

I. Contract Overview	
Reference No.	TOR-VNM- 2024-006
Consultancy Title:	Administrative and Finance Support Consultants (03 positions)
Location:	Office-based/ Ha Noi, Viet Nam
Travel:	Travel required
Practice Area:	Programme Administrative and Finance Support
Category (Eligible applicants):	External
Post Type and Level:	National Consultant (Vietnamese only) VNM 1 (EU- UN Cost Norm 2022)
Starting Date:	01 June 2024
Duration of Contract:	18 months (June 2024- December 2025)

II. Consultancy Assignment
<p>1. Background/Context</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 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"> • 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. • 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; • 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.

To support the implementation of UN Women Viet Nam Biennial Workplan 2024-2025, UN Women is looking for 03 national consultants to provide administrative and financial support to its programme portfolios in Viet Nam, contributing to the above priorities, with details as following:

- 01 consultant will primarily support the projects within Gender and Disaster Risk Reduction/ Climate Change portfolio (DRR/CC) portfolio.
- 01 consultant will provide support to projects within Women, Peace and Security (WPS) and Ending Violence Against Women (EVAW)
- 01 consultant will provide support to the project within Governance, Coordination and Women's Economic Empower (WEE)

The consultants are expected to contribute to administrative, financial management and programme implementation efforts, together with other team members.

Under the overall guidance and supervision of the Programme Management Analyst, and reporting to respective project managers for assigned tasks, the consultants will work closely with other Programme Assistants and will be responsible for the administrative and finance assistance work under assigned projects.

2. Description of Responsibilities /Scope of Work

The successful performance of the incumbents will effectively contribute to the development of quality projects/programmes reports. In particular, the consultant is expected to carry out the following functions and activities.

2.1. Provide administrative and financial management support for assigned projects

- Provide administrative support and inputs to financial reports in monitoring budget preparation and the finances of the programme; including the finalization of FACE forms.
- Process filing and payment for consultants and suppliers.
- Support the creation of E-requisitions in Quantum.
- Provide support to programme team in preparing documentation on procurement of goods and services, and support contract tracking and implementation.
- Support the maintenance programme filing systems (hard filing and electronic filing) in an appropriate manner.
- Take minutes of meetings/workshops as delegated.
- Perform other relevant tasks as assigned.

2.2. Provide administrative and logistic support to the programme activity implementation

- Undertake logistical, administrative and financial arrangements for organization of meetings, workshops, events, and missions under the assigned project, including collaboration with stakeholders, participants confirmation, booking ticket, DSA calculation and travel claims..., where applicable
- Support the preparation of documents including logistics note, project brief, project introduction power-point and other presentations as required.
- Make travel arrangements for workshop/meeting participants, including travel requests and claims.
- Prepare public information materials and briefing packets.
- Assemble briefing materials and prepare PowerPoint slides and other related documents.
- Facilitate the administrative procedures for project activities, such as develop official letter for obtaining approval from local government agencies for mission and arranging for UN Women trips to fields.
- Perform other relevant tasks as assigned.

3. Consultant's Workplace and Official Travel

This is an office-based consultancy. The assignment requires full-time presences on UN Women Vietnam Office. During this assignment, the consultant might be required to travel which will be arrange by UN Women.

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:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement

IV. Required Qualifications

Education and Certification:

- Bachelor's degree in Public Administration, Linguistics, Public Relations, Development Studies, Gender Studies, Development or other relevant disciplines is required

Experience:

- Having 3-5 years of progressively responsible work experience in the field of programme/project administration assistance
- At least 1 year of directly relevant experience in programme finance support

- Experience working in gender equality and development sectors is required.
- Excellent communication, interpersonal skills and has experience of working in an international environment.
- [Excellent analytical skills with strong drive for results and capacity to work independently.](#)
- Experience with the UN or international organizations is an advantage.

Languages:

- Fluency in English is required.

V. Criteria for Evaluation

1. Technical Evaluation:

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

	Criteria	Score
1	Bachelor’s degree in Public Administration, Linguistics, Public Relations, Development Studies, Gender Studies, Development or other relevant disciplines	20
2	Having 3- 5 years of progressively responsible work experience in the field of programme/project administration assistance	30
3	At least 1 year of directly relevant experience in programme finance support	20
4	Experience working in gender equality and development sectors is required.	15
5	Experience with the UN or international organizations is an advantage.	15
		100

Only the candidates who have attained a minimum of 70% of total points will be considered as technically-qualified candidates who may be contacted for the interview.

2. Interview:

The interview will be competency based. The maximum score for the interview is **100 points**.

The selected candidates will be top 03 who has the highest combined score of technical evaluation and interview.

V. How to Apply

Interested candidates are requested to submit electronic applications **no later than 30 April 2024**, Hanoi time.

Submission package with email title [TOR-VNM-2024-006 - Full Name] needs to send to email:

hr.vietnam@unwomen.org

- Updated CV.
- Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
- A cover letter (maximum length: 1 page)

***NOTE:**

*** Documents required before contract signing:**

- The medical statement from the physician certifying good health to work and travel. (This is not a requirement for RLA contracts).
- Copy of Health Insurance Card
- 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.

*** 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.

UN Women is committed to achieving workplace diversity in terms of gender, nationality and culture. —People from minority groups, indigenous groups and people with disabilities are equally encouraged to apply.