

I. Contract Overview	
Reference Number:	TOR-VNM-2024-025
Consultancy Title:	Consultant team with 1 team leader and 2 team members to support updating training modules on gender in Leadership and management – Ho Chi Minh Academy of Politics.
Location:	Home based. Hanoi, Viet Nam
Travel:	Travel required (based on agreed work plan)
Practice Area:	Training, curriculum improvement, women, peace and security, gender equality, leadership, women empowerment, national action plan mainstreaming
Category (Eligible applicants):	External
Post Type:	Team Leader: VNM4 – UN EU Cost Norm 2022 Team Members: VNM3 - UN EU Cost Norm 2022
Languages Required	English and Vietnamese
Starting Date:	1 January 2024 – 30 June 2025
Duration of Contract:	6 months

II. Consultancy Assignment
<p><b>1. Background/Context</b></p> <p>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.</p> <p>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.</p> <p>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 2022-2026 is aligned to the UN Sustainable Development Cooperation Framework (CF) 2022-2026 and is focused on supporting Viet Nam’s fulfilment of Gender Equality commitments under The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the promise of the 2030 Sustainable Development Agenda to “leave no one behind”. See more in <a href="https://asiapacific.unwomen.org/en/countries/vietnam">https://asiapacific.unwomen.org/en/countries/vietnam</a></p> <p>Under the Strategic Note 2022-2026, UN Women is currently implementing 4 portfolios, namely (1) Gender and Climate Change/Disaster Risk Reduction, (2) Women’s Economic Empowerment, (3) Ending Violence against Women; and (4) Governance, Women, Peace and Security. See more in <a href="https://vietnam.un.org/en/248861-strategic-note-brochure-un-women-viet-nam-2022-2026">https://vietnam.un.org/en/248861-strategic-note-brochure-un-women-viet-nam-2022-2026</a></p>

Under the Governance, Women Peace and Security portfolio, Viet Nam is implementing the Association of Southeast Asian Nations (ASEAN) Cooperation Regional project 'Empowering Women for Sustainable Peace: Preventing Violence and Promoting Social Cohesion in ASEAN' (ASEAN WPS project). The project funded by the Governments of Canada, the United Kingdom and the Republic of Korea supports efforts by ASEAN and its 10 Member States to promote women's participation and leadership in conflict prevention, resolution, and recovery. Region-wide, the project works to promote and implement policy frameworks such as the ASEAN Regional Plan of Action on Women, Peace, and Security (ASEAN RPA WPS); capacity-building activities such as training, workshops, dialogues, and consultations; and exchanges of knowledge and good practices. The project also does country-level activities in Indonesia, the Philippines, Thailand, Viet Nam, and Timor-Leste. The ASEAN WPS project will come to an end in December 2025 and plans to conduct the end-of-project evaluation in Q3 of 2025 and disseminate the findings and recommendations afterwards. See more about the ASEAN WPS Programme in <https://wps.asean.org/>

The Vietnamese Party and Government have made significant commitments to advancing gender equality at all levels. This includes empowering women to actively participate and have a voice in government and public institutions, as outlined in the Government's newly issued Decision 101/QĐ-TTg dated January 25, 2024, which approves the National Action Plan on Women, Peace, and Security for the period 2024 – 2030 (NAP). To effectively implement the NAP, leaders and managers at all levels in the public sector need to be aware of its contents and utilize effective methods to promote the women, peace, and security agenda outlined in the NAP. See more about the Decision in the links <https://english.vov.vn/en/society/launch-of-vietnams-first-national-action-plan-on-wps-praised-post1113405.vov> and <https://datafiles.chinhphu.vn/cpp/files/vbpq/2024/01/101-qd-ttg.signed.pdf> .

The Center for Gender Studies and Women's Leadership (GeLEAD) is assigned by the Board of Directors of the Ho Chi Minh National Academy of Politics to compile, edit, revise, and update the Gender in Leadership and Management manual or curriculum. To prepare for the revision and update of the Gender in Leadership and Management textbook for the third edition in 2026, GeLEAD with technical assistance of UN Women will review, amend, supplement, and republish the Gender in Leadership and Management textbook. This textbook has been and will be used as the national standard curriculum for the subject Gender in leadership and management at Ho Chi Minh National Academy of Politics (HCMA - <https://hcma.vn/en/Pages/home.aspx> ) head quarter, Regional Academy of Politics I (in Hanoi), Regional Academy of Politics Region II (in Ho Chi Minh City), Academy of Politics Region III (in Da Nang) and Academy of Politics Region IV (in Can Tho). This curriculum is also the standard curriculum for the Ministry of Public Security and the Ministry of National Defense of Vietnam to use in the Advanced Political Theory Programme of these two specific defense and security branches. Every year, the textbook is nationally used to train about 20,000 leaders and managers in the entire Vietnamese political system nationwide.

In addition, following the revision of the Labour Code 2019, which includes a definition sexual harassment, the Ho Chi Minh National Academy of Politics would like to develop modules to support the implementation of the Labour Code and raise awareness of sexual harassment among civil servants. See more in [https://boluatlaodong2019.molisa.gov.vn/lang\\_en/topic/viet\\_nam\\_labour\\_code/index](https://boluatlaodong2019.molisa.gov.vn/lang_en/topic/viet_nam_labour_code/index)

To support the GeLEAD to update of the Gender in Leadership and Management textbook for the third edition in 2026 that has the WPS, NAP WPS, and sexual harassment prevention and measures mainstreamed into the training contents and methods, UN Women is seeking a technical team to work with the Ho Chi Minh National Academy of Politics to review, amend, supplement, and test the draft training contents, to train the trainers and to republish the Gender in Leadership and Management textbook, together with the updates from the next XIV Party Congress' Resolution to be issued in 2026.

Reporting directly to the Programme Analyst on WPS, the consultant is responsible for mainstreaming women, peace, and security agenda and the National Action Plan (NAP) and develop specific modules on

sexual harassment into the Gender in Leadership and Management Curriculum (the Curriculum) under the Advanced Political Theory Program (APTP) of the Ho Chi Minh National Academy of Politics.

## **2. Description of Responsibilities/Scope of Work**

The consultancies aim to (a) mainstreaming WPS, the National Action Plan (NAP) and (b) develop specific modules on sexual harassment into the Gender in Leadership and Management Curriculum (the Curriculum) under the Advanced Political Theory Programme (APTP) of the Ho Chi Minh National Academy of Politics.

The successful performance of the incumbents is the expected to deliver the followings:

### **a. Capacity building for GeLEAD's curriculum writers on WPS agenda, prevention of sexual harassment and NAP WPS**

- Select GeLEAD's 3 curriculum writers, a UN Women's technical expert on WPS and prevention of sexual harassment to work jointly in the assignment.
- Choose and develop relevant documents to be translated into Vietnamese for use of reference for the curriculum reference.

### **b. Mainstreaming WPS agenda, prevention of sexual harassment and NAP into the Gender in Leadership and Management Manual of the Ho Chi Minh National Academy of Politics.**

- Review the current curriculum on Gender in Leadership and Management to decide what and how WPS NAP and prevention of Sexual harassment should be included in each module.
- Design, review, and agree on the outlines of current four modules.
- Write the first draft of 4 modules of the manual based on documents and technical supported by the WPS expert.
- Submit the first draft of the 4 modules of the manual for reviewed and consideration of the independent experts from HCMA/Vietnam. The review by HCMA independent experts can be organized after the curriculum is tested through 3-day trainings and it will be in 2026 according to HCMA's training Programme update and publication schedule.
- Finalize the 4 draft modules of the manual.

### **c. Design quizzes and end-course testing systems.**

Design opened end-course test based on the new 4 modules.

### **d. Piloting and testing the modules.**

- Organizing one three – day training to test the updated curriculum.
- Organizing one day to test quizzes and end-course testing system.
- Revising the 4 modules of the curriculum and the quizzes and tests

### **e. Capacity building for trainers**

- Prepare a curriculum on WPS and NAP for trainers.
- Prepare a compulsory reading collection on WPS and NAP for trainers.
- Organize a 3-day TOT Training to test the new manual with the trainers of the course Gender in Leadership and Management from HCMA Headquarters.

**Deliverables:**

#	Item	No/days Team Leader (VNM4)	No/days Team Member #1 (VNM3)	No/days Team Member #2 (VNM3)	Expected delivery
	Master Management and oversight work	Detail technical proposal for the whole assignments of all team members			
		Oversight of quality of all deliverable outputs			
		Reports of all assignments			
		Coordinate with UN Women experts and HCMA during the whole assignment process		Coordinate with Department of International Cooperation to ensure HCMA's approval	
<b>1</b>	Detail technical proposal for the whole assignments for all team members.  Updated 05 Training Curriculums for trainee on Gender in Leadership and Management including WPS agenda, prevention of sexual harassment at the workplace, and NAP WPS.	In charge in supporting module 1, main in charge in Module 3, Module 4 and Module 5  50 days	In charge in Module 2  10 days	In charge in Module 1  20 days	5- Jan-25
<b>2</b>	Update the Training Manual for Trainers (TMfT) to be used to deliver the 5 training modules for trainees with including WPS agenda, prevention of sexual harassment at the workplace, and NAP WPS	In charge in supporting module 1, main in charge in Module 3, Module 4 and Module 5	In charge in Module 2  5 days	In charge in module 1  16 days	1-Mar-25

		30 days			
<b>3</b>	3-day TOT for Trainers using the updated Training Manual for Trainers and 05 Training Curriculums.	In charge in delivery a half of module 1, Module 3, Module 4 and Module 5  15 days	In charge in delivery Module 2  4 days	- In charge in delivery a half of module 1  - In charge in preparing all interactive assignments and in-class activities  8 days	22 May-25
<b>4</b>	Update the Vietnamese Compulsory Reading Book for Trainers (VCRBT)/collection for trainers with WPS agenda, prevention of sexual harassment at the workplace, and NAP WPS	Partly in charge in collecting reading materials for all modules, mainly in charge in reading and decide all related supporting materials for all modules in English and Vietnamese  - In charge in reviewing and ensuring the quality of the translated materials  21 days	In charge in collecting material relating to Module 2 with focus on Vietnamese supporting materials  1 day	- Mainly in charge in collecting related English and Vietnamese reading materials for module 1, 2, 3, 4 and 5.  - In charge in working with UNWomen to translate all materials into Vietnamese  21 days	20-June-25
Total number of days		<b>116</b>	<b>20</b>	<b>65</b>	

Upon receipt of the deliverables and before the payment of the first instalment, the deliverables and related reports and documents will be reviewed and approved by UN Women. The period of review is one week after receipt.

### 3. Consultant's Workplace and Official Travel

This is a home-based consultancy.

Consultant may be expected to travel for UN Women's partners meetings and/or the field where UN Women and its partners organize the workshops/ trainings.

Work related travel of UN Women's consultants are considered as official mission and will be arranged by UN Women, in line with UN Women's Consultant Contract Policy, UN Women Duty Travel Policy and UN-EU cost norm.

### III. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<https://www.unwomen.org/en/about-us/employment/application-process# Values>

#### Functional Competencies

- Strong knowledge and skills in curriculum development, in TOT training, in facilitating workshops, and trainings.
- Strong knowledge and skills in designing training materials.
- Knowledge of the legal framework of Vietnam.
- Experience in applying adult learning techniques.
- Knowledge of WPS Agenda, WPS NAP of Viet Nam, Sexual harassment, gender equality, women leadership, public administration and public policies.

### IV. Required Qualifications

**Education and certification:**

**Team Leader: Senior National on Gender equality and Women Leadership to design the curriculum shall meet the following minimum requirements:**

- Postgraduate degree (preferably PhD level) in social sciences such as political sciences, philosophy, public policy, development studies, gender and development, or related fields.
- Proven leadership and teamwork skills in a team of relevant technical experts)
- At least 10 years of proven work experience in developing and carrying out training and capacity-building activities on gender and women's leadership for leaders and managers in the public sector in Vietnam.
- Familiar with Gender equality, women empowerment, women, peace and security agenda (WPS) and national action plan (NAP) on WPS
- Proven command of written English and Vietnamese languages through published articles or reports on gender and women's leadership.

**Team Member #1:**

- Postgraduate degree (preferably PhD level) in social sciences such as political sciences, philosophy, public policy, development studies, women and gender studies, or related fields.

- At least 5 years of proven work experience in designing training materials on gender and women’s leadership and in developing and carrying out training and capacity-building activities on gender and women’s leadership for leaders and managers in the public sector in Vietnam.
- Have training of trainer skills and/or public speaking
- Familiar with Gender equality, women empowerment, women, peace and security agenda (WPS) and national action plan (NAP) on WPS.
- Proven command of Vietnamese and English languages through published articles or reports on gender and women's leadership.

**Team Member #2:**

- Postgraduate degree (preferably PhD level) in social sciences such as political sciences, philosophy, public policy, development studies, women and gender studies, or related fields.
- At least 5 years of proven work experience in designing training materials on gender and women’s leadership and in developing and carrying out training and capacity-building activities on gender and women’s leadership for leaders and managers in the public sector in Vietnam.
- Have coordination skills to coordinate with governmental agencies and entities.
- Have training of trainer skills and/or public speaking
- Familiar with Gender equality, women empowerment, women, peace and security agenda (WPS) and national action plan (NAP) on WPS.
- Proven command of Vietnamese and English languages through published articles or reports on gender and women's leadership.

**V. Criteria for Evaluation**

**Technical qualification evaluation criteria:**

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individuals is evaluated based on the following technical qualification evaluation criteria:

**Team Leader**

Technical Evaluation Criteria	Obtainable Score
Postgraduate degree (preferably PhD level) in social sciences such as political sciences, philosophy, public policy, development studies, gender and development, or related fields.	10
Proven leadership and teamwork skills (e.g. a leader of a team of relevant technical experts)	10
At least 10 years of proven work experience in developing and carrying out training and capacity-building activities on gender and women’s leadership for leaders and managers in the public sector in Vietnam.	30
Familiar with Gender equality, women empowerment, women, peace and security agenda (WPS) and national action plan (NAP) on WPS.	30
Proven command of written English and Vietnamese languages through published articles or reports on gender and women’s leadership.	20
<b>TOTAL</b>	<b>100</b>

**Team Members**

Technical Evaluation Criteria	Obtainable Score
Postgraduate degree (preferably PhD level) in social sciences such as political sciences, philosophy, public policy, development studies, gender and development, or related fields.	10

At least 5- of proven work experience in designing training materials on gender and women’s leadership and in developing and carrying out training and capacity-building activities on gender and women’s leadership for leaders and managers in the public sector in Vietnam.	40
Familiar with Gender equality, women empowerment, women, peace and security agenda (WPS) and national action plan (NAP) on WPS.	30
Proven command of written English and Vietnamese languages through published articles or reports on gender and women’s leadership.	20
<b>TOTAL</b>	<b>100</b>

## VI. How to Apply

Interested candidates are requested to submit electronic applications no later than **11 December 2024** (COB) Hanoi time via the link: [Consultant team with 1 team leader and 2 team members to provide technical support to the training modules on gender in Leadership and Management – Ho Chi Minh Academy of Politics. - UN Women Careers](#)

Submission package include the supporting documents as follows:

- A cover letter (maximum length: 1 page)
- Technical proposal for the assignment and the detail assignments for each team member with concrete deliverables and number of days associated.
- Samples of previous work (in Vietnamese)
- UN Women Personal History form (P-11), which can be downloaded from <https://www.unwomen.org/en/about-us/employment/application-process>

### \*NOTE:

#### \* Documents required before contract signing:

- The medical statement from the physician certifying good health to work and travel. (This is not a requirement for RLA contracts).
- Copy of Health Insurance Card
- Completed UNDSS BSAFE online training course.  
EN: <https://agora.unicef.org/course/info.php?id=17891>
- Release letter in case the selected consultant is a government official.

#### \* Regarding application submission:

- Applications received incomplete or after the closing date will not be considered.
- Only successful applicants will be contacted to be advised of the next phase of the recruitment process.
- All applications will be treated in the strictest confidence.

*UN Women is committed to achieving workplace diversity in terms of gender, nationality and culture. People from minority groups, indigenous groups and people with disabilities are equally encouraged to apply.*

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.



If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN Women’s policies and procedures and the



standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.)

*For UN Women only (It is for internal use only, please delete when sending for advertisement or post circulation):*

Prepared by PM in-charge	Vu Thu Hong Programme Analyst,  WPS	Date: 29 August 2024
Certified by HR Assistant	Do Khanh Ha 	Date: 6 Sep 2024
Reviewed by Programme Management Specialist	Tran Thi Thuy Anh	
Approved by Country Representative	Caroline T. NYAMAYEMOMBE	Date: