

I. Contract Overview	
Reference Number:	<i>TOR-VNM-2025-001</i>
Consultancy Title:	<i>Event management consultant (02 Consultants) (Retainers)</i>
Location:	Home- based Hanoi, Viet Nam
Travel:	Travel required
Practice Area:	Event organizing management
Category (Eligible applicants):	External-VNM2
Post Type and Level:	National Consultant – VNM2 UN-EU Cost Norm 2022 <sup>1</sup>
Starting Date:	01 March 2025
Duration of Contract:	12 months (with maximum 60 working days per year)

II. Consultancy Assignment
<ul style="list-style-type: none"> <li><b>Background/Context</b></li> </ul> <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”. The key priorities of UN Women in the 2022-2026 period are:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>

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.

UN Women Vietnam focuses on promoting gender equality and women's empowerment through initiatives in areas such as economic empowerment, ending violence against women, and enhancing women's leadership. Its activities are primarily concentrated in key geographic regions, including urban centers like Hanoi and Ho Chi Minh City, as well as rural and remote areas, particularly in the Northern Midlands, Central Highlands, and Mekong Delta. These efforts aim to address disparities and support vulnerable women and girls across the country. Therefore, UN Women is therefore seeking 02 national consultant to provide administrative and logistic support related to event management organizing service for events/workshops/seminars organized in Viet Nam by UN Women Viet Nam Country Office.

The Event Management Consultant plays a key role in this process. Under the overall management of the Programme Management Analyst (**contract manager to coordinate payment**), the Event Management Consultant will be required to work directly with different teams within UN Women depending on the event to be managed. This will entail following detailed instructions and customization of services as required by the Programme Manager and Programme Associates requesting the service (requesting unit) covering a variety of tasks, from overseeing administrative activities to logistics and protocol management. The consultant's performance of task will be verified by the requesting unit. The requesting unit shall closely monitor the progress of work and ensure everything stays on track and inform the Programme Management Analyst upon satisfactory delivery of tasks.

Given the significant number of events that take place, efficiency in event management is essential. The event management consultant works within tight deadlines to ensure smooth execution. Their ability to maintain high standards in all administrative and logistical facets, as well as to adhere to established protocols, contributes directly to the overall success of each event.

The importance of successful execution is not only reflected in the reputation of UN Women, but also in the effectiveness of communication and collaboration with various stakeholders. The event management consultant plays an essential role in creating impactful experiences and facilitating an environment conducive to the exchange of ideas and the achievement of UN Women's objectives in the region.

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

- Planning and organizing events, meetings, retreats, workshops, conferences, missions, and other activities where the involvement of UN Women Vietnam is required, adhering to established quality standards and protocols such as: Compose an agenda, logistical notes, invitation letters, discussion topics. Maintain an updated list of participants and coordinate with various focal points for the invitation and confirmation of guests and speakers. Liaising with clients to understand event briefs and objectives. Ensuring strict legal compliance across all events, work with communications team to ensure necessary accommodations onsite and online for media, photographers, press conferences.
- Provide comprehensive administrative and logistical support to events aligning with the standards, regulations, policies, and strategies of UN Women. Clearly outline, foresee, and ensure the fulfillment of all on-site event requirements, including accessibility provisions for attendees with disabilities, specific arrangements for VIPs and other stakeholders. Actively seek and nurture partnerships, ensuring effective communication. Regularly assess and enhance these relationships for the overall success of events.
- Coordinate, plan, and execute virtual and in-person events, official engagements, including the organization of national and international travel, recommend and coordination of vendors, transportation and accommodation logistics, coordination of parallel events, and other activities. Collaborate with all stakeholders, including other UN agencies, donors, and government counterparts. Inspect meeting facilities to ensure compliance with UN's

and all state holder's safety requirements and protocols. Verify that the facilities are suitable for the number of attendees. Coordinate different task force, ensuring the integration of all necessary workstreams for each event that is require.

- Collaborate with the UN security team, venue management, and vendors to ensure the implementation of comprehensive security measures, taking into account the specific needs of various stakeholders.
- Oversee Hybrid and Virtual Events, develop a troubleshooting plan for event-day technology issues and ensure clear communication
- Maintains a comprehensive record, including relevant documents, speaker profiles, dignitaries, and attendance records of meeting participants. Efficiently serves as a liaison with focal points, ensuring the timely update of all information/documentation
- Keep track of the events conducted, monitoring their status, and addressing any requirements necessary for the event. To coordinate post-event activities, providing information and contributing to the lessons learned process, as well as the development of final reports as specific guidance's for events and activities.

### **Consultant's Workplace and Official Travel**

This is a home-based consultancy for one year with the maximum of 60 working days.

UN Women will not be committed to purchasing any minimum quantity of the Services, and purchases will be made only if there is an actual requirement upon the issuance of a Purchase Order based on this contract. UN Women shall not be liable for any cost if no purchases are made under this retainer contract.

Payment will be made upon satisfactory completion of a deliverable or as agreed between the consultant and UN Women.

If the Consultant is required by the UN Women to travel beyond commuting distance from the Consultant's usual place of residence, such travel shall be at the expense of UN Women, in accordance with UN Women's regulations, rules, policies and procedures.

### 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 commitment to and good understanding of gender equality and women's empowerment issues.
- Strong interpersonal, communication, negotiation and presentation skills.
- Strong organizational and self-management skills with ability to work independently.
- Ability to prioritize and work under pressure with colleagues at all levels.
- Demonstrated capacity to perform effectively within a multi-cultural work environment, with tact and ability to deal with confidential matters in a discreet manner.
- Teamwork: Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.
- Conflict management: address conflicts proactively, acknowledging different feelings and views and striving for a mutually acceptable solution.
- Knowledge of the UN system and related procurement, financial and other systems
- Continuous Learning and Knowledge sharing: Encourage learning and sharing of knowledge.

### IV. Required Qualifications

#### **Education and Certification:**

- University degree in Business Administration, Logistics and management, Strategic Planning or any related field. A certificate in project planning and management is an added advantage

#### **Experience:**

- A minimum of 5 years of experience in event management including: comprehensive event planning and coordination, on-site event execution, attendee engagement.
- Ability to create, plan and execute production schedules, respond to real time changes and challenges.
- Proven experience managing vendors such as event management companies, AV/ tech vendors, photographers/ videographers, and marketing vendors
- Experience supporting the participation of VIPs and public figures.
- Experience in working in partnership with diverse stakeholders, including civil society, Governments, and private sector.
- Experience in effectively managing projects in a deadline driven and high-pressure environment.

- Self-starter with an entrepreneurial and creative spirit, ability to multi-task under pressure, and strong capacity to work in a team as well as independently with minimal supervision to complete tasks.
- Experience working in gender equality is an asset.
- Prior experience working in or with the UN is highly preferred.

**Languages:**

- Fluency in English is required.
- Knowledge the other UN official working language is an asset

**V. Criteria for Evaluation**

**1. Technical Evaluation Criteria**

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 via interview:	<b>Obtainable Score</b>
<ul style="list-style-type: none"> <li>• University degree in Business Administration, Logistics and management, Strategic Planning or any related field</li> </ul>	20
<ul style="list-style-type: none"> <li>• A minimum of 05 years of experience in event management, especially events directly organized by UN agencies.</li> </ul>	40
<ul style="list-style-type: none"> <li>• Having basic understanding and experience on gender related issues</li> </ul>	10
<ul style="list-style-type: none"> <li>• Possessing international and high-level experience in organizing international, regional, and multilateral workshops for UN agencies and international organizations in Viet Nam.</li> </ul>	30
<b>Total Obtainable Score</b>	<b>100</b>

Only the candidates who have attained a minimum of 70% of total points will be considered as technically qualified candidates who may be contacted for further process.

**VI. How to Apply**

Interested candidates are requested to submit their electronic applications no later than 18/03/2025, Hanoi time via UN Women E-recruitment link.

[Event management consultant - UN Women Careers](#)

Submission package includes the documents as follows:

- Updated CV & Cover Letter
- 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> (Please complete all required information).

**\*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.)

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

Prepared by Programme Management Analyst	Tf 	Date: 28 March 2025
Certified by HR Assistant	 Ho Nguyen Van Anh	Date: 04 March 2025

Reviewed and approved by PS



Tran Thi Thuy Anh

Date: 04 March 2025