

I. Contract Overview

Reference Number:	TOR-VNM-2024-002 (Please refer to this number in the application)
Consultancy Title:	National Consultant to prepare the Women, Peace and Security National Action Plan dossier for international audience
Location:	Home-based
Travel:	No travel required
Practice Area:	Gender Equality
Category (Eligible applicants):	External
Post Type and Level:	National Consultant
Starting Date:	1 April 2024
Duration of Contract:	1 April- 15 July 2024

II. Consultancy Assignment

1. Background/Context

UN Women

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 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) 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.

The Women, Peace, and Security (WPS) agenda was first formalized by the UN Security Council through Resolution 1325 (2000) (UNSCR 1325) and then with the subsequent 9 Resolutions that affirmed the critical roles of women in the prevention and resolution of conflicts and peacebuilding initiatives. For more information about the WPS Agenda, the WPS situation in ASEAN and in Viet Nam, and the ASEAN Regional Plan of Action on WPS, please view the link below:

- <https://www.unwomen.org/en/news-stories/in-focus/2022/10/in-focus-women-peace-and-security>
- <https://asean.org/wp-content/uploads/2021/03/ASEAN-WPS-Study-01082021.pdf>
- <https://asiapacific.unwomen.org/sites/default/files/2022-12/FINAL-UN%20Women-NAP%20WPS-VietNam-Report-Dec2022.pdf>
- <https://asean.org/wp-content/uploads/2022/11/32-ASEAN-Regional-Plan-of-Action-on-Women-Peace-and-Security.pdf>

The Government of Viet Nam has demonstrated remarkable efforts in advancing the WPS agenda at international and national levels. In Security Council resolution 1889 (2009), Viet Nam presented a provision on the need to establish indicators to monitor implementation of 1325 and calls for a report on women's participation and inclusion in peacebuilding. Noteworthy milestones include the organization of the international workshop on the commemoration of the UNSCR 1325 in 2020 that led to the issuance of the Hanoi Commitment to Actions on WPS. Furthermore, a series of international events held throughout 2021, 2022 and 2023 aimed to bring the NAP models closer to the public. Additional awareness raising and capacity-strengthening activities accompanied the drafting process of the NAP WPS. With technical assistance from UN Women and led by the Ministry of Foreign Affairs (MOFA), these collective efforts culminated in the finalization of the first-ever NAP WPS that was approved by the Prime Minister on 25th January 2024 through the Decision 101/TTg/2024, showcasing the firm commitment of the Vietnamese government to promote gender equality, peace, and security, and fulfil global and regional commitments on WPS.

The NAP covers a seven-year period from 2024 to 2030 which allows an appropriate duration for effective monitoring and evaluation. The NAP aligns with the National Strategy for Gender Equality 2021-2030 and is built upon the four pillars of Women Peace and Security. It includes a section on international cooperation, emphasizing Vietnam's dedication to collaborating with the global community in advancing the WPS agenda. The NAP WPS specifies specific goals, including women's full, equal, and meaningful participation in politics, diplomacy, national defence, and security, in dealing with emerging non-traditional security challenges in the country as well as in maintaining international peace and security. In addition, the NAP WPS aims to support women to address gender-based violence and incorporate gender perspectives into various operations related to conflict and crisis affected contexts, disaster response, and emerging non-traditional security challenges.

This NAP is the first National Action Plan on Women, Peace and Security (NAP WPS). In line with the measures established under the NAP WPS and to contribute to its effective implementation, a comprehensive document on Viet Nam's NAP WPS is required for communication with the public and with the international audience and to be aligned with templates for NAP documents as submitted by other countries to the <http://1325naps.peacewomen.org> website .

Therefore, UN Women Viet Nam is seeking to hire a national consultant to work with the Government of Viet Nam through the Ministry of Foreign Affairs (MOFA) in preparing the Women, Peace and Security National Action Plan dossier for international audience.

2. Description of Responsibilities/ Scope of Work

Under the guidance of MOFA, the consultant will:

- a. Study the sample of other NAPs, (2 days) such as:
 - Australia: <https://1325naps.peacewomen.org/wp-content/uploads/2021/04/australias-national-action-plan-on-women-peace-and-security-2021-2031.pdf>
 - Philippines: https://1325naps.peacewomen.org/wp-content/uploads/2020/12/Philippines_20172022NAP.pdf
 - Jordan: <https://1325naps.peacewomen.org/wp-content/uploads/2020/12/Jordan-NAP-2018-2021.pdf>
 - Canada: <https://1325naps.peacewomen.org/wp-content/uploads/2020/12/Canadas-National-Action-Plan-2017-2022.pdf>
- b. Study the documents prepared by MOFA for the National Consultation of the NAP and the development of the NAP https://drive.google.com/drive/folders/1R5Yn8EKgShSe-jxmB-IFCO485zxZuvQ3?usp=drive_link and other related documents provided by MOFA. (3) days
- c. Compile the information and data necessary for the NAP Dossier, the documents are uploaded in (3 days)
- d. Development of a comprehensive document on Viet Nam's NAP WPS (NAP Dossier), including a comprehensive review of the background on the development of Viet Nam's NAP WPS, national efforts and the content of the NAP. The document

should be made in English and Vietnamese and with reference to the templates for NAP documents as submitted by other countries to the <http://1325naps.peacewomen.org> website, following the templates above provided (12 days for both English and Vietnamese versions. Pictures and designing will be done in a different assignment).

3. Deliverables

Deliverable	Expected completion time (due day)	Payment Schedule	% of total Amount
Completed documents in English and Vietnamese on Viet Nam's international standard NAP WPS, including a comprehensive review of the background on the development of Viet Nam's NAP WPS, national efforts and the content of the NAP as required by MOFA.	May 10 th 2024	May 31th 2024	100% of total contract

4. Consultant's Workplace and Official Travel

The Expert will work home-based and -work closely with MOFA officers during the assignment. The assignment is expected up to 20 working days, tentatively from April 2024 to July 2024.

III. Competencies

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:

<https://www.unwomen.org/en/about-us/employment/application-process# Values>

FUNCTIONAL COMPETENCIES:

- Excellent analytical, coordination and communication capabilities to senior level of leadership and management, at the same time is competent to work in a participatory and inclusive manner.
- Distinctive competence in consulting and communication skills, as well as the ability to work independently and with diverse and complex team composition (the Drafting Team)

IV. Required Qualifications

Education and Certification:

- Postgraduate studies and/or specializations in International Relations and Politics, Human Rights is required.
- Bachelor's degree in law, Political Science, International Relations, Human Rights, Development Studies or other related areas with five additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- Experience and knowledge in the area of Women, Peace and Security.
- Familiarity and experienced with the NAP WPS context in Viet Nam and the Vietnam NAP WPS.
- Experience in the field of human rights, women, peace and security, diplomacy, policy planning and policy making.
- Previous experience with United Nations Agencies and/or International Organizations, regional organizations desirable.
- Experience of working with senior government officials and state institutions in Vietnam.

- Experience in drafting national action plans, national reports, preferably on gender, peace and security.

Languages:

- Fluency in Vietnamese and English (oral and written) is required.

V. Criteria for Evaluation

Evaluation criteria (according to profile - professional requirements)	Points
1. Master's degree in international Affairs, Laws, Political Science or Social Science, International Studies, or related disciplines.	10
2. Experience and knowledge in Women, Peace, and Security; familiarity with the NAP WPS context in Viet Nam and the NAP WPS.	30
3. Previous experience in drafting policy documents/strategies for the government, in particular the WPS Agenda, development of National Policies, national reporting, or national commitments.	30
4. Proven competency in reporting writing.	20
5. Proficiency in oral and written English.	10
TOTAL	100

VI. How to Apply

Interested candidates are requested to submit electronic applications no later than **11:59 AM Wednesday 20 March 2024**, Hanoi time.

Submission package with email title **[TOR-VNM-2024-002 - Full Name]** needs to send to email: hr.vietnam@unwomen.org

1. Updated CV.
2. Personal History Form (P11). The P11 Form can be downloaded from the following website:
<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>
3. Financial proposal with your signature specifying a daily consultancy rate in VND and a breakdown per deliverable.

NOTE:

* Please see the financial proposal template below:

FINANCIAL PROPOSAL

Payment phrase no.	Deliverables	Amount (VND)
	<i>Lump Sum fee (equivalent to daily fee x no. of days)</i>	
1	The completed documents in English and Vietnamese on Viet Nam's international standard NAP WPS, including a comprehensive review of the background on the development of Viet Nam's NAP WPS, national efforts and the content of the NAP	
	Others (please provide details as applicable)	
	Total Financial Proposal	

*** Documents required before contract signing:**

- Copy of Passport/National ID
- Education Certificates
- Copy of health insurance card
- 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 expert is a government official.

*** Regarding application submission:**

- Applications received incomplete or after the closing date will not be considered.
- Only successful applicants will be contacted to be advised of the next phase of the recruitment process.
- All applications will be treated in the strictest confidence.

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.)