

I. Contract Overview	
Reference Number:	TOR-VNM-2024-013
Consultancy Title:	<i>A national consultant team (including a team leader and a team member) on comprehensive Beijing+30 national-level reviews</i>
Location:	Home-based
Travel:	Travel required
Practice Area:	Gender Equality
Category (Eligible applicants):	External
Post Type and Level:	National Consultant VNM4 for the team leader & VNM3 for the team member (UN-EU Cost Norm 2022) <sup>1</sup>
Starting Date:	Tentatively on 20 May 2024
Duration of Contract:	6 months

II. Consultancy Assignment
<p><b>1. Background/Context</b></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. 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>

In 2025, the global community will mark the thirtieth anniversary of the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform for Action (1995)<sup>1</sup>, and 10 years of the 2030 Agenda for Sustainable Development (henceforth, ‘the 2030 Agenda’)<sup>2</sup> and its Sustainable Development Goals (SDGs).

Leading up to the thirtieth anniversary of the Beijing Declaration and Platform for Action, or Beijing+30, all States are called upon to undertake **comprehensive national-level reviews of the progress made and challenges encountered in the implementation of the Beijing Declaration and Platform for Action and of the outcomes of the twenty-third special session of the General Assembly held in 2000**<sup>3</sup> that involves all stakeholders.

**National reports should synthesize the progress over the last five years (approximately 2020–2024, or since the completion of the national report on the occasion of the 25<sup>th</sup> anniversary of the Beijing Platform for Action, the persisting challenges for women and girls, and the way forward.** National reports will also feed into a global synthesis report that UN Women will submit to the sixty-ninth session of the Commission on the Status of Women to be held in March 2025.

The present **Guidance note for comprehensive national-level reviews** was prepared by UN Women aims to support States and other stakeholders as they embark on comprehensive national-level reviews. **The reviews are accompanied by a questionnaire** which is used to facilitate the global and regional stock take. The review and questionnaire provide an opportunity for countries to continuously reflect, analyze, build capacities, and improve on the advancement of gender equality at the national level. Once completed, national reports should be launched in a highly visible manner, preferably by the Head of State with the national mechanism for gender equality and the empowerment of women, and widely disseminated.

In this global and regional context, the CSW69/Beijing+30 will be a remarkable opportunity for Viet Nam to rejuvenate its commitments and actions for gender equality and the empowerment of women. UN Women supports the Gender Equality Department (GED) of the Ministry of Labor, Invalids and Social Affairs (MOLISA) to coordinate with other stakeholders and prepare for the high-quality comprehensive national review report in consultation with different stakeholders, including government and non-government organizations in Viet Nam.

UN Women is therefore seeking a qualified national consultant team of two individuals to support UN Women and GED of MOLISA for the preparation and development of the national review report. This consultancy requires two national consultants (hereafter called Team leader and Team member) working in a team under the leadership of the Team leader.

## 2. Description of Responsibilities/ Scope of Work

The successful performance of the team will effectively contribute to joint efforts between UN Women and GED of MOLISA in preparation of the Beijing+30 national-level review report.

Under the guidance of the UN Women Country Representative in Vietnam and day to day supervision of the UN Women National Management Specialist, the consultant team will closely coordinate with GED of MOLISA, to support the **completion of a multiple-choice survey** and produce a **comprehensive national-level review report of the progress made and challenges encountered in the implementation of the Beijing Declaration and Platform for Action as per the Guidance**, including lessons learnt and priority actions to accelerate the implementation of the Beijing Declaration and Platform for Action and the 2030 Agenda, notably as part of the Decade of Action for sustainable development.

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

Responsibilities	Team leader		Team member	
	Specific tasks	Working days	Specific tasks	Working days

<sup>1</sup> [Report of the Fourth World Conference on Women](#), Beijing, 4–15 September 1995, chap. I, resolution 1, annexes I and II.

<sup>2</sup> General Assembly resolution [70/1](#).

<sup>3</sup> Resolution [S-23/2](#), annex, and resolution [S-23/3](#), annex.

<b>1. Development of a detailed work plan and inception report</b>	<ul style="list-style-type: none"> <li>Develop a detailed work plan for this assignment with proposed methodology, scope and scales of the assignment, review tools, outline of the report, and milestones and timelines - in consultation with GED of MOLISA and UN Women Viet Nam.</li> </ul>	3 days	<ul style="list-style-type: none"> <li>Provide inputs to the work plan and report outline.</li> </ul>	1 day
<b>2. Conduct of desk review</b>	<ul style="list-style-type: none"> <li>Participate in technical meetings with experts of the government's drafting team/technical working group engaged in the review process on the Beijing+30 report arranged by GED of MOLISA and UN Women and provide technical support in training the government's drafting team/technical working group on the Beijing Platform for Action (BPfA) and the introduction of the global guidance on the national-level review.</li> <li>Consolidate a list of documents for review, conduct desk review, surveys, interviews, and consultations where applicable for data collection and analysis.</li> </ul>	10 days	<ul style="list-style-type: none"> <li>Participate and support in training to build the understanding of the government's drafting team/technical working group on the BPfA and the introduction of the global guidance on the national-level review.</li> <li>Liaise with GED of MOLISA and UN Women Viet Nam to collect and review all relevant reports and studies on gender equality and women's empowerment, particularly during the period 2020-2024.</li> </ul>	7 days
<b>3. Draft report writing</b>	<ul style="list-style-type: none"> <li>Develop the draft report demonstrating analysis, key findings and recommendations with a main report, a summary executive, a policy brief, 2-page summary, PPT presentation and questionnaire in coordination and consultation with UN Women, MOLISA and its line departments and DOLISAs for comments and feedback, following the global guidance for the national-level review.</li> <li>Obtain written comments and inputs from key ministries and relevant stakeholders for the review report to improve it.</li> </ul>	15 days	<ul style="list-style-type: none"> <li>Support the team leader in facilitating regular meetings with focal points of GED of MOLISA, the government drafting team and UN Women to get inputs, comments and review of the draft report that follows the global guidance for the national-level review.</li> <li>Work closely with the team leader to review the draft report based on feedback from GED of MOISA and UN Women and other relevant stakeholders in the review process.</li> </ul>	10 days
<b>4. Consultations and collection of inputs and comments for the report from relevant stakeholders</b>	<ul style="list-style-type: none"> <li>Coordinate with GED of MOLISA and UN Women for the planning of three consultations (one day per consultation) organized by MOLISA and UN Women for the</li> </ul>	7 days	<ul style="list-style-type: none"> <li>Provide technical inputs into the agenda of the national consultation workshops to finalize the national review report.</li> </ul>	7 days

	<p>draft Beijing+30 national-level review report.</p> <ul style="list-style-type: none"> <li>• Present the draft report in and collect inputs and comments for improvement from three consultations (one day per consultation) organized by MOLISA and UN Women for the draft Beijing+30 national-level review report with relevant stakeholders, including representatives from line ministries, provincial departments, UN Gender Theme Group, Gender Action Partnership.</li> <li>• Consolidate inputs and comments from the consultations for the finalization of the report.</li> </ul>		<ul style="list-style-type: none"> <li>• Coordinate with GED of MOLISA to organize the consultations.</li> <li>• Participate into three national consultation workshops to document all inputs and comments as part of the consultation minutes.</li> <li>• Participate and collect the comments and inputs from the technical meetings organized by UN Women and GED with Gender Theme Group, Gender Action Partnership and CSO to consult on the national review report as part of the consultation minutes.</li> <li>• Support GED of MOLISA to ensure timely inputs from line ministries, including the Committee for Ethnic Minority Affairs, provincial departments, and other relevant stakeholders into the draft national-level review report.</li> </ul>	
<b>5. Finalization of the national-level review report and questionnaire</b>	<ul style="list-style-type: none"> <li>• Finalize and submit the Beijing+30 national-level review report incorporating inputs and comments from line ministries, provincial departments, and relevant stakeholders, including a main report, a summary executive and a policy brief in coordination and consultation with UN Women, MOLISA.</li> </ul>	5 days	<ul style="list-style-type: none"> <li>• Discuss with the government's drafting team, GED of MOLISA and UN Women to finalize the national-level review report with technical inputs collected from all technical and consultation meetings.</li> </ul>	5 days
<b>Total working days of each consultant</b>		40 days		30 days

### 3. Deliverables

\* All deliverables are in English and Vietnamese.

No.	Deliverables	Expected completion time (due day)	Payment Schedule (optional)
1	<p>Availability of a detailed workplan for this assignment, including a draft inception report, outlining the report framework, methodology, milestones, and timelines approved by MOLISA and UN Women Viet Nam.</p> <p>Availability of the final inception report incorporating feedback, approved by MOLISA and UN Women Viet Nam.</p>	30 May	50% of total contract value made upon submission of Deliverables #1 and #2

2	Availability of agendas for consultations and consolidated written inputs and comments from relevant stakeholders.	30 June	
3	<p>Availability of the draft Beijing+30 national-level review report, including:</p> <ul style="list-style-type: none"> <li>• main report (max. 95 pages including annexes),</li> <li>• summary executive (max. 10 pages),</li> <li>• policy brief (max. 4 pages),</li> <li>• 2-page summary of the report to be converted into infographic or similar brochure,</li> <li>• PowerPoint slide deck to be presented in national consultation workshops (max. 20 slides), and</li> <li>• Filled online survey/questionnaire.</li> </ul> <p>All accepted by MOLISA and UN Women Viet Nam.</p>	30 July	50% of total contract value made upon submission of Deliverables #3 and #4
4	<p>Availability of the final Beijing+30 national-level review report package approved by MOLISA and UN Women Viet Nam.</p> <p>Participate in one final workshop of launching and disseminating the review report to present the review report.</p>	30 October	

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

This is a home-based consultancy.

As part of this assignment, there will be two trips to selected provinces.

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 the cumulative analysis of the Technical Proposal.

- Good knowledge and understanding on international commitments on gender equality, including CEDAW, CSW, Beijing Declaration and Platform for Action and SDGs.
- Good knowledge of the social and political context of Viet Nam.
- Strong analytical, writing and presentation skills with strong drive for results and capacity to work independently.
- Ability to provide advice, facilitation, and support.
- Strong planning and organizing skills.
- Strong interpersonal and communication skills.

### IV. Required Qualifications

This assignment will require a team of two individuals with multi-disciplinary academic background and research experience. Following are the requirements for the team leader and team member:

#### **For Team Leader:**

##### **Education and Certification:**

- Master's degree or equivalent in Gender Studies, Political Science, Policy Studies, Sociology, Social Sciences, Economics, or a related field is required.

##### **Experience:**

- At least 15 years of progressively responsible work experience as policy researcher/analyst in the fields of gender equality and the empowerment of women and girls, political science, social sciences, or related fields.
- At least 10 years of experience in formulating policy advice to the Government of Viet Nam on gender-responsive policy development and planning in Viet Nam.
- Strong understanding of gender and development demonstrated through track record of work relevant to the assignment (at least 2 previously implemented similar assignments).
- Experience in writing policy analysis and papers.
- Excellent English and Vietnamese communication and writing skills.

- Previous experience working/consulting to deliver high-level expert advice to governments, international organizations, or the UN is an asset.

**Languages:**

- Fluency in English and Vietnamese is required.

**For Team Member:**

**Education and Certification:**

- Master’s degree or equivalent in Gender Studies, Political Science, Policy Studies, Sociology, Social Sciences, Economics, or a related field is required.

**Experience:**

- At least 8 years of progressively responsible work experience in the fields of gender equality and the empowerment of women and girls, political science, social sciences, or related fields.
- At least 5 years of experience in proposing advice to the Government of Viet Nam on gender-responsive policy development and planning in Viet Nam.
- Strong understanding of gender and development demonstrated through track record of work relevant to the assignment (at least 2 previously implemented similar assignments).
- Experience in writing policy analysis and papers.
- Excellent English and Vietnamese communication and writing skills.
- Previous experience working/consulting with governments, international organizations, or the UN is an asset.

**Languages:**

- Fluency in English and Vietnamese 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:**

Technical Evaluation Criteria	Obtainable Score
Master’s degree or equivalent in social science, economics or a related field is required.	10
At least 15 years of progressively responsible work experience as policy researcher/analyst in the fields of gender equality and the empowerment of women and girls, political science, social sciences, or related fields.	25
At least 10 years of experience in formulating policy advice to the Government of Viet Nam on gender-responsive policy development and planning in Viet Nam.	15
Strong understanding of gender and development demonstrated through track record of work relevant to the assignment (at least 2 previously implemented similar assignments).	25
Experience in writing policy analysis and papers (Written samples submitted and demonstrating strong writing skills in English and/or Vietnamese).	15
Previous experience working/consulting to deliver high-level expert advice to governments, international organizations, or the UN is an asset.	10
<b>TOTAL</b>	<b>100</b>

- **Team member:**

Technical Evaluation Criteria	Obtainable Score
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Master's degree or equivalent in Gender Studies, Political Science, Policy Studies, Sociology, Social Sciences, Economics, or a related field is required.	10
At least 8 years of progressively responsible work experience in the fields of gender equality and the empowerment of women and girls, political science, social sciences, or related fields.	25
At least 5 years of experience in proposing advice to the Government of Viet Nam on gender-responsive policy development and planning in Viet Nam.	15
Strong understanding of gender and development demonstrated through track record of work relevant to the assignment (at least 1 previously implemented similar assignments).	25
Experience in writing policy analysis and papers (Written samples submitted and demonstrating strong writing skills in English and/or Vietnamese).	15
Previous experience working/consulting to deliver high-level expert advice to governments, international organizations, or the UN is an asset.	10
<b>TOTAL</b>	<b>100</b>

## V. How to Apply

Interested candidates are requested to submit electronic applications no later than 10 May 2024 Ha Noi time.

Submission package with email title **[TOR-VNM-2024-13- Full Name of the team leader and team member]** needs to be sent to email: [hr.vietnam@unwomen.org](mailto:hr.vietnam@unwomen.org)

- **Completed and signed P11 of two members in the team (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> )
- **CVs of team leader and team member (optional)**
- A cover letter of the team clearly stating relevant experience and qualifications against required qualifications as stated in Section V above (maximum length: 1 page)
- At least 02 sample package of previous work, including but not limited to reports, presentations, publication, or other relevant materials (for the team).

### \*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.

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.)