



MINISTRY OF FOREIGN AFFAIRS

*Women's Leadership:
Empowerment of Women in the period of International Integration*



Empowered lives.
Resilient nations.

**TERMS OF REFERENCE
FOR SPECIAL SERVICE AGREEMENT NATIONAL CONSULTANT HOME BASED**

ASSIGNMENT TITLE: Supervisor and Mentoring of the Women’s Leadership Action Research Grant Program
AGENCY/PROJECT NAME: *Women's Leadership: Empowerment of Women in the period of International Integration*
COUNTRY OF ASSIGNMENT: Viet Nam

1) GENERAL BACKGROUND

The United Nations Development Programme (UNDP) and the Ministry of Foreign Affairs (MOFA) are collaborating on a 3.5 years capacity development project entitled “*Women's Leadership: Empowerment of Women in the period of International Integration*”

The project focuses on achieving following outputs:

1. Strengthened institutional capacity to develop and implement leadership programs for women to support the achievement of targets set in the National Strategy on Gender Equality;
2. Women’s representation in the National Assembly and People’s Councils improved in the 2016 elections;
3. Human resource procedures revised to promote women’s participation in leadership positions;
4. Increased access of mid and senior level women in the civil service to training and capacity building opportunities not normally offered or accessible to women;
5. Information and evidences strategically disseminated to decision makers in human resource management with practical recommendations to make a change in processes.

The Action Research Grant Programme is targeted at mid-level women civil servants to strengthen their research skills, to build their knowledge and to build their self-confidence.

Strategy for Viet Nam’s Human Resource Development for the period of 2011–2020 which was approved in 2011 aims at making Viet Nam’s human resource become the foundation and even the most significant advantage for country’s sustainable development, international integration and social stability. In this regards, improving the capability and professionalism of the Vietnamese women officials is of great significance to enhance their role and contribution to the socio-economic development and international integration as well as to realize the objectives set out in the Strategy.

The Research themes to grant for this year is:

1. *To contribute to the implementation of the diplomatic orientation, being active and positive to the international integration endorsed by the 11th Party Congress*
2. *To recommend policies and solutions to promote human resources development, to enhance representatives and participation of women in leadership and management positions, and to improve capacity of state management in gender equality contributing to the National Strategy for Gender Equality period 2011-2015 and the National Strategy for Human Resource Development 2011-2020.*

The purpose of this assignment is to work alongside the International Senior Technical Advisor (STA) and under the overall management of the National Project Manager to deliver this workplan to a high quality standard.

2) OBJECTIVES OF THE ASSIGNMENT

- i) to support the Project Team with the implementation of the Action Research Grant program
- ii) to provide technical support to all research grant recipients
- iii) to provide technical advice and quality assurance for all outputs as required
- iv) to conduct training sessions and participate in 3 trainings for the research grantees

Expected tasks and deliverables	Estimated no. of days
<p><u>Review of Applications</u></p> <ul style="list-style-type: none"> 1.1 To carry out initial eligibility check 1.2 To carry out initial evaluation of all English and Vietnamese language applications 1.3 To translate at least the top 20 Vietnamese applications to English. Required to translate the following sections: 1.3, 1.4, 2, and 4. 1.4 To complete evaluation form for each application 1.5 To send STA English translations at least 5 days before Evaluation Committee meets: National Project manager, STA, NTC 	5
<p><u>Technical Support to Grant Winners</u></p> <ul style="list-style-type: none"> 1.6 To draft comments and evaluations for the final selected proposals 1.7 To prepare Evaluation Committee minutes and detailed comments for all grant winners, conditions before funding release etc 1.8 To draft reminders to grant winners of upcoming deadlines and deliverables and send them relevant templates in good time 1.9 To provide technical assistance to each grant winner on research tool design, methodology, data analysis, key findings, writing of report and policy brief, action plan and designing slide for presentation of research results 1.10 To review and advise on all grantee midterm progress reports/ publication reports to ensure quality and timing standards 1.11 To review all grantee draft reports of the research and provide detailed comments to grantees on draft 1 1.12 To carry out the evaluation of all final reports, policy briefs, action plan and provide detailed comments to grantees 1.13 To work closely with grantees to facilitate and support the dissemination of action plan to their organisation 	30
<p><u>Training to Grantees</u></p> <ul style="list-style-type: none"> 1. Prepare for and deliver training to grantees at 3 different workshops throughout the year. Workshop 1 – Research design, tool design, methodology, data analysis; Workshop 2 – Research dissemination methods, how to write policy briefs, how to make research presentations, 3 – Symposium, Grantees to present their draft Actions Plan. 	5

3) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is for a **maximum of 40 days**, with the estimated break-down as above, although flexibility within the total amount will be expected by the project in order to reflect shifting priorities. The assignment is expected to start on 30th October 2013 and end on 30th June 2014.

The assignment will be home-based with regular face-to-face meetings with project staff as required on each part of the assignment – probably weekly and possibly more frequently at busy times.

4) FINAL PRODUCTS

The consultant is expected to produce

- (i) Written evaluations of all applications
- (ii) Final meeting notes on decision of grantees
- (iii) 15 written comments on proposals of all grantees
- (iv) 15 written comments on draft research reports
- (v) 15 written comments on final research reports
- (vi) 15 written comments on policy briefs
- (vii) 15 written comments on action plan
- (viii) Presentation on research design, research tools and data analysis
- (ix) Presentation on research dissemination
- (x) 15 final written evaluations and recommendations of final research reports

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The NTC will submit monthly timesheets (use attached format) and maintain regular ongoing communication with the NPM and STA. Any necessary increase in the number of days should be discussed and approved by the NPM in writing well in advance.

Supervision: The WLP National Project Manager, in collaboration with the UNDP Viet Nam, will be the focal point responsible for overall supervision of the consultant's assignment to ensure effective and timely production of the expected results. However, the NTC will work in close cooperation with the International STA.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The Consultant will have the necessary qualifications and experience listed below:

Essential:

1. Master degree in public administration, applied politics, communication and information, gender or other subjects of relevance;
2. Understanding of gender mainstreaming and ability to deliver briefing to researchers in both academic and policy fields (subjects including basic research methodology, public speaking, presentation skills, policy briefs, action plan writing, international integration);
3. Understanding of evidence-based policy making and research for policymaking;
4. Understanding and experience in conducting action research
5. Experience in carrying out or overseeing quantitative and/ or qualitative research in public policy/ applied politics, gender or related field;
6. Familiar with Vietnamese culture and broader socio-economic and political context;
7. Excellent English and Vietnamese communication and report writing skills.

Desirable:

1. Knowledge of subject ie women's leadership in public sector, women in politics
2. Knowledge of Viet Nam's public sector and/ or gender context, Government's relevant policies and agencies, institutional knowledge of Viet Nam's public sector organization and agencies

8) REVIEW TIME REQUIRED

Between two and four weeks will be required by the project to review and certify the quality of the final reports before proceeding with payments to the consultant.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE X PARTIAL INTERMITTENT FULL-TIME

Implementation support: WLP will support as follows:

- Telephone or face-to-face briefing
- Project-related documents and contacts made available
- Office support for printing, travel, admin etc