



UN WOMEN
Viet Nam Country Office

TERMS OF REFERENCE

Reference No.	Reference No. TOR-VNM-2020-020 <i>(Please indicate reference number in the title of the application email)</i>
Title	National Consultant to provide logistical and administrative support to Programme Unit
Purpose	Provide logistical and administrative support to programme unit
Location	Viet Nam
Contract duration	1 April 2020 to 31 January 2021 (maximum 185 working days)
Contract Supervision	Programme Specialist, UN Women Viet Nam
Application deadline	19 March 2020

I. BACKGROUND

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 also leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action.

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 2016-2021 is aligned to the upcoming One Strategic Plan 2016-2021 and is focus on

supporting Viet Nam's fulfilment of Gender Equality commitments under CEDAW, and the promise of the 2030 Development Agenda to "leave no one behind".

The key priorities of UN Women in the 2016-2021 period are, (i) to support transformation of government's growth policies and related key sectoral policies such as rural development, labour and employment, Climate Change (CC), and disaster risk reduction and management (DRR/M) to progressively promote women's economic security and resilience; (ii) deepen the implementation of CEDAW recommendations and the gender targets of SDGs that will ensure that gains in the elimination of discrimination and violence against women and girls are sustained and deepened.

The overarching goal for the second priority area is that "Women and girls will live free from discrimination and violence". UN Women will support efforts both by government and civil society to strengthen implementation of laws and policies on ending violence against women and girls and other forms of discrimination in line with international standards; support promotion of favourable social norms, attitudes and behaviors to prevent discrimination and violence against women and girls; and step up support for enhancement in delivery of justice for women and girls who face discrimination and violence.

UN Women is looking for a qualified national consultant to provide logistical and administrative support to the Programme Unit, UN Women Viet Nam Country Office. The consultant will contribute to programme implementation including providing necessary operational, administrative and programmatic support.

II. OBJECTIVES

The consultant will contribute to the effective implementation of the 2020 AWP, including programme activities the areas of ethnic minority, National strategy on GE, CEDAW, ASEAN-related activities on gender equality and the empowerment of women.

III. SCOPE OF WORK AND SPECIFIC TASKS

In working closely with UN Women Programme Associate/Assistant and under the supervision of the Programme Specialist, the consultant is required to perform functions and duties, including but not limited to:

- Provide logistic and administrative support to the programme team in the organization of events, meetings and workshops.
- Make travel arrangements for the programme team and project staff, including preparation of travel requisitions and claims.

- Draft non-substantive correspondence.
- Maintain and organize up-to-date hard and electronic filing system in an appropriate way for easy access and retrieval.
- Collect and prepare supporting documents for contracts for consultants.
- Collect and prepare documents for payments related to programme implementation.
- Undertake other administrative support to programme implementation as assigned by Programme Specialist and Programme Associate/Assistant.

IV. DURATION OF ASSIGNMENT AND DUTY STATION

The dates required for this assignment are from 1 April 2020 to 31 January 2021 in UN Building, 304 Kim Ma, Hanoi, Viet Nam. The consultant is expected to be present at UN Women Office at least 4 days/week and maximum of 185 working days.

V. CONTRACT SUPERVISION

The consultant will be in direct contact with UN Women Programme Specialist and Programme Associate/Assistant. She/he will work under the supervision of the UN Women Programme Specialist and will be ultimately responsible to the UN Women Head of Office in Viet Nam.

VI. SCHEDULE OF WORK, DELIVERABLES AND SCHEDULE OF PAYMENT

Payment Phase	Time Frame
First Tranche Deliverables: 1st Performance Progress report of tasks which have been conducted, including time sheet for period from 1 April 2020 to 15 May 2020. <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events provided logistic and administrative support; • Travel arrangements for the programme team properly arranged; • Documents for payments timely prepared; • Programme filing system filled and updated. 	15 May 2020
Second Tranche Deliverables:	31 July 2020

<p>2nd Performance Progress report of tasks which have been conducted, including time sheet.</p> <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events provided logistic and administrative support; • Travel arrangements for the programme team properly arranged; • Documents for payments timely prepared; • Programme filing system filled and updated. 	
<p>Third Tranche</p> <p>Deliverables:</p> <p>3rd Performance Progress report of tasks which have been conducted, including time sheet.</p> <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events provided logistic and administrative support; • Travel arrangements for the programme team properly arranged; • Documents for payments timely prepared; • Programme filing system filled and updated. 	<p>15 September 2020</p>
<p>4th Tranche</p> <p>Deliverables:</p> <p>4th Performance Progress report of tasks which have been conducted, including time sheet</p> <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events provided logistic and administrative support; • Travel arrangements for the programme team properly arranged; • Documents for payments timely prepared; • Programme filing system filled and updated. 	<p>30 November 2020</p>
<p>5th Tranche</p> <p>Deliverables:</p> <p>5th Performance Progress report of tasks which have been conducted, including time sheet</p> <ul style="list-style-type: none"> • Meetings, workshops, training sessions, and other events 	<p>31 January 2021</p>

provided logistic and administrative support; <ul style="list-style-type: none"> • Travel arrangements for the programme team properly arranged; • Documents for payments timely prepared; • Programme filing system filled and updated. 	
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VII. QUALIFICATIONS

Education: University degree in Business Administration or a related field from an accredited academic institution.

Required experience and skills:

1. At least 3 years of progressively responsible experience with administrative and/or programmatic tasks in development programme/projects;
2. Fluent in English and Vietnamese writing;
3. Excellent computer skills, especially MS Word, Excel and Power Point;
4. Experience and knowledge of the UN system is an advantage

VII. APPLICATION EVALUATION CRITERIA

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%). Technical evaluation will be based on the following criteria stated as below.

No.	Criteria	Point
1	Bachelor's degree required	20
2	At least 3 years of progressively responsible experience with administrative and/or programmatic tasks in development programme/projects	30
3	Fluent in English and Vietnamese writing	20
4	Excellent computer skills, especially MS Word, Excel and Power Point	20
5	Experience and knowledge of the UN system is an advantage	10
	Total	100

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The technical evaluation will include the written test and the interview. The price

proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Technically qualified consultants may be selected for an interview before financial evaluation. Maximum 100 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 100 \times FM / F$, in which S_f is the financial score, FM is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

VIII. APPLICATION PROCEDURE AND DEADLINE

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

Technical component:

- Letter of interest clearly stating relevant experience and qualifications against required qualifications as stated in Section VII above;
- Signed Curriculum Vitae with contact details of 3 clients for whom you have rendered a preferably similar service who can be contacted for reference;

Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in VND including consultancy fees and all associated costs i.e. tax, insurance etc.
- The financial proposal MUST be submitted in separated document with technical proposal. It is required to be treated as confidential and NEED not to be indicated in any form rather than financial proposal.
- 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 another currency, prices shall be converted to VND at UN Exchange Rate at the submission deadline.

Completed applications should be sent to procurement.vietnam@unwomen.org.

Only applications including all items mentioned above will be considered.

Deadline for Application: 19 March 2020

NOTE: Documents required before contract signing:

- UN Personal History Form.
- Full medical examination and Statement of Fitness, at their own cost, 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 obtain medical clearance from the UN Medical Director prior to taking up their assignments.
- The financial proposal MUST be submitted in separated document with technical proposal. It is required to be treated as confidential and NEED not to be indicated in any form rather than financial proposal.
- Release letter in case the selected consultant is a government official.
- Security Certificate BSAFE: EN: <https://agora.unicef.org/course/info.php?id=17891>