

I. Contract Overview	
Reference Number:	<i>TOR-VNM- 2024-028</i>
Consultancy Title:	<i>National Consultant on Gender and Humanitarian</i>
Location:	Home Based/Hanoi, Viet Nam
Travel:	Travel required
Practice Area:	Humanitarian, Emergency, Gender Equality, Livelihood, Cash transfer
Category (Eligible applicants):	External
Post Type and Level:	National Consultant (Vietnamese only) VNM 2 (EU- UN Cost Norm 2022)
Starting Date:	01 January 2025
Duration of Contract:	<i>70 days over 7 months</i> (January-July 2025)

II. Consultancy Assignment

1. Background/Context

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.

The United Nations Entity for Gender Equality and the empowerment of Women (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 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”. The key priorities of UN Women in the 2022-2026 period are:

- (i) By 2026, people in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam’s effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building, promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources.
- (ii) By 2026, people in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work;
- (iii) By 2026, people in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality, and freedom from all forms of violence and discrimination in line with international standards.

In September 2024, the typhoon Yagi, Viet Nam’s most powerful storm in 30 years, affected 3.6 million people across 26 provinces, resulting in widespread damage. The typhoon caused the deaths of 321 people, injured 1,978, and damaged over 240,000 homes, and 1,530 schools. Approximately 284,000 homes were damaged or destroyed, including 84,000 affected by flooding. More than 122,000 households were evacuated, displacing thousands, and many evacuation centers were overcrowded. Critical infrastructure, including roads and communication systems, was destroyed, significantly impacting access to basic services. The Post Disaster Needs Assessment (PDNA) by VDDMA, UNCT, other development partners estimated damages and losses in Lao Cai amounting to total needs for recovery is VND 2,897 billion. Delay in support of recovery efforts may constrain the community, including most vulnerable women, exacerbating

poverty, vulnerabilities, and hinder building back better, particularly for women, children, and ethnic minorities. Female-headed households, pregnant women, ethnic minorities, and people with disabilities face compounded risks of insecure Food Availability due to crop losses, food availability, income losses.

Prioritizing interventions for these groups can ensure the groups that are multidimensionally poor who lack access to protection services, can restore livelihoods, build resilience and mitigate the impacts of future shocks.

To respond, UN Women, will implement two complementary projects. In collaboration with UNICEF, UNFPA, and WHO, a One Fund Emergency window funded Joint programme "**Reducing the vulnerability of affected populations to disease outbreaks and protection risks by enhancing access to essential services and strengthening protection mechanisms after Typhoon Yagi in Viet Nam.**" Funded with support from the Australian government, the component under UN Women management will support the community resilience and strengthen livelihoods over 6 months (January-June 2025). The project will bring benefits and support to vulnerable women with community resilience and livelihoods enhanced, including through, women-led preparedness and recovery initiatives in Lao Cai province.

Additionally, the programme "Strengthening Human Rights and Gender Equality through Climate Change Action and Disaster Risk Reduction – Phase II" (EmPower – Women for Climate-Resilient Societies) which is funded by the Swedish International Development Agency (SIDA) and New Zealand Government. This is a regional joint programme between UN Women and UNEP in 05 countries Bangladesh, Cambodia, Viet Nam, Indonesia, and the Philippines with an overall outcome: "Countries in Asia and the Pacific experience greater gender equality and the full enjoyment of their rights, including equal access to a clean, healthy and sustainable environment, reducing their vulnerability to the impacts of climate change." The project aims to assist women in achieving sustainable employment and economic independence by supporting research and implementing climate change-adaptive livelihood and business models and ensure women and girls have greater influence and benefit equally from disaster prevention and relief activities, as well as disaster and climate resilient livelihoods/businesses.

The specific interventions include i) Provision of technical support on technology-based climate resilience livelihood ii) Provision cash transfer for livelihood recovery to most vulnerable women affected by Yagi typhoon and iii) Improved access to information and services related to gender-based violence

Against this background, UN Women is looking for a national consultant on Gender and Humanitarian to deliver the activities in Lao Cai.

2. Description of Responsibilities/ Scope of Work

The objective of the consultancy is to support implementation UN Women's recovery activities under the UN Joint programme and Empower II programme in Viet Nam.

Working under the direct supervision of the UN Women's Programme Analyst on DRR/CC and overall guidance of the UN Women Representative, and support by the Programme Management Specialist. The Consultant will collaborate with the DRR/CC team, and other staff to undertake the following scope of work:

2.1 Support the implementation of project activities

- Liaise and work closely with responsible partners to support the preparation of the partner project documents, including the proposed budget, design of the activities, and review partner's narrative report in line with the overall Monitoring and evaluation (M&E) requirement of the project.
- Develop the concept note and terms of reference for the self-implementing activities of the project.
- Support to conduct the beneficiary's selection, provide technical support on the design and execution of project activities. These include multi-purpose safe spaces, technical livelihood training for partners to build their capacity on livelihoods, monitor the cash distribution, post-distribution assessment data collection activities.
- Provide comments/inputs for technical products of the programme such as briefs, training documents, publications, animations scripts and other communication products
- Facilitate the administrative procedures for project activities, such as develop official letter for obtaining approval from local government agencies for mission and arranging for UN Women trips to fields.
- Perform other relevant tasks as assigned.

2.2 Support the monitoring, learning and reporting

- Support to conduct post distribution assessment for cash transfer activities that include development of template
- Provide guidance to partners on data collection and consolidation of the data collected and contribution to analyze for the project completion report.
- Conduct regular technical meetings with the responsible partners of UN Women to track the timely implementation of programme activities to ensure delivery of programme results.

- Support the responsible partners in preparing quarterly narrative reports that effectively capture the results as required by UN Women. Consolidate information/results from partners reports to update the the programme M&E and final completion report of UN Women.
- Support to document stories, lesson learns and best practices from the programme activities.
- Prepare the donor report following the templates of the programme
- Other related technical support as per request of the Programme Analyst on DRR/CC

3. Deliverables and Schedule of payment

The consultant will work 2.5 day/week with total days of 70 days and be responsible for regularly informing UN Women on the progress, and for submitting the required deliverables. Payments for this consultancy will be based on the submission of the deliverables approved by the Programme Analyst on DRR/CC

No.	Tasks	Deliverable	Expected completion time (due day)
	<p>1. Support the implementation of project activities</p> <ul style="list-style-type: none"> • Liaise and work closely with the responsible partners to support the preparation of the partner project documents, including the proposed budget, design of the activities, and review partner’s narrative report that in line with the overall Monitoring and evaluation (M&E) requirement of the project. • Develop the concept note and terms of reference for the self-implementing activities of the project. • Support to conduct the beneficiary’s selection, provide technical support on livelihood, safe space generation activities. Specifically for technical livelihood training for partners to build their capacity on livelihoods, monitor the cash distribution, post-distribution assessment data collection activities. • Provide comments/inputs for technical products of the programme such as briefs, training documents, publications, scripts and other communication products • Facilitate the administrative procedures for project activities, such as develop official letter for obtaining approval from local government agencies for mission and arranging for UN Women trips to fields. • Draft meeting minutes of technical meetings with partners (Both English and Vietnamese) 	<ul style="list-style-type: none"> I. Concept notes and terms of reference for the implementation of activities on the project activities of technical livelihood training developed (at least 2) II. Templates to guide partner on monitoring cash distribution to partners including orientation (at least 1) III. Agenda and content on the communication events (at least 1 agenda and content) IV. Inputs provided to improve partners’ progress reports and Vietnamese technical products of the programme (at least 2) V. Meeting minutes drafted on technical meetings with partners (at least 3, Both English and Vietnamese) 	<p>By 15 March 2025</p> <p>(40% of the contract)</p>

	<p>2. Support the monitoring, learning and reporting</p> <ul style="list-style-type: none"> • Support to conduct post distribution assessment for cash transfer activities that include development of template • Provide guidance to partners on data collection and consolidation of the data collected and contribution to analyze for the project completion report. • Conduct regular technical meetings with the responsible partners of UN Women to track the timely implementation of programme activities to ensure delivery of programme results. • Support the responsible partners in preparing quarterly narrative reports that effectively capture the results as required by UN Women. Consolidate information/results from partners reports to update the the programme M&E and final completion report of UN Women. • Support to document stories, lesson learns and best practices from the programme activities. 	<ul style="list-style-type: none"> <i>I.</i> M&E template developed, and guidance provided to partners for collecting and monitoring data of beneficiaries (at least 1) <i>II.</i> Report on post distribution assessment <i>III.</i> Meeting minutes of the regular technical meetings with the responsible partners to track the timely implementation of activities and ensure delivery of programme results. (at least 5 meetings) <i>IV.</i> Inputs to partners' quarterly narrative reports that effectively capture the results as required by UN Women (at least 2 reports) <i>V.</i> Inputs provided to improve partners' progress reports in Vietnamese/ English (at least 2) <i>VI.</i> Written stories with lesson learnt and best practices from the programme (at least 5 stories) 	<p>By 15 June2025 (40% of the contract)</p>
	<p>3. Final Report</p> <ul style="list-style-type: none"> • Draft the donor report following the templates of the programme include template development, guidance to partners and checking the data. 	<ul style="list-style-type: none"> <i>I.</i> Final project report for UN Joint project based on provided template <i>II.</i> Inputs for the Empower project report 	<p>By 30 July 2025 (20% of the contract)</p>

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:

- Quality and timely reporting
- Excellent relations with partners and stakeholders and generation of shared-value partnerships
- Enhanced best practices and lessons learned documented and circulated.
- Increase in resources mobilized to co-finance programme activities
- Increase awareness of UN Women and funding partners at country level

IV. Required Qualifications

For the applicant to be considered, applicants must meet the following qualifications and requirements:

Education and Certification:

- Master's degree in social science, administration business management, gender issues, Public Relations, Development Studies, or other relevant fields.

Experience:

- At least 5 years of progressively responsible work experience in the field of programme management
- At least 7 years working in disaster risk reduction, humanitarian response.
- Knowledge and understanding of gender and protection issues are needed
- Experience in emergency implementation is needed.
- Experience of working with the NGO or UN would be an asset
- Experience of working with the government is an asset
- Excellent English writing skills will be an asset

Languages:

- Fluency in English is required.

V. Criteria for Evaluation

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

Technical Evaluation Criteria	Obtainable Score
Master's degree in social science, administration business management, gender issues, Public Relations, Development Studies, or other relevant fields.	10
At least 5 years of progressively responsible work experience in the field of programme management	20
At least 7 years working in climate change and disaster risk reduction.	20
Knowledge and understanding of gender issues are needed	10
Experience in emergency implementation is needed	10
Experience of working with NGO or UN would be an asset	10
Experience of working with the government is an asset	10
Excellent English writing skills will be an asset	10
TOTAL	100

VI. How to Apply

Interested candidates are requested to submit electronic applications no later than **06th January 2025** (COB) Hanoi time via the link:

[National Consultant on Gender and Humanitarian - UN Women Careers](#)

Submission package includes the documents as follows:

- Updated CV.
- A sample of previous related work
- Personal History Form (P11). The P11 Form can be downloaded from the following website:

<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>

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 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.)