

TERMS OF REFERENCE

Title	National Consultant
Purpose	To support UN Women and Standing Office of Steering Committee on Disaster Prevention and Control (Ministry of Agriculture and Rural Development) in preparation and organization of the Asia and Pacific Regional Conference on Gender and Disaster Risk Reduction
Duty Station	Ha Noi and based at Standing Office of Steering Committee on Disaster Prevention and Control at least 3 days/week and full time support during the conference.
Contract duration	February 2016- 25 April 2016 (maximum 35 working days)
Contract supervision	UN Women Programme Officer
Application deadline	22 February 2016

I. BACKGROUND

The Sendai Framework (2015-2030) was adopted at the Third World Conference on Disaster Risk Reduction (DRR) in Japan in March 2015. Under its seven global targets, the Sendai Framework outlines four Priorities for Action: (i) understanding disaster risk; (ii) strengthening disaster risk governance to manage disaster risk; (iii) investing in disaster risk reduction for resilience; and (iv) enhancing disaster preparedness for effective response, recovery, rehabilitation and reconstruction. The Sendai Framework further states in its Guiding Principles: “A gender, age, disability and cultural perspective should be integrated in all policies and practices, and women and youth leadership should be promoted”.

Under the Sendai Framework, Governments through their disaster management focal points, will be setting local targets for implementation of the Sendai Framework based on their country contexts. With the Asia Ministerial Conference on Disaster Risk Reduction taking place in New Delhi in November 2016 during which substantive discussions related to the implementation of the Sendai Framework will take place, governments are in the process of formulating their local targets. In order to strengthen gender integration and gender mainstreaming into DRR actions at local levels, it is critical that clear gender targets are included in all priorities for action.

The Government of Japan and UN Women, in partnership with the Government of Viet Nam is organizing an Asia and the Pacific Regional Conference which will provide a forum to discuss gender-related issues and targets for the four priorities of the Sendai Framework with the aim of assisting Governments in integrating gender when setting local targets. The conference will be held in Hanoi in April 2016 to mark one year of implementation of the Sendai Framework. This conference which spans a period of 4 days will

be targeted towards government, policy makers, researchers and practitioners from the Asia and the Pacific region. Following this, a training and field visit will be organized for selected key officials and leaders to a location near Hanoi to showcase Viet Nam's achievements in the inclusion of the mass organization Women's Union into the committees for natural disaster prevention and control at the local levels under the Government's Community Based Disaster Risk Management programme.

From the Government of Viet Nam, Standing Office of the Steering Committee for Natural Disaster Prevention and Control – the government agency responsible for disaster management in the country is assigned to work with UN Women in hosting this conference. The key responsibilities of the Government of Viet Nam is to provide technical inputs to the agenda and concept note of the conference, send the invitation to other governments in the region, liaise with other government ministries/agencies to identify speakers, invite participants from sub-national level, organize the field work... In addition, Standing Office will work closely with UN Women to support the logistic preparation for the conference and ensure it is organized following governmental protocol and procedures.

To support the liaison between UN Women and Standing Office of the Steering Committee for Natural Disaster Prevention and Control for the preparation and organization of this regional conference, UN Women is looking for a qualified national consultant support the Standing Office of the Steering Committee for Natural Disaster Prevention and Control for the preparation and organization of this regional conference for this position.

II. OBJECTIVE OF THE CONSULTANCY

The overall objective of this assignment is to support Standing Office of the Steering Committee for Natural Disaster Prevention and Control for the preparation and organization of the Asia and Pacific Regional Conference on Gender and Disaster Risk Reduction.

III. SCOPE OF WORK AND SPECIFIC TASKS

The consultant will work closely with Standing Office and UN Women and act as focal point for the government in liaison with UN Women and other stakeholders related to the conference. He/she will be responsible for the following duties:

1. Technical supports to Standing Office of the Steering Committee for Natural Disaster Prevention and Control (Standing Office):
 - Facilitate collaboration and exchange of information both inside the Government and with UN Women and NGOs for planning and organizing the conference
 - Liaise and contact with different departments within MARD and other ministries to consolidate of comments and inputs from governmental agencies to the agenda and content of the Regional Conference
 - Support the Standing Office and UN Women in preparation of Conference announcement, booklets, invitation and logistic notes...
 - Support the Standing Office in identification and selection of national participants

- Support in the invitation processes, including tracking of responses and follow-up confirmations
- Manage participants's registration, including funded and non-funded participants.
- Liaise with national participants to assist with necessary administrative procedures for attending the conference
- Ensure all speakers from the Government of Viet Nam have guidance on their presentation at the regional workshop
- Support Standing Office in the process of identifying the location for the field visit, working with local government on the preparation for the field visit
- Update information of the Conference in the website of the the Steering Committee for Natural Disaster Prevention and Control
- Liaise closely with UN Women to update the preparation from the government side.
- Update the participant list of the Conference.

2. Logistics and execution:

- Support Standing Office to address protocol, logistical, security and other requirements for the event
- Support the Standing Office where necessary in liaising with UN Women and a designated Event Management company to ensure the organization of a successful organization while maintaining the multi-stakeholder nature of the process
- Support Standing Office where necessary in handling logistics around national participants travelling and accommodations
- Support Standing Office and UN Women in picking up and welcoming VIP participants from other countries
- Logistic support for the field visit
- Performs other duties as required

IV. DURATION OF ASSIGNMENT AND DUTY STATION

Duration of Assignment: The tentative contractual period is from February 2015 to 25 April 2016 (max 35 working days). The tentative date for the conference is 11-14 April 2016.

Duty station: This position is required to work at Standing Office at least 3 days per week and full time support during the conference.

V. CONTRACT SUPERVISION

The consultant will work under the direct supervision of the UN Women Programme Officer and ultimately report to Country Representative of UN Women Viet Nam Country Office.

The consultant will work closely and provide supports to the Standing Office of Steering Committee for Natural Disaster Prevention and Control of Viet Nam.

VI. SCHEDULE OF WORK, DELIVERABLES AND SCHEDULE OF PAYMENT

Payments will be made in instalments based upon satisfactory completion of agreed outputs approved by UN Women National Programme Officer.

Deliverables and schedule of payment is as shown below:

Deliverables	Tentative deadlines	Schedule of payment
i. Government approval of the announcement, agenda, work plan, booklets, logistic notes. ii. Draft invitation letter submitted to Vice Minister of MARD	10 March 2016	40% consultancy fees
iii. List of national speakers and participants iv. Papers and presentations from Vietnamese Government speakers collected.	30 March 2016	40% consultancy fees
v. Field visit to a location near Hanoi completed.	25 April 2016	20% consultancy fees

VII. DEGREE OF EXPERTISE AND QUALIFICATIONS

Candidates who meet the following criteria should apply.

Required qualifications:

- Advanced degree in in one of the following fields: disaster management, water resources, social sciences or development studies
- 5 years of relevant experience working on disaster management issues, prefer whom has experience working in agencies under the Ministry of Agriculture and Rural Development.
- Familiar with Vietnamese government system, especially the system of disaster management in Viet Nam. Working experience with the Standing Office of Steering Committee for Natural Disaster Prevention and Control would be an asset.
- Previous experience in organizing international conferences and supporting the coordination of numerous stakeholder groups.
- Good command of information and communication technology.
- Prior experience with the UN system would be an asset.

Language:

- Fluency in English both oral and written is required.

VIII. EVALUATION CRITERIA

Candidates will be selected on the basis of cumulative analysis of:

- Technical Qualification (100 points) weight [70%]
- Financial/Price Proposal (100 points) weight [30%]

A two-stage procedure will be utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

a. Technical qualification evaluation criteria:

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

No.	Criteria	Score
1	Educational qualifications and training	10
2	5 years of relevant experience working on disaster management issues or working in agencies under the Ministry of Agriculture and Rural Development	20
3	Familiar with Vietnamese government system, especially the system of disaster management in Viet Nam, prefer whom has experience working in agencies under the Ministry of Agriculture and Rural Development.	20
4	Experience in organizing and coordinating high-level events and conferences	15
5	Familiarity of working in the development sector, preferably with UN	10
6	Communication skills, including skills in using information and communications technology	15
7	Language	10
	<i>Total</i>	<i>100</i>

b. Financial/Price Proposal review criteria:

The total number of points allocated for the price component is 100. The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

IX. APPLICATION PROCEDURE AND DEADLINE

Interested applicants must submit the following documents /information (in PDF format) to demonstrate their qualifications.

1. Technical component:

- Letter of interest explaining why they are the most suitable for the work
- Signed Curriculum vitae with at least 2 names and contact details of references
- CV

2. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in US Dollar including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance, etc. The

assignment will require the selected candidate to travel to and stay in Ha Noi for an estimated 6 weeks before and after the conference for the preparation and execution of the conference.

- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to US Dollar at UN Exchange Rate at the submission deadline.

3. Documents required after selection and before contract signing:

- UN Personal History Form (P-11)
- Full medical examination and Statement of Fitness to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts).
- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtaining medical clearance from the UN Medical Director prior to taking up their assignment.
- Release letter in case the selected consultant is government official.

Complete applications should be sent to procurement.vietnam@unwomen.org. Only applications with all items mentioned above will be considered.

Deadline for Application: 22 February 2016