



TERMS OF REFERENCE

FSSP Inclusive Governance & Human Rights Technical Specialist (IG&HR TS)

1. INTRODUCTION

Canada has provided Official Development Assistance (ODA) to Vietnam for more than three decades. Since 1990, the Government of Canada has been a trusted development partner in Vietnam and has contributed over \$1.79 billion in international assistance to support Vietnam's development and poverty reduction efforts.

In 2017, Canada announced its Feminist International Assistance Policy (FIAP) which provide the policy orientation for the Canadian cooperation program for Vietnam for the foreseeable future. Identified in the FIAP are a number of programming action areas including: i) gender equality and the empowerment of women and girls; ii) promotion of human dignity; iii) growth that works for everyone; iv) environment and climate action; v) inclusive governance; and vi) global peace and security. Canada's cooperation program in Vietnam is planned and managed by Development Section (DEV) personnel based at the Canadian Embassy in concert with personnel based at Global Affairs Canada (GAC) headquarters in Ottawa, Canada.

Canada considers inclusive governance to be fundamental to long-term sustainable development. Governance is inclusive when it effectively serves and engages all people; takes into account gender and other facets of personal identity; and when institutions, policies, processes, and services are accessible, accountable and responsive to all members of society. Fostering governance that is inclusive is essential to advancing democratic values, including peaceful pluralism and respect for diversity, human rights and equality before the law.

Governance affects how states manage complex challenges, such as inequality, urbanization, migration, security, natural resources, climate change, and the protection of human rights. Fostering governance that is more inclusive helps ensure that Canada's responses to these challenges, at all levels, leave no one behind. Canada believes that a focus on inclusion enables countries to unlock the potential of their diverse populations.

Bilateral efforts are now underway to engage Vietnam in the context of the evolving Indo-Pacific Strategy (IPS) announced in November 2022. Canada's IPS recognizes the rising influence of the Indo-Pacific region and notes this as a once-in-a-generation global shift that requires a generational Canadian response. As the fastest growing economic region of the world, the Indo-Pacific region is responsible for almost two thirds of global growth during the last few years and by 2030 it will be home to two-thirds of the global middle class and will account by 2040 for more than half of the global economy. Further, Canada recognizes that power competition is deepening in the region and inter-state tensions with historical roots, are flaring or re-emerging.

Finally, the global fight against climate change cannot be won without the support of Indo-Pacific countries.

That said, the IPS provides a platform for effective governance programming in alignment particularly with two of the five Integrated Strategic Objectives¹ of the IPS. These are: Investing in and connecting people; and, Building a sustainable and green future. Issues that matters to Canadians – national security, economic prosperity, democratic values, public health, the quality of the environment, the rights of women and girls, human rights – will be shaped by the relationships Canada and its partners have with Indo-Pacific countries.

In order to assist Canada to program ODA resources in Vietnam effectively and efficiently for the achievement of shared Canadian and Vietnamese objectives, the DEV Section at the Canadian Embassy in Hanoi requires the technical and advisory support services of an inclusive governance specialist.

2. OBJECTIVES OF THE ASSIGNMENT

The Field Support Services Project (FSSP) is a GAC-funded bilateral development project. Its purpose is to provide administrative, technical, logistical and financial management support to Canada's international development assistance program in Vietnam in order to maximize the development results and impact of the program.

The FSSP will contract the services of a local inclusive governance and human rights Technical Specialist (IG&HR TS) on a part-time, as-required basis in response to GAC's need in this subject area for both program planning and project implementation and monitoring purposes.

3. SCOPE OF SERVICES

The IG&HR TS will provide professional and technical advisory services to GAC or other designated beneficiaries identified by GAC (e.g. local implementing partners) in order to increase understanding and practical knowledge of inclusive governance and human rights issues, challenges and opportunities in Vietnam's unique and dynamic programming environment.

She/He is expected to assist GAC in program/project planning, implementation, monitoring, reporting and policy dialogue, as well as to help to enhance the technical and institutional capacity of national partners (public, media and civil society) as appropriate.

The IG&HR TS will report to and work under the supervision of the FSSP Director in delivery of technical and advisory services to GAC. She/he will also work in close collaboration, as required, with other FSSP technical specialists, especially in the area of gender.

The services to be provided by the IG&HR TS may include, but are not limited to the following:

- Proactively monitor and provide timely analysis and recommendations concerning

¹ The IPS' five strategic objectives comprise: 1) Promote peace, resilience and security; 2) Expand trade, investment and supply chain resilience; 3) Invest in and connect people; 4) Build a sustainable and green future; and 5) ensuring Canada as an active and engaged partner to the Indo-Pacific region.

inclusive governance and human rights trends and the legal and regulatory environment in Vietnam;

- Participate in the preparation and/or assessment of GAC policy documents, corporate strategies, country programming frameworks, country strategies, sector strategies and institutional strategies, to ensure that they are informed by context-sensitive inclusive governance and human rights considerations as appropriate;
- Undertake inclusive governance specific research and analysis and provide advice on specific topics requested by GAC such as, for example, best practices, lessons learned, emerging trends, notable innovative practices, and potential innovative partnerships;
- Provide sectoral analyses and comments on documents produced by development partners, and other stakeholders, such as civil society advocacy groups and media, as well as Vietnamese government or non-government institutions including sector and institutional strategies and policy, legislative, regulatory and program frameworks;
- Participate in and/or support preparations of oral or written reports, briefing notes and talking points on specific issues related to GAC policies, programming, strategies and frameworks; visits of GAC HQ or other Government of Canada officials as they relate to inclusive governance and human rights;
- Provide advice on opportunities and strategies for mainstreaming inclusive governance and human rights concerns across Canada's cooperation program and the promotion of program level synergies, coherence and results achievement;
- Participate in or otherwise contribute to and support GAC Vietnam corporate program planning and evaluation processes as requested;
- Review concept notes and project proposals as requested and contribute to the preparation of project logic models and narratives, performance management frameworks and narratives, monitoring plans, risk registers, management plans and terms of reference, in accordance with GAC's results-based management methodology, terminology and tools;
- Proactively nurture and maintain networks and contacts with key state and non-state actors in the inclusive governance and human rights sector, including any thematic or professional associations and working groups, such as Vietnam's Law Society or Association of Journalists, that are of both general and strategic relevance to the GAC program;
- Participate as requested in meetings and field visits/monitoring exercises including liaising with implementing partners, external monitors and GAC HQ and Embassy personnel as required and provide mission reports (written and/or oral);
- Where requested by GAC, prepare and deliver or contribute to the preparation and delivery of specific training or information, knowledge and skills sharing exercises, focus group discussions, for the benefit of one or more groups of GAC project implementing partners; provision of other technical advice as requested or required.

4. THE ASSIGNMENT

- The initial contract period for this assignment will be for approximately 5 months with the possibility of an extension. This is a consultancy assignment whose client is GAC, more

specifically the Development Section of the Embassy of Canada. The anticipated start date for this assignment is mid - May, 2023

- The IG&HR TS tasks and assignments will be identified by GAC as far in advance as is practicable and possible. However, a significant portion of the workload may be requisitioned on short notice and will require timely responses. The notional estimated monthly level of effort is 5 days per month. Actual GAC demand for services will be variable from month to month.
- As this assignment involves close and timely collaboration with officers of the Embassy of Canada in Hanoi, the IG&HR TS should ideally be based in Hanoi). The successful candidate should be able to travel within Vietnam as required with (travel expenses covered by FSSP. Otherwise, virtual and work from home scenarios may be considered.
- The IG&HR TS will have access to, but is not obliged to utilize, the Vietnam FSSP office space and facilities, including a computer and printer and other administrative support, at the FSSP Office which will be located at VP525 - Lot 502- 5 Floor, The Golden Palm Building, No 21 Le Van Luong Street, Nhan Chinh Ward, Thanh Xuan district, Hanoi City.

5. QUALIFICATIONS

5.1 Education: a minimum of a Master's degree in Law, Public Policy, Public Management, Public or Business Administration, Journalism, Economics, International Development or another relevant discipline.

5.2 Languages: Written and spoken fluency in English and Vietnamese.

5.3 Relevant Experience, Knowledge and Skills

- A minimum of 10 years' working experience in international assistance policy and programming related to inclusive governance and human rights in Vietnam
- Substantial track record in working with donors' programs on improvement of legal and regulatory frameworks, and development of institutional capacity and coordination in Vietnam;
- Good understanding of the Vietnamese inclusive governance and human rights context in Vietnam
- Experience in using international inclusive governance frameworks; results-based management tools and frameworks in order to optimize the achievement of results.
- Experience working with diversified stakeholders (GoV, CSOs, Journalists, private sector or other development partners) on inclusive governance and human right issues in Vietnam.
- Knowledge of social and economic challenges facing women in Vietnam and of economic empowerment and other ways to address gender issues at policy, program and project level;
- Possess an extensive network of contacts with organizations and individuals to draw upon in delivering the professional and advisory services she/he provides.
- Experience working on GAC-funded initiatives is an asset;
- Excellent analytical skills and ability to analyze and interpret the policy environment, trends, and indicators related to inclusive governance and human rights

6. HOW TO APPLY AND SELECTION PROCESS

How to Apply

- To apply for this position interested individuals are invited to submit a Letter of Motivation (LoM) and their CV.
- The LoM (max 1 page, 12-point font) should express clearly the applicant's appreciation of the assignment and why they believe they are the most suitable candidate for the position.
- CVs (max 4 pages, 12-point font) should clearly set out the candidates' relevant experience as it relates specifically to the competency areas described in this TORs.
- Candidates must submit their application consisting of their LoM and CV by email before the deadline for applications noted below.
- Please send your application (LoM and CV) by email to: Ly@vnfssp.org. Please quote "IG&HR Specialist" in the subject of the email. Applications must be submitted in English.
- The last date to submit applications: Sunday, April 16, 2023, before midnight. Applications received after this date and time will not be considered.
- We thank all applicants for their interest but only shortlisted applicants will be contacted for the interview.
- The Vietnam Field Support Services Project (FSSP) is implemented by, World University Service of Canada (WUSC), with funding support from the Government of Canada through Global Affairs Canada (GAC).

Candidate Selection Process

- Applications will be screened on the basis of responsiveness to minimum and other stated qualifications and requirements;
- Shortlisted candidates may be invited to undertake a written assignment used to assess subject knowledge and English language skills; written samples of their work will be requested.
- Successful candidates that meet the screening requirements will be invited to an interview either at the FSSP office or remotely to further discuss this assignment and to confirm their language skills, experience and knowledge levels.

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