total	100

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/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.

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need. If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application. 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.)

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. Example of 2 reports on similar topics, one in English and one in Vietnamese.
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: 10 August 2022

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
- The medical statement from the physician certifying good health to work and travel. (This is not a requirement for RLA contracts).
- Completed UNDSS BSAFE online training course.
EN: <https://agora.unicef.org/course/info.php?id=17891>
- Release letter in case the selected consultant is government official.