



## CONSULTANT TERMS OF REFERENCE

I. Contract Overview	
Reference Number:	TOR-VNM-2024-023
Consultancy Title:	A national consultant team (including 01 team leader and 01 team member) to provide technical and coordination support to the Ministry of Public Security in implementation of collaborated activities to strengthen capacity of the police sector on gender-sensitive investigation and gender-responsive police services for women and children subject to violence and human trafficking
Location:	Home-based
Travel:	Travel required
Practice Area:	Gender Equality
Category (Eligible applicants):	External
Post Type and Level:	National Consultants VNM3 for team leader and VNM2 for team member- <a href="#">EU-UN Cost Norm 2022</a>
Starting Date:	6 September 2024
Duration of Contract:	7 months

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

Capacity development is considered of major importance to achieve progress toward the advancement of gender equality and women empowerment as set out in the SDGs. The UNDG recognizes capacity development as one of its six key programming approaches for UN-integrated programming at the country level. As such, the Quadrennial Comprehensive Policy Review (QCPR) (2017-2020), adopted by General Assembly resolution 71/243, called upon the UN development system to further “support the building, development and strengthening of national capacities to support development results at the country level and to promote national ownership and leadership, in line with national development policies, plans and priorities.”

Capacity building as part of UN Women activities and programming has been a central point in its current and previous strategies. For UN Women, capacity development is a mean to not only reach its objectives but to do so in a sustainable manner, responding to the partners’ needs with a strong focus on transformational change. In Viet Nam evidence of capacity is found in the significant progress that has been achieved in advancing gender equality and women empowerment e.g. with regards to the inclusion of gender in the formulation of policies and laws.

Under the joint program “Elimination of violence against women and children in Viet Nam 2021-2025” (UNFPA, UNICEF and UN Women), with the longer-term goal: “All women and children in Viet Nam, including those most vulnerable, are able to live a life free of violence through strengthened prevention strategies and multisectoral responses.”, one of the objectives is also to strengthen capacity for staff, officers, services providers, and other stakeholders in Viet Nam to promote gender equality and prevent and respond to gender-based violence. In addition, UN Women together with UN Agencies including UNFPA, WHO, UNODC has a history of support strengthening the delivery of essential services for women survivors of GBV, particularly promoting the provision of the comprehensive package of essential services (ESP) for women and children survivors and victims of GBV in response to the low rate of survivors seeking supports (under 10%) among the high prevalence of violence (63%) based on the findings of the 2<sup>nd</sup> national survey on violence against women. The essential service includes healthcare, policing and legal services, social services covering counselling services for community, 24//7 helplines for women in emergency case, and the safe accommodation for GBV women and children among others. Police sector is at the forefront of efforts to prevent and respond to all forms of gender based violence; therefore, UN Women has collaborated with Ministry of Public Security to advance gender equality and gender-based violence prevention and response agenda in Viet Nam since 2019, initially under the EU Spotlight Initiative’s funded ILO-UN Women Joint program on 'Safe and Fair: Realizing women migrant workers’ rights and opportunities in the Association of Southeast Asian Nations (ASEAN) region' (or “Safe and Fair” programme) to strengthen the capacity of frontline public security officials to better handle cases of gender-based violence and human trafficking.

In 2024 - 2025, based on the successful implementation of a series of collaborative activities on preventing and responding to gender-based violence and human trafficking between UN Women and MPS in 2022-2023, UN Women continues building capacity of MPS officers and relevant stakeholders through following activities: (1) Coordinating the design and printing of documents on "Guidelines for gender-sensitive investigations in cases related to violence against women and human trafficking crimes based on international experience" developed under Safe and Fair programme, (2) organizing training workshops and communication activities to improve the capacity of frontline police forces at the grassroots level in the prevention of GBV and combatting human trafficking, (3) contextualizing the “Handbook on Gender-Responsive Police Services for Women and Girls Subject to Violence” developed by UN Women and UNODC at global level into Vietnamese context and integrating the handbook’s contents in training sessions for investigation police officers nationwide, adapt and provide training on the global document; (4) supporting delegations of the Ministry of Public Security of Vietnam to attend and exchange experiences with United Nations agencies and international organizations in the field of gender equality, gender mainstreaming, crime prevention and gender-based violence, peacekeeping, responding to non-traditional security challenges, relief, and recovery, protecting women and girls in cyberspace in relevant regional and international conferences, seminars, and forums on women in general and on Women, Peace, and Security in particular.

UN Women is therefore seeking a consultancy team (including 01 team leader and 01 team member) to provide technical assistance and coordination of above activities with MPS.

The consultant will be reporting to UN Women Country Representative and will be supported by UN Women ERAW Programme Specialist, who will be the point of contact on the contract and payment issues.

## 2. Description of Responsibilities/ Scope of Work

The successful performance of the incumbents will effectively contribute to the implementation of UN Women partners' capacity development plan and joint efforts between the UN Women and Ministry of Public Security (MPS) in strengthen capacity of police and other service providers on GE and GBV prevention and response.

The consultant team is expected to support UN Women and its partners in providing technical support and organizing the following activities:

- Edit, review the design of the "Guidelines on Gender-Sensitive Investigation of Cases on Violence against women and Human Trafficking based on International Experience" which will be printed to disseminate to the investigation police officers nationwide.
- Coordinate the organization of the 02 training courses on gender-sensitive investigation of cases of violence against women and human trafficking based on international experience in Dien Bien and Da Nang with at least 30 delegates per training, including officers who directly handle related cases (2 days/course including the fieldwork).
- Coordinate the organization of MPS's communication activities to commemorate the National Action Month for Gender Equality and Gender Based Violence prevention and response
- Study and localize the global document "Handbook on Gender-Responsive Police Services for Women and Girls Subject to Violence" by UN Women and UNODC into the Vietnamese context.

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

Tasks	Team Leader		Team Member	
	Specific Tasks	No of working day	Specific Tasks	No of working day
1) Edit, review and seek for approval of the design of the "Guidelines on Gender-Sensitive Investigation of Cases on Violence against women and Human Trafficking based on International Experience" to be printed and distributed to the investigation police officers nationwide.	<ul style="list-style-type: none"> <li>• Edit the final text of the "Guidelines on Gender-Sensitive Investigation of Cases on Violence against women and Human Trafficking based on International Experience".</li> <li>• Provide technical comments to the design</li> </ul>	10 days	<ul style="list-style-type: none"> <li>• Prepare the administrative documents to seek for the approval of the MPS leader for the design of the Guideline to be printed out and disseminated to the investigation police officers nationwide.</li> <li>• Coordinate the distribution of the guidelines to the police officers of 63 provinces</li> </ul>	12 days
2) Coordinate the organization of the 02 training courses on gender-sensitive investigation of cases of violence against women and human trafficking based on international experience in Dien Bien and Da Nang with at least 30 delegates per training, including officers who	<ul style="list-style-type: none"> <li>• Work with UN Women and MPS to develop the training agenda, training documents;</li> <li>• Work with relevant experts to arrange their sharing at the trainings;</li> <li>• Work with local department of public security to arrange the field work and facilitate the sharing of experience relevant to the training contents</li> </ul>	20 days	<ul style="list-style-type: none"> <li>• Develop the workplan of the two training courses and prepare administrative papers to get approval from the government and local authorities to organize the trainings</li> <li>• Prepare the invitation, send the invitations and monitor the register of participants</li> <li>• Coordinate with the service provider</li> </ul>	20 days

	<p>directly handle related cases (2 days/course including the fieldwork).</p>	<ul style="list-style-type: none"> <li>• Prepare the opening and closing remarks for leaders of MPS for the 2 trainings</li> <li>• Deliver two training courses in Dien Bien and Da Nang</li> <li>• Write the reports on the results of the training</li> </ul>		<p>contracted by UN Women to arrange logistics of the training including travel, accommodation arrangement for at least 30 delegates to join each training</p> <ul style="list-style-type: none"> <li>• Collect, arrange the printing of the training documents</li> <li>• Taking the role of MC at the 2 trainings</li> </ul>	
	<p>3) Coordinate the organization of MPS's communication activities to commemorate the National Action Month for Gender Equality and Gender Based Violence prevention and response</p>	<ul style="list-style-type: none"> <li>• Work with relevant departments and stakeholders of MPS to develop the concept note of the event.</li> <li>• Develop the detailed scripts of the events</li> <li>• Coordinate with relevant stakeholder to organize the events</li> <li>• Develop press release and talking points for leaders of MPS</li> <li>• Write the report on the results of the event</li> </ul>	15 days	<ul style="list-style-type: none"> <li>• Prepare administrative papers to get approval from the government and local authorities to organize the event</li> <li>• Prepare the invitation, send the invitations and monitor the register of participants</li> <li>• Coordinate with the service provider contracted by UN Women to arrange logistics of the event including travel, accommodation arrangement for the participants</li> <li>• Collect, arrange the printing of communication documents of the event</li> </ul>	15 days
	<p>4) Review and Contextualise the global document "Handbook on Gender-Responsive Police Services for Women and Girls Subject to Violence" by UN Women and UNODC into the Vietnamese context</p>	<ul style="list-style-type: none"> <li>• Review and contextualize the "Handbook on Gender-Responsive Police Services for Women and Girls Subject to Violence" by UN Women and UNODC into the Vietnamese context. (500 pages)</li> <li>• Organize the consultation meeting to collect comments and inputs from at least 30 different stakeholders to improve</li> </ul>	50 days	<ul style="list-style-type: none"> <li>• Prepare administrative papers to get approval from the MPS for the contextualization of the handbook</li> <li>• Prepare the invitation, send the invitations and monitor the register of participants for the consultation workshop</li> <li>• Coordinate with the service provider contracted by UN Women to arrange logistics of the event including travel, accommodation</li> </ul>	21 days

	<p>the adapted version of the handbook.</p> <ul style="list-style-type: none"> <li>Revise the handbook based on the comments and inputs from different stakeholders</li> </ul>		<p>arrangement for the participants</p> <ul style="list-style-type: none"> <li>Prepare administrative papers to get approval from the MPS for the adapted handbook.</li> </ul>	
<b>Sub-total:</b>		<b>95 days</b>		<b>68 days</b>

### 3. Deliverables

Payment for services will be made upon delivery of each deliverable outlined in the table below, subject to satisfaction and approval by UN Women following the schedule set forth below.

Payment Milestones	Deliverables of Team Member 1	Deliverables of Team Member 2
<p>1<sup>st</sup> payment</p> <p>By 30 September 2024</p> <p>20%</p>	<ul style="list-style-type: none"> <li>Final design of the guideline approved for printing</li> <li>Agenda and documents of the training in Dien Bien</li> </ul>	<ul style="list-style-type: none"> <li>Final design of the guideline approved for printing</li> <li>List of provinces received the guidelines</li> <li>List of proposed participants for the training in Dien Bien and draft invitation</li> </ul>
<p>2<sup>nd</sup> payment</p> <p>15 December 2024</p> <p>50%</p>	<ul style="list-style-type: none"> <li>Slides and handouts of the 2 trainings in Dien Bien and Da Nang</li> <li>Speeches of leaders</li> <li>Training reports of the 2 trainings</li> <li>MC scrips, press release and report of the event to commemorate National Action Month for Gender Equality and Gender Based Violence prevention and response</li> </ul>	<ul style="list-style-type: none"> <li>List of participants in Dien Bien and Da Nang</li> <li>MC scripts of the 2 training</li> <li>Photos of the trainings</li> <li>Lists of participants of the communication events to commemorate National Action Month for Gender Equality and Gender Based Violence prevention and response</li> <li>Photos of the events</li> </ul>
<p>3<sup>rd</sup> payment</p> <p>30 March 2025</p> <p>30%</p>	<ul style="list-style-type: none"> <li>The first draft of “Handbook on Gender-Responsive Police Services for Women and Girls Subject to Violence” after review and contextualisation submitted to UN Women</li> <li>The meeting minutes of the consultation workshop including comments and inputs from consultation workshop to revise the handbook submitted and approved by UN Women</li> <li>A minutes incorporating all responses and revision notes to all comments and inputs</li> <li>The final draft of the handbook that consider the comments and inputs from different stakeholders submitted and approved by UN Women and MPS</li> </ul>	<ul style="list-style-type: none"> <li>Agenda, list of participants, invitation letter of meeting, submitted to UN Women</li> <li>The consultation meeting organized with participation of at least 30 stakeholders.</li> </ul>

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

This is a home-based consultancy. Consultants will work home-based or in the field where UN Women and its partners organize the workshops/ trainings under the supervision of the UN Women EVAW Programme Specialist. The team will receive guidance and supports from the Ministry of Public Security for all administrative procedures for getting access to legal documents if necessary. 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 Technical Qualification (100 points)

#### IV. Required Qualifications

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

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

- Master Degree in Social Sciences, Public Policy, International Development or relevant field.  
Or Bachelor Degree these above fields with 02 years of working experience in promoting gender equality and GBV prevention and response in police sector

##### **Experience:**

- At least 7 years of experience in GBV prevention and response
- Demonstrable experience in event organization, training and material development especially for police sector
- Excellent interpersonal skills

##### **Languages:**

- Fluency in English is required.

##### **For Team Member 2:**

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

- Bachelor's degree in social sciences, policing or related fields, International Development, communication or event organization or relevant fields

##### **Experience:**

- At least 4 years of practical working experience with police and enforcement agencies
- Demonstrable experience in logistic and coordination of event organization and trainings
- Ability to coordinate the work of a multi-disciplinary team

##### **Languages:**

- Fluency in English 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 member 1:

Technical Evaluation Criteria	Obtainable Score
Master Degree in Social Sciences, Public Policy, International Development or relevant field. Or Bachelor Degree these above fields with 02 years of working experience in promoting gender equality and GBV prevention and response in police sector	20
At least 7 years of experience in GBV prevention and response	30
Demonstrable experience in event organization, training and material development especially for police sector	30
Excellent interpersonal skills	10
Fluency in English	10
<b>TOTAL</b>	<b>100</b>

#### • Team member 2:

Technical Evaluation Criteria	Obtainable Score
Bachelor's degree in social sciences, policing or related fields, International Development, communication or event organization or relevant fields	20
At least 3 years of practical working experience with police and enforcement agencies	30
Demonstrable experience in logistic and coordination of event organization and trainings	30
Ability to coordinate the work of a multi-disciplinary team	10
Fluency in English	10
<b>TOTAL</b>	<b>100</b>

## V. How to Apply

Interested candidates are requested to submit electronic applications no later than 21 August 2024 Ha Noi time. Submission package with email title **[TOR-VNM-2024-XXX-Full Name of team leader & team member]** needs to send to email: [hr.vietnam@unwomen.org](mailto:hr.vietnam@unwomen.org)

1. Updated CV of team members
2. A technical proposal
3. Signed Personal History Form (P11) of 02 members.

#### **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> )

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.)