

I. Contract Overview	
Reference Number:	<i>TOR-VNM-2024-017</i>
Consultancy Title:	<i>02 Graphic Design Consultants</i>
Location:	Home-based Hanoi, Viet Nam
Travel:	Travel required
Practice Area:	Communications
Category (Eligible applicants):	External
Post Type and Level:	National Consultant (Retainer) VNM3 UN-EU Cost Norm 2022 <sup>1</sup>
Starting Date:	20 July 2024
Duration of Contract:	12 months (with possibility of extension up to 3 years)

II. Consultancy Assignment
<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>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"> <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,</li> </ul>

<sup>1</sup> [https://www.eeas.europa.eu/sites/default/files/documents/Signed\\_2022\\_UN-EU\\_Cost\\_Norms\\_9\\_MAR\\_2022\\_ENG.pdf](https://www.eeas.europa.eu/sites/default/files/documents/Signed_2022_UN-EU_Cost_Norms_9_MAR_2022_ENG.pdf)

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, Women, Peace and Security.

Given the functional responsibilities of the Viet Nam Country Office (VCO), the work of the office includes ensuring technical quality as well as professional look of all publication, products and materials. These require that VCO has comparable capacity to meet the demand of providing quality control and reflecting the results-based discipline, in order to support and strengthen advocacy and strategic partnerships development.

It is therefore proposed to set up a retainer contract with qualified graphic design consultant that UN Women can draw on at short notice and help UN Women to produce high qualified products for advocacy and communications purposes.

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

The consultant will work closely with UN Women Communications and Advocacy Analyst to provide professional high-quality graphic design service from English to Vietnamese and vice-versa for events organized in Viet Nam by UN Women Viet Nam Country Office.

## **3. Consultant's Workplace and Official Travel**

This is a home-based consultancy for one year (tentatively start on 20 July 2024)

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 contract. UN Women shall not be liable for any cost in the event that no purchases are made under this retainer contract.

Payment will be made upon satisfactory completion of a deliverable or as agreed between the consultant and UN Women.

If the Consultant is required by the UN Women to travel beyond commuting distance from the Consultant's usual place of residence, such travel shall be at the expense of UN Women, in accordance with UN Women's regulations, rules, policies and procedures.

### 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](https://www.unwomen.org/en/about-us/employment/application-process#_Values)

#### **FUNCTIONAL COMPETENCIES:**

- Ability to prioritize and work under pressure with colleagues at all levels;
- Development and Innovation: Take charge of self-development and take initiative;
- Work in teams: Demonstrate ability to work in a multicultural, multiethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication;
- Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others;
- Conflict management: Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution;
- Continuous Learning and Knowledge sharing: Encourage learning and sharing of knowledge.

### IV. Required Qualifications

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

- University degree in Graphic Design, Media, Communications or related fields.

#### **Experience:**

- At least 7 years of working experience in graphic design production, including for international media outlets
- Having 3- 5 years' experience in providing graphic design services in development related issues
- Have strong experience in providing similar services for development projects supported by international organizations or for governmental agencies;
- Able to make availability of devices and equipment and post- production to meet the requirement of producing the high-quality design.

#### **Languages:**

- 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
University degree in Photography, Media, Communications or related fields	15
At least 7 years of working experience in photography production, including for international media outlets	35
Having 3- 5 years' experience in photography production in development related issues	30
Able to make availability of devices and equipment, and post- production to meet the requirement of producing high-quality photos bank.	20
<b>Total Obtainable Score</b>	<b>100</b>

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 further process.

## VI. How to Apply

Interested candidates are requested to submit electronic applications no later than 15 June 2024, Hanoi time.

Submission package with email title **[TOR-VNM-2024-017 - 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> (Please complete all required information).
- Any samples/ products to show your experience

### \*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.

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.)