

TERMS OF REFERENCE

TOR reference number	TOR-VNM-2023-010 <i>Please refer to this number in the application email</i>
Title	Junior National Consultant
Purpose	To provide administrative support to UN Women programme/projects
Duty Station	UN Women country office in Ha Noi, Viet Nam
Contract duration	June 2023 to June 2024 (maximum 192 working days)
Contract Supervision	Programme Specialist (UN Women Viet Nam Country Office)
Application deadline	26 May 2023

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 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, 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 the period 2022-2026 is aligned to the UN Sustainable Development Cooperation Framework (UNSDCF) 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 2030 Sustainable Development Agenda. The key priorities of UN Women in the 2022-2026 period are:

- (i) By 2026, 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.

UN Women Viet Nam has been collaborating with multiple partners to promote gender equality and women's empowerment and roll out various programme initiatives that contribute to implementation of UN Women's Strategic Note (for the period 2022-2026) and UNSDCF (for the period 2022-2026) and ultimate to achievement of SGDs. To accelerate the programme implementation progress, UN Women Office in Vietnam is looking for a qualified national consultant who is expected to provide extensive administrative and communication support to selected programmes under the technical guidance and supervision of respective programme management staff as mentioned above.

II. OBJECTIVES

The objective of this consultancy to provide administrative support to three UN Women programme/projects: (1) Programme Coordination on the development results framework and Gender Equality and Women's Empowerment (which belongs to PS team); (2) Programme on Women's Economic Empowerment; and (3) HIV Joint Programme.

III. SCOPE AND SPECIFIC TASKS

Under the overall guidance of the Programme Specialist in coordination with Programme Manager on Women's Economic Empowerment and Programme Analyst on HIV Joint Programme (will be called as supervisors) the national consultant will work closely with relevant staff members (within total number of 192 working days) to provide the following support services:

- Support the travel arrangement meeting participants such as ticket reservation, preparation of DSA calculation and travel claims (60 days).
- Provide logistic and administrative support to organizing UN Women's events/meetings/workshops. The specific tasks include getting confirmations, 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 supervisors (60 days).

- Support the maintenance programme filing systems in both hard filing and electronic filing modes in an appropriate manner (30 days).
- Prepare information packages including collecting relevant documents for proceeding payments related to project implementation (30 days).
- Undertake other administrative tasks to support programme implementation in agreement with respective supervisors (12 days).

The estimated numbers of days to be allocated for respective programmes are proposed as below:

- Provide administrative supports to PS team: 144 days
- Provide administrative supports to Programme on WEE: 32 days
- Provide administrative supports to HIV Joint Programme: 16 days

IV. INSTITUTIONAL ARRANGMENT

The national consultant will be directly supervised by Programme Specialist in coordination with WEE Programme Analyst, and HIV Joint Programme Analyst. 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 1 May 2023 to 30 April 2024. The consultant is expected to work full time 16 days per month and maximum of 192 working days.

Duty Station: GOUNH Building, 304 Kim Ma, Hanoi, Viet Nam and travel to project areas as required.

VI. DELIVERABLES AND SCHEDULE OF PAYMENT

The duration of this consultancy will be from 1 May 2023 to 30 April 2024 (maximum 192 working days). The consultancy cost will be covered by three projects, in which DFAT-GEL fund managed by PS team contributes 75% while WE RISE Together contribute 17% and HIV Joint Programme contributes 8% of the consultancy budget).

Payment schedule and deliverables	Time Frame
First Tranche 1st Performance Progress report prepared against the time sheet for the period from 01 May to 31 July 2023 in agreement with supervisors, covering the following areas where relevant: <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events organized 	31 July 2023

<p>with adequate logistic and administrative support provided.</p> <ul style="list-style-type: none"> • Documents for payments timely prepared. • Programme filing system filled and updated. 	
<p>Second Tranche</p> <p>2nd Performance Progress report prepared against the time sheet for the period from 1 August to 31 October 2023 in agreement with the supervisors, 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. 	31 October 2023
<p>Third Tranche</p> <p>3rd Performance Progress report prepared against the time sheet for the period from 1 November 2023 to 31 January 2024 in agreement with supervisors, 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. 	31 January 2024
<p>Fourth Tranche</p> <p>4th Performance Progress report prepared against the time sheet for the period from 1 February to 30 April 2024 in agreement with supervisors, 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. 	30 April 2024

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 Gender and Development, Linguistics, Public Relations, International Communications, Development Studies or related fields required.	25
2	At least two-year of experience in office and project administrative support, preferred with INGO, international entities or government offices in Viet Nam.	25
3	Proven in-depth understanding of programme/project administration	20
4	Experience in supporting a team	20
5	Writing English skill	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. An essay or report for written English skill evaluation.
4. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
5. Financial proposal (in VND) specifying a daily consultancy rate and a breakdown per deliverable.

Deadline for Application: 26 May 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. (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.
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