



Term of reference

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| Reference number | TOR-VNM-2023-014 (Please refer to this reference number in the application letter). |
| Title | National Gender Consultant |
| Purpose | To be a team member in a research team to conduct a Review of the government financial reporting from a gender perspective toward development of gender responsive budgeting report in Viet Nam |
| Duty Station | The consultancy is home-based with some field missions in Viet Nam |
| Contract duration | From June 2023 to December 2023 (29 working days) |
| Contract supervision | Viet Nam 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 |
| Application Deadline | 20 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 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.

Studies on financing gender equality in Vietnam in recent years have pointed to the fact that there is no aggregate data on budgets for gender equality (GE) promotion activities at the national level as well as at the local level. The budget information that can be collected is the budget line dedicated to specific/specific programs, projects and activities on GE. Meanwhile, the budget used for promoting GE in the sectoral programs and projects in different specialized fields is hardly collected, reported and aggregated. Research by UN Women (2022) shows that, in the reports of the different sector departments at the sub-national levels in the surveyed localities, there is no or very few information on budget for gender integration activities. Reporting on budget/finance for gender equality is interpreted in the general terms or without clarity, not specific on how much was allocated and from what source. A number of the agencies do not have their own funding to carry out gender related activities.

Thus, with the current practices and routines, there are many gaps in reporting on finance for gender equality promotion. This relates to awareness, mechanisms and regulations on gender mainstreaming in planning and budgeting process as well regulations on the financial reporting mechanism for GE activities. The key questions are: Whether the allocated budget is commensurate with the GE objectives set out by the program if the budget is effectively used and promotes substantive GE and where are the gaps of the investment for promoting GE. Therefore, collecting, synthesizing and reporting information/data on the budget and financial reports for promoting GE will assist in finding answers to these questions.

UN Women in partnership with the Gender Equality Department (GED) of the Ministry of Labour and social Affairs (MOLISA) will carry out a Review of the government financial reporting from a gender perspective toward development of gender responsive budgeting report in Viet Nam. The research method includes desk review, quantitative survey through questionnaire, qualitative survey through focus group discussion, in-depth interviews and validation workshops on the research results.

In this background, UN Women is looking for a national gender consultant to team up with a team leader on Gender responsive budgeting in a research team to carry out the above mentioned review.

II. Objectives

The overall objective of the consultancy is to strengthen institutional capacity on gender-responsive budgeting to advance gender equality and women’s empowerment.

The specific objectives of the research are:

- To understand awareness of the relevant organizations in GRB
- To explore budget estimation and planning from a gender perspective
- To understand influencing factors on budget allocation for promoting gender equality
- To learn about the current practices/reporting mechanisms on budget for promoting gender equality
- To provide recommendations at policy/legislation level and technical level for development of gender responsive budgeting (GRB) report. The research findings are also to be used as inputs for policy advocacy to bring gender responsive budgeting into related policy and legislations (such as Gender Equality Law and State Budget Law)

III. Scope of Work and Expected Tasks

Under the guidance and supervision of the UN Women Viet Nam WRT Programme Manager, in collaboration with the research team leader (GRB consultant) and in working closely with the staff from GED/MOLISA, the national consultant will undertake the following tasks:

| | Activities | Note | Estimated working day number | Timeframe |
|---|---|--|-------------------------------------|------------------|
| 1 | Provide written inputs for the development of research tools, including: -Design 2 sets of questionnaires (one for ministries, one for locality) -Design checklist in-depth interviews & focus group discussion | in collaboration with the team leader | 2 | Jun 2023 |
| 2 | Prepare and co-facilitate workshop 1 on Report Outline development | in collaboration with the team leader | 1 | Jun 2023 |
| 3 | Take field trips (4 locations) Quang Ninh, Binh Dinh and Can Tho: 3 days including travel for each province; Ha Noi: 2 days | in collaboration with the team leader | 8 | Jun - Jul 2023 |
| 4 | Process raw data of quantitative survey (questionnaire) Analysis the clean processed data | The Consultant do this task by herself/himself | 10 | Jul – Aug 2023 |
| 5 | Write research report (the parts of the report that are assigned to the consultant by the team leader) | in collaboration with the team leader | 4 | Aug – Sep 2023 |
| 6 | Prepare and co-facilitate workshop 2: Consultation workshop on findings and recommendations. | in collaboration with the team leader | 1 | Oct 2023 |
| 7 | Revise report | in collaboration with the team leader | 2 | Nov 2023 |

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|---|---|---------------------------------------|------------------------|----------------|
| 8 | Prepare and co-facilitate workshop 3: Report dissemination workshop | in collaboration with the team leader | 1 | Nov - Dec 2023 |
| | Total | | 29 working days | |

IV. Institutional arrangements

The national gender consultant will work under the direct supervision of the UN Women Viet Nam WRT Programme Manager, in collaboration with the GRB consultant acting as the team leader and in working closely with the staff from GED/MOLISA. The consultant will be ultimately responsible to UN Women Country Representative in Viet Nam.

VI. Duration of Assignment and Duty Station

The consultancy is due to start from June to December 2023.

Duty Station: While working from home most of the time, the consultant might be required to join regular updates and meetings with the programme team and travel to Quang Ninh, Binh Dinh and Can Tho provinces. The travel cost of the consultant will be in the budget of the Partner Agreement of GED-MOLISA and UN Women and will be arranged by GED.

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 1. Raw data of quantitative survey (questionnaire) in Vietnamese processed | 30 Aug 2023 | 35% |
| 2 | Deliverable 2. 1 st draft Research Report in Vietnamese (the parts of the report that are assigned to the consultant – team member) | 30 Oct 2023 | 45% |
| 3 | Deliverable 3. Final Research Report in Vietnamese | 15 Dec 2023 | 20% |

VI. 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.

| | Criterion | Max. Score |
|---|---|-------------------|
| 1 | Master's degree on Gender and Development, Sociology, Environment, Economics or other relevant field. | 10 points |
| 2 | Having a minimum of 10 years working experience on gender equality. | 25 points |
| 3 | Having at least 10 years of conducting sociological surveys on development and gender equality issues. Having experience in participating in research on financing for gender equality is an advantage. | 25 points |
| 4 | Having experience on data process and analysis | 20 points |
| 5 | Experience on conducting surveys through online tools | 10 points |
| 6 | Prior experience supporting UN agencies for policy advocacy | 10 points |
| | Total | 100 points |

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

Financial proposal (with your signature)

- The financial proposal shall specify the working day rate in VND for the consultancy fee. The candidate will not need to include the travelling cost because GED-MOLISA 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: 20 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

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- 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.