



United Nations Entity for Gender Equality
and the Empowerment of Women

UN WOMEN

Viet Nam Country Office

Hanoi, Viet Nam

TERMS OF REFERENCE

Title	: National Consultant
Purpose	: To provide administrative and financial support for the conduct of country level activities
Location	: UN Women Office Hanoi - Viet Nam -- 72 Ly Thuong Kiet, Hanoi
Type of contract	: SSA
Location	: Hanoi, Vietnam
Contract duration	: 23 rd June 2014 to 15 November 2014 (92 working days in total)
Contract Supervision	: Programme Specialist/UN Women Viet Nam
Application Deadline	: 9 th June 2014

I. BACKGROUND

The 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. 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.

In Viet Nam, UN Women is an active member of the One UN initiative of the UN Country Team. It currently leads the coordination on gender in the UNCT as chair of the Joint Programming Group on Gender. UN Women's programmes supporting the Government of Viet Nam is

currently anchored in the One Plan 2012-2016.

In 2014, UN Women Vietnam Country Office continues its implementation of programmes and projects in strategic areas in support of Viet Nam national priorities in gender equality and women's advancement, including gender responsive budgeting, ending violence against women, migration and gender and climate change with lots of programme activities include workshop/meeting organization. UN Women is looking for a national individual consultant for Administration and Financial Support which will provide short term support to the programme activities, particularly on logistical and financial programme management support to the Programme Specialist and other Programme Officers. The consultant will be under the supervision of UN Women Programme Specialist.

II. SCOPE OF WORK AND SPECIFIC TASKS

Under the supervision of the Programme Specialist for the Viet Nam Country Office the consultant will perform functions and duties, including but not limited to, the following:

- Providing financial and administrative support on preparation of programme workplans, budgets and proposals on programme implementation (20 days);
- Effectively guiding partners on UN Women financial procedures and administrative procedure (5 days);
- Compiling and collecting data and information for preparation of documents, guidelines, speeches and position papers (5 days);
- Reviewing Financial Reports and preparation of non-PO vouchers for projects (15 days);
- Support programme managers with monitoring project budgets and expenditure regularly (10 days);
- Preparation of document for procurement related to project implementation (8 days);
- Providing support in Organization of meetings, workshops, training sessions, and other events (15 days);
- Supporting the programme team in travel arrangements for including but not limited to preparation of travel authorization, process of travel cost advance and claim, air ticket reservation etc.(7 days);
- Effectively support the Country Representative and Programme Specialist on administrative work and organization of Gender JPG activities (7 days).

Estimated number of work days: 92 days spread across 23 June 2014 to 15 November 2014.

III. CONTRACT SUPERVISION & TRAVEL REQUIREMENTS

UN Women has overall management of the work of the national consultant. The national consultant will be in direct contact with the UN Women Programme Specialist, and programme team and the Country Representative. She/he will work under the supervision of the UN Women Programme Specialist in Viet Nam.

The consultant will be informed of travel requirements in advance if required.

IV. EXPECTED TASKS, DELIVERABLES AND SCHEDULE OF PAYMENT

The consultant shall be expected to complete the following outputs according to agreed deadlines and schedules:

Payment Phase	Time Frame
<p>First Tranche Deliverables: 1st Performance Progress report of tasks which have been conducted in this period, including but not limited to</p> <ul style="list-style-type: none"> • Financial and administrative support on preparation of programme workplans, budgets and proposals programme implementation; • Guidance to partners on UN Women financial procedures and administrative procedure; • Data and information collected for preparation of documents, guidelines, speeches and position papers; • Financial Reports reviewed and non-PO vouchers prepared; • Project budgets and expenditure reviewed and updated; • Document for procurement related to project implementation prepared; • Meetings, workshops, training sessions, and other events assisted; • Travel arrangements for the programme team conducted; • Administrative work undertaken for Gender JPG activities. 	<p>23rd July 2014</p>
<p>Second Tranche Deliverables: 2nd Performance Progress report of tasks which have been conducted in this period, including but not limited to</p> <ul style="list-style-type: none"> • Financial and administrative support on preparation of programme workplans, budgets and proposals on programme implementation; • Guidance to partners on UN Women financial procedures and administrative procedure; • Data and information collected for preparation of documents, guidelines, speeches and position papers; • Financial Reports reviewed and non-PO vouchers prepared; • Project budgets and expenditure reviewed and updated; • Document for procurement related to project implementation prepared; • Meetings, workshops, training sessions, and other events assisted; • Travel arrangements for the programme team conducted; • Administrative work undertaken for Gender JPG activities. 	<p>30th August 2014</p>

<p>Third Tranche Deliverables: 3rd Performance Progress report of tasks which have been conducted in this period, including but not limited to</p> <ul style="list-style-type: none"> • Financial and administrative support on preparation of programme workplans, budgets and proposals on programme implementation; • Guidance to partners on UN Women financial procedures and administrative procedure; • Data and information collected for preparation of documents, guidelines, speeches and position papers; • Financial Reports reviewed and non-PO vouchers prepared; • Project budgets and expenditure reviewed and updated; • Document for procurement related to project implementation prepared; • Meetings, workshops, training sessions, and other events assisted; • Travel arrangements for the programme team conducted; • Administrative work undertaken for Gender JPG activities. 	<p>30th September 2014</p>
<p>Fourth Tranche Deliverables: 4th Performance Progress report of tasks which have been conducted in this period, including but not limited to</p> <ul style="list-style-type: none"> • Financial and administrative support on preparation of programme workplans, budgets and proposals on programme implementation; • Guidance to partners on UN Women financial procedures and administrative procedure; • Data and information collected for preparation of documents, guidelines, speeches and position papers; • Financial Reports reviewed and non-PO vouchers prepared; • Project budgets and expenditure reviewed and updated; • Document for procurement related to project implementation prepared; • Meetings, workshops, training sessions, and other events assisted; • Travel arrangements for the programme team conducted; • Administrative work undertaken for Gender JPG activities. 	<p>30th October 2014</p>
<p>Fifth and Final Tranche Deliverables:</p>	<p>15th November 2014</p>

<p>Final Performance Progress report of tasks which have been conducted in this period, including but not limited to</p> <ul style="list-style-type: none"> • Financial and administrative support on preparation of programme workplans, budgets and proposals on programme implementation; • Guidance to partners on UN Women financial procedures and administrative procedure; • Data and information collected for preparation of documents, guidelines, speeches and position papers; • Financial Reports reviewed and non-PO vouchers prepared; • Project budgets and expenditure reviewed and updated; • Document for procurement related to project implementation prepared; • Meetings, workshops, training sessions, and other events assisted; • Travel arrangements for the programme team conducted; • Administrative work undertaken for Gender JPG activities. 	
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The payment shall be made within the aforementioned timeframe upon the submission of progress report and timesheet of actual working days agreed by UN Women Programme Specialist.

V. QUALIFICATIONS

- Bachelor’s degree in Social Sciences or development studies; qualifications in the fields of gender, migration/trafficking and/or development highly desirable and will be an advantage;
- 5-year experience on progressively responsible administrative, programme or in project implementation is required at the national or international level;
- Good command of the English language, including writing skills;
- Experience and knowledge of the UN system is an advantage;
- Good command of computer skills including MS Word, Excel and Power Point.

VI. HOW TO APPLY

Interested applicants are requested to submit to

- Application signifying interest in the post and indicating proposed lump sum covering working fee. The working fee should not exceed the UN Cost Norm 2013.
- Updated CV/Resume

And send to procurement.vietnam@unwomen.org no later than 9th June 2014.

Only shortlisted candidates who meet requirements of qualifications will be contacted for writing test.

VII. EVALUATION

Offerors will be evaluated based on qualification and writing test score. Only candidates who passed at least 3 out of 5 qualification criteria will be invited for

written test.

- Qualification score: max 5 points
- Writing test score: max 5 points

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as having received the highest score. The total score for each offeror will be calculated independently by this formula: Total Score = Qualification Score + Writing Test Score.

VIII. APPROVAL

This TOR is approved by:

Signature:



Name and Designation: Shoko Ishikawa, Country Representative

Date of Signing:

30/05/14

NOTE: This position is only open to **Vietnamese nationals**.