

I. Contract Overview	
Reference Number:	TOR-VNM- 2024-022
Consultancy Title:	<i>National Consultant Team of 02 Members on Conducting a gender responsive assessment of accessing water saving technologies and conduct Baseline and Endline surveys for the project “Water is life: Addressing the nexus of vulnerable women in provinces affected by drought and saltwater intrusion in Ninh Thuan and Ca Mau provinces”.</i>
Location:	Home Based
Travel:	Travel required
Practice Area:	M&E, assessment of water-saving technologies, gender equality
Category (Eligible applicants):	External
Post Type and Level:	National Consultants VNM3 (UN-EU Cost Norm 2022) ¹
Starting Date:	11 Aug 2024
Duration of Contract:	7 months

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>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>

¹ https://www.eeas.europa.eu/sites/default/files/documents/Signed_2022_UN-EU_Cost_Norms_9_MAR_2022_ENG.pdf

UN Women is implementing the project "**Water is life: Addressing the nexus of vulnerable women in provinces affected by drought and saltwater intrusion, Ninh Thuan and Ca Mau**" with support from the Japanese government. Implemented within 1 year (March 2024-March 2025), the project will bring benefits and support to vulnerable households and women affected by drought and saltwater intrusion. The main objective of the project is to reduce vulnerability and increase resilience to salt intrusion and drought for women in some poor/ethnic minority communities through increased access to clean water in agriculture production and domestic use; and promote prevention and protection from violence against women. The project has three specific results as follows:

Output 1: Women farmers in vulnerable households affected by drought and salt intrusion in Ninth Thuan and Ca Mau provinces have increased access and capacity in water storage or water saving technology and solutions in agriculture production to secure their livelihoods/income/food security in drought and water scarcity situation.

Output 2: Women in vulnerable households affected by drought and salt intrusion in Ninth Thuan and Ca Mau provinces have improved access to clean water for domestic use and hygiene/sanitation to protect their health and reduce their burden through available and affordable water storage and water purification technologies.

Output 3: Women and girls affected by drought and salt intrusion in Ca Mau and Ninh Thuan provinces have improved access to information and services on gender-based violence to reduce risk of sexual exploitation and enhance protection from domestic violence in drought situation.

To better understand current situation of accessing water saving technologies in for domestic use and agriculture production from gender perspectives, in order to propose measures to address gender gaps in accessing water saving technologies among the most vulnerable women groups , UN Women is looking for a consultant team (01 team leader and 01 team member) to carry out a gender assessment of water saving technologies and a baseline and endline surveys/studies of the project in Ninh Thuan and Ca Mau province.

2. Description of Responsibilities/ Scope of Work

The objectives of the consultancy are described as follows:

- a) For Baseline and End-line surveys: to identify and measure the status quo of key project indicators at the outset of the project along main impact levels (outcome, outputs). The setting of initial benchmarks (baseline) for each of the key project indicators at the start of the project is crucial to measure progress throughout and at the end of the project and to evaluate the achievement of the project outcomes and outputs measured against the benchmarks set. The end-line survey at the closing time of the project will evaluate the achievements of the projects with clear and insightful evidence provided.
- b) For the gender assessment of access to water-saving technologies: to help identify the available and suitable water-saving equipment, technologies, and solutions for domestic use and agriculture production in two project provinces (Ninh Thuan and Ca Mau) that enable the selection of suitable technologies for the beneficiaries, especially women suffering the adverse impacts of droughts and water intrusion. The assessment needs to explore the social norms, gender stereotypes, and gender-related issues that hinder vulnerable people, especially women, in acquiring the knowledge and know-how to access clean water storage and water treatment technologies regarding availability, suitability, and affordability. The assessment will also analyze and make recommendations for sustainable water solutions for domestic use and agriculture production that are adaptive to climate change and disaster situations.

A. Conduct a Baseline survey of the project

- Set and interpret baseline values (benchmarks) for each key project indicator at the outcome and output level (as per the Result Framework)
- Identify the status of target beneficiaries from the baseline survey from the perspective of project groups of indicators.
- Analysis of the efficiency, effectiveness, and equity of the project's result framework impacts, which then propose the modifications in the interventions and/or modifications of indicators if deemed necessary.
- Provide inputs for assessing the availability of water storage and water-saving technologies for daily life and in agricultural production.

B. Conduct Assessment of Water Saving Technologies

- Collect information on the availability of water storage and water-saving technologies for daily life and in agricultural production and accessibility to water....by different groups to secure locals’ livelihoods, income, and food security in drought and salt intrusion situations. Make an analysis of these safe and clean water solutions mitigating and adapting to climate change, reducing natural disaster risks, building resilience, and promoting a circular economy, especially for women and vulnerable groups.
- Identify gaps and barriers in accessing water storage and water-saving technologies for daily life and in agricultural production that women and vulnerable groups are facing. In specifics, the assessment needs to explore the social norms, gender stereotypes, and gender-related issues that hinder vulnerable people, especially women, in acquiring the knowledge and know-how on accessing clean water storage, water treatment technologies in terms of availability, suitability, and affordability in both daily life and in agriculture production.
- Make stakeholder mapping of related government agencies DARD, DONRE, DPI, DOSTE... and the Japanese & Vietnamese private sector delivery of water storage and water-saving technologies in daily life and in agricultural production.
- Identify strategies/ options to reduce the vulnerabilities and risks of the locals, especially women, caused by climate change by enhancing resilience and adaptive capacity, response of natural, economic and social systems, reducing damage from natural disasters and extreme weather caused by climate change to control the degradation of water and land resources belt, ensuring adequate water supply for daily life, industrial activities, services, important economic sectors and ensuring food security.
- Make proposals/recommendations for the project’s interventions: a) establish the criteria for selection of the beneficiaries, b) develop the guidelines and format/template for partner organizations (Women’s Union) to fill out and verify the details of the beneficiaries. c) provide a comparative list of water storage and water-saving technologies for daily life and in agricultural production with details on the capacity of containing, key features of the technologies, the costs, levels of friendliness for women to make the installation of the equipment, the pricing in purchase in bulk, the maintenance policies and other relevant details.

C. Conduct Endline survey/ Post Evaluation of the project

- The consultant/consultancy team is expected to conduct his/her analysis using overarching criteria: Relevance, Effectiveness, Efficiency, Impact, and Sustainability of the activities and approaches of the project.
- Provide an assessment of project achievement to date against the intended results.
- Identify and assess key lessons, challenges, and best practices.
- Make recommendations for scaling up the results and formulation of other similar projects.

3. Deliverables

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

A. Conduct Baseline Survey of the project				
Tasks	Team Member 1		Team Member 2	
	Specific Tasks	No of working day	Specific Tasks	No of working day
1) Develop an inception report that entails a comprehensive description of the proposed research methodology, data collection tools/guidelines and a detailed timeline for the consultancy	Develop an inception report draft.	3 days	Provide inputs for the inception report draft	1 day
2) Conduct fieldwork preparation and data collection.	Finetune collection tools, sampling, and logistics notes for data collection and training	12 days	Provide technical support and review the tools	2 days

		enumerators at two targeted provinces.			
3)	Make a presentation on preliminary findings for project staff and partners in English and Vietnamese	Prepare and present the key findings from the fieldwork	3 days	Provide inputs to the findings	1 day
4)	Data organizing, processing, and analyzing	Prepare 1 st draft of the report in English and Vietnamese	3 days		
5)	Drafting and Finalization of the report in English & Vietnamese	Complete 2 nd draft and final version of the report	3 days	Provide inputs and review the findings	1 day
Sub-total:			24 days		5 days
B. Conduct Assessment of Water Saving Technologies					
6)	Develop tools for collecting information and assessing the availability of water storage and water-saving technologies with gender perspectives for daily life and agricultural production in two targeted provinces	Provide input to the proposal/ inception report	1 day	Develop a technical proposal/ inception report with tools for collecting information and the assessment.	3 days
7)	Discuss with UN Women and partner organization regarding expectations on the assessment approach and methods	Join the discussion and provide inputs for the finalization of the approach and tools	1 day	Lead the discussion and provide meeting minutes.	2 days
8)	Conduct fieldwork preparation and data collection for the assessment			Conduct fieldwork to collect required data at two targeted provinces and other locations.	10 days
9)	Make an analysis of the safe and clean water solutions mitigating and adapting to climate change, reducing natural disaster risks, building resilience, and promoting a circular economy with gender responsiveness.	Provide technical inputs for the analysis	1 day	Draft the 1 st report with the first analysis of clean water solutions in 2 provinces.	2 days
10)	Develop multi-stakeholder mapping on private – public strategies/ options for water storage and water-saving technologies in daily life and in agricultural production.	Provide technical inputs for the mapping	1 day	Develop a map describing stakeholders on their roles, responsibilities, types of business, and products. water storage and water-saving technologies in daily life and in agricultural production	3 days
11)	Identify strategies/ options to reduce the vulnerabilities and risks caused by climate change. Make proposals/	Provide technical inputs for strategies and recommendations	1 day	Identify international, national, and local strategies/ options to reduce the vulnerabilities and risks caused by climate change	3 days

	recommendations for the project's interventions			and the recommendations for the project's activities.	
	12) Update, revision of the final report in English & Vietnamese	Provide review and inputs for the final report	1 day	Finalization of the report in English & Vietnamese	4 days
	13) Make presentations on the report to UN Women's Staff and Partner Organizations in meetings/workshops	Provide a review of the draft presentations		Share/ submit findings/ recommendations with UN Women in Vietnamese and English and deliver training/ workshops in the two targeted provinces in Vietnamese.	4 days
	Sub-total:		6 days		31 days
6 Conduct Endline survey/ Post Evaluation of the project					
	14) Prepare inception report with inputs from secondary data review/ desk research	Develop an inception report draft development	3 days	Provide inputs in the inception report	1 day
	15) Develop methodologies, tools, sampling strategy and detailed work plan	Update and finalize the inception report, including methodologies, tools, sampling strategy and detailed work plan	2 days	Join the discussion and provide inputs for approach and methodologies	1 day
	16) Prepare and conduct fieldwork in 2 provinces	Conduct fieldwork, and then develop key findings.	10 days	Provide inputs/review of the key findings	1 day
	17) Data entry, cleaning, and analysis. Write the 1st draft of the final evaluation report	Prepare 1st draft of the final evaluation report is sent to UN Women in Vietnamese and English	4 days	Provide inputs/ review in the 1 st draft report	1 day
	18) Make the presentation on findings and debriefings of the fieldwork	Share the presentation of findings with and debrief the fieldwork to UN Women and partner organizations.	2 days	Provide inputs/ review to the presentation	1 day
	19) Update the 1st draft report based on feedback from UN Women and partner organizations. Submit the 2nd draft of the final evaluation report	Revise and update the 2 nd /final draft report, including the comments and reflections from UN Women and Partner organizations. in Vietnamese and English	2 days	Review and provide inputs for the final draft report	1 day

20) Present the visualized report at the validation/ project closing workshop	Present the result of the final evaluation/ end-line survey in Vietnamese and English at the validation/ project closing workshop	3 days	Review and provide inputs for the visualized presentation	1 day
21) Finalization of the report in English and Vietnamese	Finalize the report in English and Vietnamese and submit it to UN Women for approval.	2 days	Review and inputs for the final report	1 day
Sub-total:		28 days		8 days
TOTAL		58 days		44 days

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 Milestones	Deliverables of Team Member 1	No of working days	Deliverables of Team Member 2	No of working days
1 st payment	The draft inception report of Baseline Survey Key findings of field work	15 working days	The technical proposal/ inception report for water assessment and the fieldwork conducted	18 working days
2 nd payment	The final version of the baseline survey report The inputs and review of the final report of water assessment conducted by Team Member 2	15 working days	The final report on water assessment	19 working days
3 rd payment	The final report of the Endline Survey/Post Evaluation	28 working days	The inputs and review of the final report of the Endline Survey/Post Evaluation	7 working days

4. Consultant's Workplace and Official Travel

This is a home-based consultancy. The national consultant team will under the supervision of UN Women Programme Analyst on DRR/CC.

As part of this assignment, the travel(s) to Ninh Thuan and Ca Mau provinces will be required. Work-related travels of UN Women's consultants are considered an official mission and will be arranged by UN Women in line with the 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:

- Quality and timely reporting
- Excellent relations with partners and stakeholders and generation of shared-value partnerships
- Enhanced best practices and lessons learned documented and circulated.
- Increase in resources mobilized to co-finance programme activities
- Increase awareness of UN Women and funding partners at the country level

IV. Required Qualifications

For the applicant to be considered, applicants must meet the following qualifications and requirements:

For Team Leader:

- Master's degree in project/Program Management, Business Administration, Gender Equality, International Development or relevant fields
- At least 7 years of theoretical and practical work in designing and conducting qualitative and quantitative assessments/surveys.
- Excellent report-writing skills in both English and Vietnamese
- Ability to take the lead and coordinate the work of a multi-disciplinary team
- Experience working on gender issues is needed
- Excellent interpersonal skills
- Good presentation and public speaking skills

For Team Member:

- Master's degree in Environment Management, Water management, Water saving technologies, Water engineering, Agricultural Science, or other relevant fields.
- At least 5 years working in climate change and disaster risk reduction.
- Experience working on gender issues is needed
- Good skills in multi-stakeholder mapping and analysis in water saving technologies assessment
- Experience working with the private sector will be an added advantage.

- Good report-writing skills in both English and Vietnamese
- Good presentation skills

Languages:

- English
- Vietnamese

V. Criteria for Evaluation

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

For Team Leader:

Technical Evaluation Criteria	Obtainable Score
Master’s degree in project/Program Management, Business Administration, Gender Equality, International Development or relevant fields	20
At least 7 years of theoretical and practical work in designing and conducting qualitative and quantitative assessment/ survey	20
Excellent report-writing skills in both English and Vietnamese	20
Ability to take the lead and coordinate the work of a multi-disciplinary team	10
Knowledge and understanding of gender issues are needed	10
Excellent interpersonal skills	10
Good presentation and public speaking skills	10
TOTAL	100

For Team Member:

Technical Evaluation Criteria	Obtainable Score
Master’s degree in Environment Management, Water management, Water saving technologies, Water engineering, Agricultural Science, or other relevant fields.	20
At least 5 years working in climate change and disaster risk reduction.	20
Knowledge and understanding of gender issues are needed	10
Good skills in multi-stakeholder mapping and analysis in water saving technologies assessment	20
Experience working with the private sector will be an added advantage.	10
Good report writing skills in both English and Vietnamese	10
Good presentation skills	10
TOTAL	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 further steps.

V. How to Apply

Interested candidates are requested to submit electronic applications **no later than 13 Aug 2024**, Hanoi time.

Submission package with email title **[TOR-VNM-2024-022 - Names of Team Leader and Team Member]** needs to be sent to email: hr.vietnam@unwomen.org

- Updated CV.
- A sample of previous related work
- Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>

***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 a 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.)