



## Term of reference

<b>Reference number</b>	TOR-VNM-2022-037  (Please refer to this reference number in the application letter).
<b>Title</b>	National Technical Consultant on Women’s Economic Empowerment and Private Sector Engagement
<b>Purpose</b>	Provide technical support for the implementation of activities under Women’s Economic Empowerment and Private Sector Engagement under the Project WE RISE Together: Creating equal market opportunities for women by advancing Supplier Diversity through Gender-Responsive Procurement in Viet Nam (WRT).
<b>Duty Station</b>	The consultancy is home-based, with possibility to work at UN Women Office in Hanoi two days per week (schedule to be agreed with supervisor)
<b>Contract duration</b>	From March 2023 to February 2024 with Max 16 working days per month
<b>Contract supervision</b>	Programme Manager of the Programme “WE RISE Together: Creating equal market opportunities for women by advancing Supplier Diversity through Gender-Responsive Procurement in Viet Nam (WRT)”, UN Women Viet Nam Country Office
<b>Application Deadline</b>	29 January 2023

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### I. Background

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”. The key priorities of UN Women in the 2022-2026 period are,

- (i) People in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam’s effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building, promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources;
- (ii) By 2026, people in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work;
- (iii) By 2026, people in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality, and freedom from all forms of violence and discrimination in line with international standards.

**WE RISE Together: Creating equal market opportunities for women by advancing Supplier Diversity through Gender-Responsive Procurement in Viet Nam (WRT).** WE RISE Together (WRT), a three-year Mekong-Australia Partnership (MAP) project developed by UN Women, started in March 2022 and will end in March 2025. The project responds to the prioritization of women’s economic empowerment by expanding market access for Women-owned Businesses (WOBs) and Gender Responsive Enterprises (GREs) through procurement opportunities.

WE RISE Together tackles the structural gender inequities that exist within the global procurement market in which WOBs secure only one per cent of spending worldwide. By introducing and advancing increased market access through gender-responsive procurement (GRP), WRT operates with the overall objective to empower more women to equally access, lead, and benefit from expanded market opportunities in the Mekong subregion.

GRP is an important vehicle for enriching supply chains by broadening the range of suppliers of goods and services available to businesses and governments and for advancing women’s economic empowerment. GRP promotes the principles of buying from WOBs to enable their equitable access to markets and buying from GREs in order to create more gender-responsive value chains. WRT’s GRP considers an expanded definition of GRP that includes buying from WOBs and leveraging the potential of buying from GREs, regardless of the ownership.

WRT project works across Thailand and Viet Nam, where the concept of GRP is still in nascent stages of development. Despite regional and national initiatives prioritizing financial inclusion of micro, small, and medium-sized enterprises (MSMEs), there is currently a limited amount of gender-sensitive data available to promote GRP practices and policies in the project’s geographical focus areas.

WRT operates with the overall objective to empower more women to equally access, lead, and benefit from expanded market opportunities in the Mekong subregion. WE RISE Together will seek to achieve its vision through four interrelated outcome areas:

- **Outcome 1:** To increase the number of public and private organizations that promote GRP
- **Outcome 2:** To build more resilient and inclusive business models to strengthen the supply side
- **Outcome 3:** To increase the capacity of larger private and public sector organizations to advocate, promote and implement GRP
- **Outcome 4:** To provide more equitable market opportunities

The project’s activities will provide evidence, information, and learning sessions for the program to raise awareness about GRP; offer technical support and training for WOBs and GREs to develop skills to build more gender-inclusive and resilient business models; and facilitate the creation of referral networks amongst WOBs. In addition, it will provide capacity building among public and private sector organizations to develop and implement GRP policies and practices and focus on establishing collaboration opportunities between larger public and private sector buyers and WOBs/GREs to facilitate future market connections.

UN Women is looking for a national consultant to provide technical support for the implementation of activities on Women’s Economic Empowerment and its Private Sector Engagement Strategy primarily linked to the Project WE RISE Together (WRT) from March 2023 to February 2024. The Consultant will work hand-in-hand with the Programme Manager in the implementation of the project’s Annual Work Plan.

## II. Objectives

The objective of the consultancy is providing technical support to the implementation of activities on Women’s Economic Empowerment and Private Sector Engagement under the WRT programme.

## III. Scope of Work and Expected Tasks

Under the guidance of and in collaboration with the UN Women Viet Nam WRT Programme Manager, the national consultant will undertake the following tasks:

Tasks	Deliverables
1. Engage with companies and private sector organizations who are interested in and/or show potential in becoming Women’s Empowerment Principles (WEPs) <sup>1</sup> signatories and with prospective companies and organizations in the respective networks to grow the WEPs community. Conduct due diligence processes per UN Women policy and update the contact list of WEPs signatories.	1. Updated list of new WEPs signatories. At least 10 new WEPs signatories will be expected during the contract period.
2. Identify strategic engagement opportunities to advance GRP related activities and/or build long-term partnership	2. Brief Report on strategic engagement opportunities to

<sup>1</sup> Study more in the website <https://www.weps.org/>

opportunities (based on conducted WRT Rapid Assessment, existing WEPs relationship, consultants network etc., with Business and/or Trade Associations, Entrepreneurship networks, private sector companies) and expand UN Women's network partners to advance Women's Economic Empowerment in the Business Sector.	advance GRP related activities and/or build long-term partnership opportunities and expand UN Women's network partners to advance Women's Economic Empowerment in the Business Sector
3. Provide technical advice and support to selected buying companies on using relevant UN Women's tools such as WEPs, GRP Assessment, etc. to strengthen their gender commitments for enhancing their knowledge to develop and practice on supplier diversity (SD) and GRP.	3. Brief Report on support of buying companies to strengthen their gender commitments by enhancing their knowledge to develop and practice on supplier diversity (SD) and GRP. At least 10 buying companies will be expected during the contract period.
4. Engage and build demand from key selected buying companies to assess on SP/GRP related policies and practices (implement GRP Assessment Tool developed by UN Women) for building their procurement policies and practices to be gender responsive.	
5. Engage with and support selected WOBs/GREs to increase capacity to access markets, develop entrepreneurial skills and build more resilient and inclusive business models.	4. Brief Report on support WOBs/GREs to increase capacity to access markets, develop entrepreneurial skills and build more resilient and inclusive business models. At least 10 WOBs/GREs will be expected during the contract period.
6. Build relationships and identify strategic opportunities with potential financial institutions to support WOBs/GREs to access gender responsive financial products and services	5. Brief Report on relationships and strategic opportunities with potential financial institutions to support WOBs/GREs to access gender responsive financial products and services. At least 2 relationships and strategic opportunities will be expected during the contract period.
7. Co-Create, co-development (with different partners together) and support different organizations to organize collaboration, learning events and opportunities for organisations/companies and WOBs/GREs to connect and establish collaboration and business opportunities.	6. Brief Report on collaboration, learning events and opportunities for organisations/companies and WOBs/GREs to connect and establish collaboration and business opportunities. At least 2 collaboration, learning events and opportunities will be expected during the contract period.
8. Document stories, lessons learnt and best practices from the programme activities on creating equal market	7. Stories, lessons learnt and best practices on creating equal market

opportunities for women through Gender-Responsive Procurement	opportunities for women through Gender-Responsive Procurement produced. The production of least 3 stories, lessons learnt and best practices will be expected during the contract period.
9. Support the programme manager to gather all information/results to update the M&E framework of the programme	8.Information/results gathered to updated M&E framework of the programme
10.Provide inputs into WRT programme report	9.Inputs into WRT programme report

#### IV. Institutional arrangements

The national consultant will work under the direct supervision of the UN Women Viet Nam WRT Programme Manager. The consultant will be ultimately responsible to UN Women Country Representative in Viet Nam.

**Duty Station:** The consultancy is home-based, with possibility to work at the UN Women Office in Hanoi at least two days per week (schedule to be agreed with supervisor). The consultant is expected to travel to provinces and cities to provide technical and monitoring support for the implementation of the activities as needed. Work related travel of UN Women’s SSA consultant is considered as official mission and will be arranged by UN Women in line with UN Women’s Travel Policy and UN-EU Cost norm.

#### VI. Duration of Assignment

The consultancy is due to start from March 2023 to February 2024. The consultant is required to undertake regular update meetings with the WRT Programme Manager. Broader meetings with the VCO programme team or other will be based on demand and time availability of the consultant.

#### V. Deliverables and Schedule for Payment

Payments for this consultancy will be based on the submission of the deliverables approved by the UN Women Viet Nam WRT Programme Manager before the deadline for payment.

No.	Deliverables	Proposed deadline for payment	% of payment
1	- Deliverable 2. Brief Report on strategic engagement opportunities to advance GRP related activities and/or build long-term partnership opportunities and expand	30 Apr 2023	10%

	UN Women's network partners to advance Women's Economic Empowerment in the Business Sector		
2	- Deliverable 3. Brief Report on support of buying companies to strengthen their gender commitments by enhancing their knowledge to develop and practice on supplier diversity (SD) and GRP	30 Jun 2023	20%
3	- Deliverable 4. Brief Report on support WOBs/GREs to increase capacity to access markets, develop entrepreneurial skills and build more resilient and inclusive business models.	31 Aug 2023	20%
4	- Deliverable 5. Brief Report on relationships and strategic opportunities with potential financial institutions to support WOBs/GREs to access gender responsive financial products and services - Deliverable 3. Brief Report (updated from Jul -Oct 2023) on support of buying companies to strengthen their gender commitments by enhancing their knowledge to develop and practice on supplier diversity (SD) and GRP	31 Oct 2023	20%
5	- Deliverable 6. Brief Report on collaboration, learning events and opportunities for organisations/companies and WOBs/GREs to connect and establish collaboration and business opportunities - Deliverable 7. Stories, lessons learnt and best practices on creating equal market opportunities for women through Gender-Responsive Procurement. At least 3 Stories, lessons learnt and best practices will be expected during the period.	10 Dec 2023	20%
6	- Deliverable 4. Brief Report (updated from Nov 2023 to Feb 2024) on support WOBs/GREs to increase capacity to access markets, develop entrepreneurial skills and build more resilient and inclusive business models. - Deliverable 5. Brief Report (updated from Nov 2023 to Feb 2024) on relationships and strategic opportunities with potential financial institutions to support WOBs/GREs to access gender responsive financial products and services	28 Feb 2024	10%

## ii. 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 Business, Economics, Gender/ Women's Studies	10
2	At least 10 years of relevant working experience in gender equality and women's economic empowerment.	25
3	Working experience on private sector partnership building especially also with larger business and building of multi-stakeholder approaches	25
4	Working experience and demonstrated understanding on entrepreneurship, market access, financial inclusion and/or gender responsive procurement	25
5	Good analytical and writing skills in English (at least 2 sample reports in English to be submitted for evaluation)	15
	<b>Total</b>	<b>100</b>

### Core Values and Competencies

In addition to 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.

## VIII. Application Procedure and Deadline

Interested applicants must submit the following document/information (in PDF format) to demonstrate their qualifications

*Technical component:*

- Letter of interest explaining why you are the most suitable for the work and your proposal for the number of working days
- Signed Curriculum vitae with contact details for 3 references
- Two reports in English on gender equality and women's economic empowerment or entrepreneurship, market access, financial inclusion as evidence of written skills

*Financial proposal (with your signature)*

- The financial proposal shall specify a total lump sum amount in VND for the consultancy fee. The candidate will not need to include the travelling cost because UN Women will arrange for the consultant to the project site following the UN-EU cost norm. Please note that the cost of preparing a proposal and of negotiating a contract, is not reimbursable as a direct cost of the assignment.

Complete applications with TOR reference no. should be sent to [procurement.vietnam@unwomen.org](mailto:procurement.vietnam@unwomen.org).

Only applications with all items mentioned above will be considered.

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.)

**Deadline for Application: 29 January 2023**

## 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
- 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.