

TERMS OF REFERENCE

Coordinator for Regional Conference on Gender and Disaster Risk Reduction

Title	International Consultant: Coordinator for the Asia and Pacific Regional Conference on Gender and Disaster Risk Reduction to be held in Hanoi in April 2016
Purpose	To support the coordination between UN Women and other partners for the organization of the Asia and Pacific Regional Conference on Gender and Disaster Risk Reduction
Duty Station	Home based with travel to Ha Noi from March to April 2016
Contract duration	22 February 2016 - 29 April 2016 (36 working days)
Contract supervision	UN Women Programme Officer
Application deadline	10 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 3 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.

To support for the preparation and organization of the regional conference, UN Women is looking for a qualified consultant for the position of Conference Coordinator.

II. OBJECTIVE OF THE CONSULTANCY

The overall objective of this assignment is to support UN Women Viet Nam Country Office in the preparation and organization of the Regional Conference on Gender and Disaster Risk Reduction. The position will be expected to act as primary focal point for all internal and external stakeholders related to the conference.

III. SCOPE OF WORK AND SPECIFIC TASKS

The conference coordinator will be responsible for the following duties:

Coordination:

- a. Ensure appropriate mechanisms to facilitate collaboration and exchange of information both inside and outside the UN system, for purposes of planning and organizing the conference.
- b. Work closely with Organizational Committee, Rapporteurs and UN Women Communications Team to ensure key messages on the expectations and outputs of the conference for internal and external audiences are ready for dissemination through websites, social media, etc.
- c. Serve as the primary focal point for event preparations. Liaise with international participants on sharing information on necessary administrative procedures for attending the conference. Particularly, ensure all speakers have good guidance on what they are expected to talk about to make sure that the sessions are substantive and coherent.
- d. Process for identification and selection of participants and handling registration from funded and non-funded participants. Support in the invitation processes, including tracking of responses and follow-up confirmations.
- e. Coordinate with communications team in ensuring all supporting documents including save the dates, invitations, background paper, event outlines and agendas, booklets, press releases and webpage content are ready for distribution on time.
- f. Liaise with Viet Nam government and other conference partners to ensure their participation and commitment to the conference main events and side events.

- g. Liaise with Embassy of Japan in Ha Noi, Japan Ministry of Foreign Affairs, and other Japanese organization and experts related to inputs and their participation to the conference.

Logistics and execution:

- h. Support programme staff where necessary in liaising with the Vietnamese Government and other relevant UN staff to address protocol, logistical, security and other requirements for the event.
- i. Support programme staff where necessary in liaising with a designated Event Management company to ensure the organization of a successful organization while maintaining the multi-stakeholder nature of the process.
- j. Support UN Women programme and procurement team where necessary in handling logistics around booking venues and working with vendors.
- k. Maintain and update information on shared drives and other internal and external communications.
- l. Performs other duties as required.

IV. DURATION OF ASSIGNMENT AND DUTY STATION

Duration of Assignment: The tentative contractual period is from 22 February 2015 to 29 April 2016 (36 working days). The tentative date for the conference is 11-13 April 2016, followed by 1-day field visit.

Payment: Payments will be made in instalments based upon satisfactory completion of agreed outputs approved by Project Manager.

Duty station: This is a home-based assignment with travel to Ha Noi at least 4 weeks before, 1 week during the week and 1 week following 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 UN Women Regional DRR/CCA Adviser and the Office of Standing Committee for Natural Disaster Prevention and Control of Viet Nam.

VI. SCHEDULE OF WORK, DELIVERABLES AND SCHEDULE OF PAYMENT

Deliverables and schedule of payment is as shown below:

Deliverables	Tentative deadlines	Schedule of payment
--------------	---------------------	---------------------

i. Background paper, event outlines and agendas, admin/logistics note and booklet of the conference produced. ii. Finalized checklist for organization of the conference.	1 March 2016	20% consultancy fees
iii. List of participants, guest speakers confirmed. iv. Papers and presentations from speakers collected.	25 March 2016	30% consultancy fees
v. The conference organized (conference report). vi. Field visit to location near Hanoi completed.	15 April 2016	40% 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: event planning, communications, social sciences, public relations, business administration and management.
- 5 years of relevant experience at the national and international level including experience in organising international large scale conferences.
- Excellent managerial/organisation skills and a solution-oriented attitude.
- A strong sense of client orientation and a strong drive for results.
- Demonstrated ability to work well both independently and within a multicultural team.
- Strong skills in writing communications content for large events and international conferences.
- Good command of information and communication technology.
- Prior experience with the UN system would be an asset.
- Prior experience working in Viet Nam would be an asset.
- Previous experience in organizing international conferences and supporting the coordination of numerous stakeholder groups.

Language:

- Fluency in English both oral and written is required.
- Fluency in Japanese is an advantage, but not necessary.

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	Experience in organizing and coordinating high-level events and conferences	25
3	Experience in coordinating at the international / regional level with government, non-government and UN organizations	25
4	Familiarity of working in the development sector, preferably with UN	15
5	Communication skills, including skills in using information and communications technology	15
6	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.

c. Interview:

Following the technical and financial review, shortlisted candidates will be invited for an interview before the final selection is made.

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 3 names and contact details of references

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: 10 February 2016