



**CONSULTANT TERMS OF REFERENCE**

<b>I. Contract Overview</b>	
<b>Reference Number:</b>	TOR-VNM-2024-008
<b>Consultancy Title:</b>	A national consultant team (including a team leader and a team member) on innovative training approaches to Gender Equality and Gender Based Violence Prevention and Response
<b>Location:</b>	Home-based
<b>Travel:</b>	Travel required
<b>Practice Area:</b>	Gender Equality
<b>Category (Eligible applicants):</b>	External
<b>Post Type and Level:</b>	National Consultants VNM3 for team leader and VNM2 for team member- <a href="#">EU-UN Cost Norm 2022</a>
<b>Starting Date:</b>	6 May 2024
<b>Duration of Contract:</b>	6 months

<b>II. Consultancy Assignment</b>
<p><b>1. Background/Context</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(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;</li> <li>(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.</li> </ul>

Capacity development is considered of major importance to achieve progress toward the advancement of gender equality and women empowerment as set out in the SDGs. The UNDG recognizes capacity development as one of its six key programming approaches for UN-integrated programming at the country level. As such, the Quadrennial Comprehensive Policy Review (QCPR) (2017-2020), adopted by General Assembly resolution 71/243, called upon the UN development system to further “support the building, development and strengthening of national capacities to support development results at the country level and to promote national ownership and leadership, in line with national development policies, plans and priorities.”

Capacity building as part of UN Women activities and programming has been a central point in its current and previous strategies. For UN Women, capacity development is a mean to not only reach its objectives but to do so in a sustainable manner, responding to the partners’ needs with a strong focus on transformational change. In Viet Nam evidence of capacity is found in the significant progress that has been achieved in advancing gender equality and women empowerment e.g. with regards to the inclusion of gender in the formulation of policies and laws.

In 2021, UN Women have conducted a partner’s capacity assessment and found that knowledge on gender mainstreaming, and women empowerment has improved in general, however there is a difference amongst thematic areas as well as between central and local level. Secondly, existing capacities are largely concentrated amongst a small pool of experts with an advantage for CSOs and their platforms.

Additionally, under the joint program “Elimination of violence against women and children in Viet Nam 2021-2025” (UNFPA, UNICEF and UN Women), with the longer-term goal: “All women and children in Viet Nam, including those most vulnerable, are able to live a life free of violence through strengthened prevention strategies and multisectoral responses.”, one of the objectives is also to capacity for staff, officers, services providers, and other stakeholders in Viet Nam to promote gender equality and prevent and respond to gender-based violence. UN Women has partnered with the Gender Equality Department - MOLISA (GED) to partly implement this component using the RESPECT Women prevention framework (RESPECT)<sup>1</sup> and the global essential services packages for women and girls subject to violence (ESP)<sup>2</sup> as key reference documents.

In 2022 and 2023, UN Women have conducted different trainings on gender equality, gender mainstreaming and gender-based violence for partners, government officials, NGOs representatives and individual consultants.

To continue building capacity of partners, government officials, NGOs representatives and individual consultant on knowledge and skills to deliver training or session on gender equality and gender-based violence with creative methods, UN Women is therefore seeking a consultancy team (01 team leader and 01 team member) to design and provide training courses on creative training methods on gender equality and gender-based violence to above mentioned participants.

The consultant will be reporting to UN Women EAW Programme Analyst and will be supported by UN Women EAW Programme Analyst, who will be the point of contact on the contract and payment issues.

## **2. Description of Responsibilities/ Scope of Work**

The successful performance of the incumbents will effectively contribute to the implementation of UN Women partners’ capacity development plan and joint efforts between the UN Women and Gender Equality Department, MOLISA in strengthen capacity of national workforce working on GE and GBV prevention and response.

The consultant team is expected to support UN Women and its partners in conducting 05 training courses (02 days each) on using creative training methods in delivering training/sessions related to gender equality and gender-based violence:

1. 03 courses for government gender officers at provincial level (01 in the Northern region, 01 in the Central region and 01 course in the Southern region of Vietnam)
2. 01 course for UN Women’s partners
3. 01 course for UN Women staff (Conducted in English).

For all 05 courses, the consultant team is tasked with several key responsibilities:

<sup>1</sup> <https://www.unwomen.org/en/digital-library/publications/2020/07/respect-women-implementation-package>

<sup>2</sup> <https://www.unwomen.org/en/digital-library/publications/2015/12/essential-services-package-for-women-and-girls-subject-to-violence>

- i. Assessing needs of target groups to identify performance goals for the training program;
- ii. Designing training program to make it suitable to the targeted audience of each training course;
- iii. Developing all training materials requisite for the training courses;
- iv. Facilitating 05 training courses;
- v. Assessing the outcomes of the training, and formulating post training action plan to apply the training knowledge;
- vi. Post training assessment to participants on the result of the training.
- vii. After the training, finalize and submit to UN Women a completed training manuals and materials for future use of materials.
- viii. Develop a training report.

In particular, the consultant team is expected to carry out the following functions and activities:

Responsibility	Team leader	Team member
	Specific tasks	Specific tasks
1. Assessing needs of target groups to identify performance goals for the training program	<ul style="list-style-type: none"> <li>● Conduct needs analysis and target audience profiling.</li> <li>● Design and conduct participant survey activities to identify the specific challenges and expectations that learners have regarding the program and activity design skills, and learner perceptions and beliefs.</li> <li>● Analyze the data acquired from the needs of the participant survey session to identify key insights and patterns in learner expectations, challenges, and current skill levels.</li> <li>● Utilize the insights gained from the participant survey session to develop clear and measurable performance outcomes and objectives.</li> <li>● Finalize the list of performance outcomes and objectives with feedback from the UN Women team.</li> </ul>	<ul style="list-style-type: none"> <li>● Co-Design and co-facilitate a participant survey activity to identify the specific challenges and expectations that learners have regarding the program and activity design skills, and learner perceptions and beliefs.</li> <li>● Analyze the data acquired from the needs of the participant survey session to identify key insights and patterns in learner expectations, challenges, and current skill levels.</li> <li>● Utilize the insights gained from the participant survey session to develop clear and measurable performance outcomes and objectives.</li> <li>● Facilitate clear and frequent communication between trainers and UN Women teams</li> </ul>
2. Designing training program to make it suitable to the targeted audience of each training course	<ul style="list-style-type: none"> <li>● Lead the development of instructional design plan, including the training program structure, contents, and activities.</li> <li>● Get feedback about designing training program from the UN Women team.</li> <li>● Revise the instructional design plan based on UN Women team's comments.</li> <li>● Integrate the curriculum emphasizing program and activity design skills with specialized knowledge in Gender Equality (GE) and Gender-Based Violence (GBV) for coherence.</li> </ul>	<ul style="list-style-type: none"> <li>● Co-develop the instructional design plan.</li> <li>● Co-revise the instructional design plan based on UN Women team's comments.</li> <li>● Facilitate clear and frequent communication between trainers and UN Women teams</li> </ul>

<p>3. Developing all training materials requisite for the training courses</p>	<ul style="list-style-type: none"> <li>● Lead the development of training materials, which encompass booklets, handouts, slides, and learning cards.</li> <li>● Revise the training materials based on the comments from UN Women team</li> </ul> <p>After the training, finalize and submit to UN Women a completed training manuals and materials for future use of materials (Both English and Vietnamese version).</p>	<ul style="list-style-type: none"> <li>● Co-design training materials requisite for the training program</li> <li>● Support for finalization of final draft for printing</li> <li>● Prepare necessary learning materials and tools for the face-to-face training sessions.</li> <li>● Facilitate clear and frequent communication between trainers and UN Women teams.</li> <li>● A completed training manuals and materials for future use of materials</li> </ul>
<p>4. Facilitating 05 training courses</p>	<ul style="list-style-type: none"> <li>● Lead the facilitation of 5 training sessions on innovative training approaches to GBV prevention and responses for officers and services providers in 63 provinces, ministerial-level partners, and UN Women staffs. One course for UN Women staff will be conducted in English.</li> <li>● Observe and co-facilitate the training sessions on Gender Equality (GE) and Gender-Based Violence (GBV), conducted by the UN Women team.</li> </ul>	<ul style="list-style-type: none"> <li>● Co-facilitate of the face-to-face training sessions.</li> <li>● Provide logistics and coordination support for the face-to-face training sessions.</li> <li>● Provide support for participants in the face-to-face training sessions</li> </ul>
<p>5. Assessing the outcomes of the training, and formulating post training action plan to apply the training knowledge 6. Post training assessment to participants on the result of the training</p>	<ul style="list-style-type: none"> <li>● Lead the designing and conducting Formative and Summative Evaluations</li> <li>● Lead the designing and conducting of an online meet-up following each program and coaching.</li> <li>● Provide feedback for participants' practical exercises.</li> </ul>	<ul style="list-style-type: none"> <li>● Co-design and support for conducting formative and summative evaluations.</li> <li>● Co-design and provide support for facilitating an online meet-up after each training program.</li> </ul>
<p>7. After the training, finalize and submit to UN Women a completed training manuals and materials for future use of materials 8. Develop a training report</p>	<ul style="list-style-type: none"> <li>● Develop a training report</li> <li>● Create the delivery package including the completed training manuals and materials</li> </ul>	<ul style="list-style-type: none"> <li>● Finalize training manuals and materials</li> <li>● Prepare the evaluation reports for the training programs</li> </ul>

The consultant team is committed to providing **05 training programs** for UN Women. The intended outcomes and contents of each training program are described in the table below:

Training programs	Description	Expected completion time (due day)
1. The training program for gender officers in the Northern regions of Vietnam	<p>This training program aims to develop innovative training approaches to improve knowledge and skills of the gender officers in the Northern regions of Vietnam in order for them to design and deliver better gender equality training programs in their specific regions. After the training program, the gender officers will be able to:</p> <ul style="list-style-type: none"> <li>- Build stronger awareness about Performance-based Training.</li> <li>- Create effective lesson plans for their gender equality training materials.</li> <li>- Develop activities to facilitate learning.</li> <li>- Adjust the lesson plan and activities to cater for changing conditions in the training environment.</li> </ul> <p>This training program is conducted in Vietnamese.</p>	May 31 <sup>st</sup> , 2024
2. The training program for gender officers in the Central region of Vietnam	<p>This training program aims to develop the knowledge and skills of the gender officers in the Central regions of Vietnam in order for them to design and deliver better gender equality training programs in their specific regions. After the training program, the gender officers will be able to:</p> <ul style="list-style-type: none"> <li>- Build stronger awareness about Performance-based Training.</li> <li>- Create effective lesson plans for their gender equality training materials.</li> <li>- Develop activities to facilitate learning.</li> <li>- Adjust the lesson plan and activities to cater for changing conditions in the training environment.</li> </ul> <p>This training program is conducted in Vietnamese.</p>	June 30th, 2024
3. The training program for gender officers in the Southern region of Vietnam	<p>This training program aims to develop the knowledge and skills of the gender officers in the Southern regions of Vietnam in order for them to design and deliver better gender equality training programs in their specific regions. After the training program, the gender officers will be able to:</p> <ul style="list-style-type: none"> <li>- Build stronger awareness about Performance-based Training.</li> <li>- Create effective lesson plans for their gender equality training materials.</li> <li>- Develop activities to facilitate learning.</li> <li>- Adjust the lesson plan and activities to cater for changing conditions in the training environment.</li> </ul> <p>This training program is conducted in Vietnamese.</p>	July 30th, 2024
4. The training program for ministerial-level partners of UN Women	<p>This training program aims to develop the knowledge and skills of UN Women’s ministerial-level partners in order for them to design and deliver better gender equality training programs in their specific regions. After the training program, the gender officers will be able to.</p> <ul style="list-style-type: none"> <li>- Build stronger awareness about Performance-based Training.</li> <li>- Create effective lesson plans for their gender equality training materials.</li> </ul>	September 30th, 2024

	<ul style="list-style-type: none"> <li>- Develop activities to facilitate learning.</li> <li>- Adjust the lesson plan and activities to cater for changing conditions in the training environment.</li> </ul> <p>This training program is conducted in Vietnamese.</p>	
5. The training program for UN Women staff	<p>This training program aims to develop the knowledge and skills of UN Women staff in order for them to design and deliver better gender equality training programs in their specific regions. After the training program, the gender officers will be able to:</p> <ul style="list-style-type: none"> <li>- Build stronger awareness about Performance-based Training.</li> <li>- Create effective lesson plans for their gender equality training materials.</li> <li>- Develop activities to facilitate learning.</li> <li>- Adjust the lesson plan and activities to cater for changing conditions in the training environment.</li> </ul> <p>This training program is conducted in English.</p>	October 30th, 2024

### The intended outcomes and contents of each training program

After the training program, participants will be able to:

- Understand the concept, essential principles, and how Performance-based Training impacts instructional design plan
- Understand the Lesson Mapping tool for effective design and structuring of training programs.
- Apply the Lesson Mapping tool to construct and organize the structure of a training session.
- Understand the role and characteristics of training activities within the learning process.
- Classify and differentiate various types of information utilized in training programs.
- Identify specific types of information with the corresponding content of the training program.
- Develop and implement learning strategies for effective utilization of each type of information.
- Create and design immediate learning activities using the provided toolkit, tailored to specific content.
- Integrate a variety of learning activities to construct a seamless and cohesive learning experience.
- Adapt and modify learning activities to suit diverse learning environments.

### 3. Deliverables

For 05 training programs, the specific deliverables are described in the table below:

Specific Tasks	Deliverables
1. Assessing needs of target groups to identify performance goals for the training program	<ul style="list-style-type: none"> <li>● Participant survey activities designed to identify specific learner challenges and expectations regarding program and activity design skills and understanding learner perceptions and beliefs.</li> <li>● A detailed report summarizing the insights from target learners, presented in the Vietnamese language.</li> <li>● Establishment of clear and measurable performance outcomes and objectives for the training program, ensuring alignment with learner needs and program goals.</li> </ul>

2. Designing training program to make it suitable to the targeted audience of each training course	<ul style="list-style-type: none"> <li>• An instructional design plan, including program structure, contents, and learning activities.</li> <li>• Final instructional design plan based on UN Women team’s comments.</li> <li>• Agendas and task list for learners to complete prior to the commencement of the training program.</li> </ul>
3. Developing all training materials requisite for the training courses	<ul style="list-style-type: none"> <li>• A set of training materials, which encompass booklets, handouts, slides, and learning cards.</li> <li>• Final training materials based on UN Women team’s comments</li> </ul>
4. Facilitating 05 training courses	<ul style="list-style-type: none"> <li>• All communication materials to disseminate information about the training program to officers and service providers participating in the training program.</li> <li>• Face-to-face training sessions conducted in pre-assigned locations.</li> <li>• A summary document describing the events and activities that occurred during the program.</li> </ul>
<p>5. Assessing the outcomes of the training, and formulating post training action plan to apply the training knowledge</p> <p>6. Post training assessment to participants on the result of the training</p>	<ul style="list-style-type: none"> <li>• Feedback for participants’ practical exercises</li> <li>• Proposal on the time and content of the online follow-up meeting after 30 days</li> <li>• Online meet-up session conducted 30 days after the conclusion of the face-to-face training sessions.</li> </ul>
<p>7. After the training, finalize and submit to UN Women a completed training manuals and materials for future use of materials</p> <p>8. Develop a training report</p>	<ul style="list-style-type: none"> <li>• A report detailing outcomes from the training program, encompassing feedback on the program and the results of participants’ exercises.</li> <li>• A package of training manuals and materials</li> </ul>

Payment for services will be made upon delivery of each deliverable outlined in the table above, subject to satisfaction and approval by UN Women following the schedule set forth below.

Payment Schedule	Product/Deliverable	Payment terms
1	Deliverable 1 & 2	40% of total contract
2	Deliverable 3 & 4	40% of total contract

3	Deliverable 5	20% of total contract
---	---------------	-----------------------

The SSA contract provides the inclusion of all costs (all-inclusive); the Organization will not assume any costs or benefits in addition to the fee for services. Therefore, it is the consultant's responsibility to have medical insurance for the period of the contract.

#### 4. Consultant's Workplace and Official Travel

This is a home-based consultancy. Consultants will work home-based or in the field where UN Women and its partners organize the workshops/ trainings under the supervision of the UN Women EVAW Programme Analyst. The team will receive guidance and supports from the Gender Equality Department, MOLISA for all administrative procedures for getting access to legal documents if necessary.

Work related travel of UN Women's consultants are considered as official mission and will be arranged by UN Women, in line with UN Women's Consultant Contract Policy, UN Women Duty Travel Policy and UN-EU cost norm.

### 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:

Applications will be evaluated based on Technical Qualification (100 points)

### IV. Required Qualifications

**For Team Leader:**

**Education and Certification:**

- Master's degree in Training and Development or other related areas.

**Experience:**

- 7-10 years of work in the area of training and human development
- Sound understanding of effective training design and delivery, and learning science to facilitate deeper learning
- Demonstrable experience on effective training and facilitation

**Languages:**

- Fluency in English is required.

**For Team Member / Activity Coordinators:**

**Education and Certification:**

- Bachelor's degree in training, education, project management or other related areas.

**Experience:**

- At least 4 years of work in the area of training, education, or project management



- Having experiences in coordinating training courses or events
- Having experience in co-design learners' needs/ capacity survey and compilation of training materials

**Languages:**

- Fluency in English is required.

**V. Criteria for Evaluation**

**Technical qualification evaluation criteria:**

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individuals is evaluated based on the following technical qualification evaluation criteria:

• **Team leader:**

<b>Evaluation criteria</b>	<b>Points</b>
Master's degree in training and development or other related areas.	10
7-10 years of work in the area of training and human development	30
Sound understanding of effective training design and delivery, and learning science to facilitate deeper learning	25
Demonstrable experience on effective training and facilitation	25
Good command of oral and written English	10
<b>TOTAL</b>	<b>100</b>

• **Team member: Activity Coordinator**

<b>Evaluation criteria</b>	<b>Points</b>
Bachelor's degree in training, education, project management or other related areas.	10
At least 5 years of work in the area of training, education, or project management	30
Having experiences in coordinating training courses or events	25
Having experience in co-design learners' needs/ capacity survey and compilation of training materials	25
Good command of oral and written English	10
<b>TOTAL</b>	<b>100</b>

**V. How to Apply**

Interested candidates are requested to submit electronic applications no later than 14 April 2024 Ha Noi time. Submission package with email title [TOR-VNM-2024-008-Full Name of team leader & team members] needs to send to email: [hr.vietnam@unwomen.org](mailto:hr.vietnam@unwomen.org)

1. Updated CV of team leader and team member
2. A technical proposal to recommend the number of working days for each deliverable for the team leader and team members. (The final number of working days will be finalised before signing contract)
3. Signed Personal History Form (P11) of 02 members.

**P11 can be downloaded from:**

<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc> )

4. 01 Sample of training documents developed before (for the team).

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.)