

I. Contract Overview	
Reference Number:	<i>TOR-VNM-2024-007</i>
Consultancy Title:	<i>Monitoring, Evaluation and Reporting (MER) Consultant</i>
Location:	Home Based
Travel:	Travel required
Practice Area:	Monitoring, Evaluation and Reporting
Category (Eligible applicants):	External
Post Type and Level:	National Consultant (Retainer) VNM3 (UN-EU Cost Norm 2022) ¹
Starting Date:	15 June 2024
Duration of Contract:	18 months with the maximum of 250 working days

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

Under the Strategic Note 2022-2026, UN Women is currently implementing 4 portfolios, namely (1) Gender and Climate Change/Disaster Risk Reduction, (2) Women's Economic Empowerment, (3) Ending Violence against Women; and (4) Governance.

Reporting directly to the Programme Management Specialist, the MER Consultant will work closely with Programme Analysts and is responsible for strengthening and implementing the MER system of the UN Women programmes and build internal capacity of programme staff to ensure effective monitoring, evaluation and reporting of UN Women workplan and programmes.

2. Description of Responsibilities/ Scope of Work

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

a) Provide technical support to review and strengthen the results framework of UN Women Bi-AWP, projects and programmes

- Collaborate with Programme Management Specialist to review and strengthen the result framework of UN Women Bi-AWP and to ensure the alignment with result frameworks of different programmes.
- Collaborate with Programme Managers to review and strengthen the existing results framework of their programmes to ensure the alignment with different reporting requirements.
- Work with Programme Managers in updating the methodological notes of indicators.
- Support development of results frameworks for new project proposals, ensuring alignment to UN Women Strategic Note results.

b) Facilitate the implementation of the MER Plans of VCO Programmes

- Prepare the MER detailed workplan of UN Women Bi-AWP and ensure the alignment with MER plans of different projects.
- Oversee the implementation of the MER workplans, supporting Programme Managers to take timely action and appropriately use their templates.
- Establish a data management system to efficiently collect, store, and analyze data of all UN Women projects.
- Outline the specific role and responsibilities including communication tree with focal persons from project partners (if any).
- Regularly monitor the CO data management system and provide data cleaning support, in collaboration with Programme Managers.
- Support in building capacity of the programme team and relevant partners, providing training sessions on the tools, methodologies, and processes related to MER.

c) Provide technical inputs to the reporting of the programmes including donor report, bi-annual report and annual report)

- Provide quality assurance for country office reporting Coordinating with Programme Managers, ensure use of correct report formats, including other selected annexes in the donor report package.
- Provide technical support and quality assurance for the donor reports prepared by the programme team.
- Provide technical inputs and guidance to bi-annual report, annual report and support the review of IRRF reporting.
- In close collaboration with Programme Managers, develop appropriate tools to collect data during implementation of activities such as workshops, conferences, exposures, study missions, etc.
- Support the consolidation of results to send to the M&E staff of related regional programs.

d) Provide technical support for mid-term reviews and evaluations of programmes, UN Women Workplan and UN Sustainable Development Country Framework.

Expected Deliverables
<ol style="list-style-type: none">1. Updated results framework2. Detailed MER plan3. Tools for data collection4. Capacity building of staff and partners (agenda, materials and report)5. Data collection support as per project specifications6. Technical inputs in donor reports7. Quality assurance on UN Women Bi-annual and annual reports8. Data management system9. Support to management of evaluations

3. Consultant's Workplace and Official Travel

This is a home-based consultancy with estimated maximum of 250 working days. The consultant will be engaged under a retainer contract, which facilitates direct engagement of the consultant depending on need and availability within the contract period for a pre-agreed fee.

UN Women will not be committed to purchasing any minimum quantity of the Services, and purchases will be made only if there is an actual requirement upon the issuance of a Purchase Order based on this retainer contract. UN Women shall not be liable for any cost in the event that no purchases are made under this retainer contract.

The expected number of workdays for each deliverable will be discussed between the consultant and UN Women on a case-by-case basis. Payment will be made upon satisfactory completion of a deliverable or as agreed between the consultant and 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:

- Affinity with UN Women's mandate;
- Demonstrated ability to interact effectively with private sector;
- Ability to network and mobilize support;
- Strong negotiating skills;
- Strong IT skills, including databases, extranet and office software packages;
- Strong analytical and interpersonal skills;
- Strong oral and written communication skills.
- Excellent drafting, editing and presentation skills.
- Strong planning and organizing skills.
- Strong interpersonal and communication skills.

IV. Required Qualifications

Education and Certification:

- Master's degree or certification equivalent in Monitoring and Evaluation, Data Science, statistics, or a related field is required.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- At least 10 years of progressively responsible experience in design and implementation of M&E/MIS in development projects implemented by national/international NGOs/UN bodies/ Government;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills
- Proven experience in gender analysis in research or statistical analysis
- Familiarity with non-profit and/or international organizations an added advantage

Languages:

- Fluency in English is required.
- Knowledge the other UN official working language is an asset

V. Criteria for Evaluation**1. Technical Evaluation Criteria**

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:	Obtainable Score
<ul style="list-style-type: none"> • Master’s degree or certification equivalent in Monitoring and Evaluation, Data Science,, statistics, or a related field is required. OR: • A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. 	10
At least 10 years of progressively responsible experience in design and implementation of M&E/MIS in development projects implemented by national/international NGOs/UN bodies/ Government;	30
Having experience in designing M&E and reporting systems and conducting evaluations;	20
Sound knowledge of gender and social inclusion issues and analysis	20
Excellent report writing skills	20
Total Obtainable Score	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 Evaluation

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

The selected candidate will be the one who has the highest combined score of technical evaluation and interview.

VI. How to Apply

Interested candidates are requested to submit electronic applications no later than 22 May 2024, Hanoi time.

Submission package with email title [TOR-VNM-2024-007 - 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)
- Submission of a writing example on monitoring and evaluation.

***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.)