

<b>I. Contract Overview</b>	
<b>Reference Number:</b>	<i>TOR-VNM-2025-008</i>
<b>Consultancy Title:</b>	National Consultant on <b>Gender</b> mainstreaming in legislation and care economy
<b>Location:</b>	Home-based
<b>Travel:</b>	Travel required
<b>Practice Area:</b>	Gender equality and women’s economic empowerment
<b>Category (Eligible applicants):</b>	External
<b>Post Type and Level:</b>	National Consultant VNM4 UN-EU Cost Norm 2022
<b>Starting Date:</b>	15 May 2025
<b>Duration of Contract:</b>	15 May 2025– 30 June 2026

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

- (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.

### **The demographic transition in Vietnam**

Viet Nam is undergoing rapid population aging. In 2023, the country's total fertility rate (TFR) fell below the replacement level of 2.1 for the first time, reaching 1.95, and is projected to decline further to 1.91 by 2025. At the same time, the share of the population aged 65 and above is expected to reach 11.5–12% by 2030. By 2045, this figure could exceed 20%, officially transitioning Viet Nam into an aged society. These demographic trends pose significant challenges and call for a comprehensive policy response, including reforms in social protection systems, care services, and labor market policies. A Population Law will be developed by the Ministry of Health and offers an opportunity to frame a comprehensive gender responsive approach to address population challenges such as low fertility and rapid aging population.

### **The impact of disproportionate burden of unpaid care responsibility in Viet Nam**

Care for children, the elderly, people with disabilities, and vulnerable populations is a right and a shared responsibility. It is essential for families, societies, and economies to function and thrive. However, globally and in the Asia-Pacific region, women bear a disproportionate burden of unpaid care work. This inequality hinders women's full participation in the labor market, contributes to economic insecurity, and perpetuates gender disparities. This results in women and girls having less time available for pursuing opportunities in education, employment, entrepreneurship or other economic activities, or for thriving as leaders in economic and political spheres.

In Viet Nam, the 2022 Time Use Survey shows that women spend more time (3 hours) than men (1 hour 42 minutes) to do housework every day. 45% of women are involved in household care work, while only 24% of men are involved.<sup>1</sup> Women's disproportionate responsibility for unpaid care work continues to be cited as a barrier to their labour force participation, career progression, and business development<sup>2</sup>. Care responsibility is also the most critical cause for women's career breaks, and this leads to pension contribution breaks, slower career advancement and less social protection at retirement. This impacts women's reproductive choices, more so in a context of rapid economic growth. This needs to be considered carefully in developing the Population Law.

### **Normative Frameworks and international standards**

One of the key targets of the Sustainable Development Goal 5 is to "recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the

<sup>1</sup> World Bank, 2022, <https://datacatalog.worldbank.org/search/dataset/0064527/Vietnam---Time-Use-Survey-2022>

<sup>2</sup> ILO (2018)

promotion of shared responsibilities within the households and the family as nationally appropriate". The Government of Vietnam has developed and issued a Roadmap for implementing Viet Nam's sustainable development goals to 2030<sup>3</sup>, with Target 5.4 on "Ensuring equality in housework and family care; recognition of unpaid care and domestic work; increase public services, infrastructure and social protection policies, family support services and childcare." Viet Nam's National Strategy on Gender Equality 2021-2030 includes a target "to reduce the average number of hours spent by women in unpaid housework and family care work, as compared to that of men, to 1.7 times by 2025 and 1.4 times by 2030".

The 2024 ASEAN Declaration on Strengthening the Care Economy and Resilience Towards the Post-2025 ASEAN Community declare the commitment of ASEAN to strengthening the care economy and fostering resilience towards the post-2025 ASEAN Community. It acknowledge that developing comprehensive care systems requires the recognition, reduction, redistribution, reward and representation of care work more equitably between women and men, as well as among states, communities, the market and families, which is critical to unleashing opportunities for women's economic and political participation and empowerment, as well as the opportunities for education and personal growth of girls, which will directly contribute to inclusive growth and human development in the region. The Declaration's Article 5 calls ASEAN member states to IMPLEMENT care economy initiatives, based on the national context of each ASEAN Member State, that support unpaid and paid care workers in both the public and private sectors, and in both the formal and informal economies, including through legislations, policies and programmes as well as care responsive statistical systems, gender-responsive planning and budgeting, and monitoring and evaluation".

### **Request for Technical support**

The Ministry of Health has requested UNFPA and UN Women to provide technical support for the development of the Law on Population and the National Target Programme on Population and Development to make sure its alignment with international standards and commitments yet suitable with national context. While UNFPA will provide technical assistance from the perspectives of the International Convention on Population and Development (ICPD), UN Women will work closely with the drafting team from VNPA to ensure gender mainstreaming throughout the process of law drafting process, in line with CEDAW, Beijing Platform for Action on Gender Equality and ASEAN commitments. The draft law is to be submitted to the National Assembly (NA) for first review in the NA session in October 2025. To respond to the request for technical support and advance implementation of the SDG Target 5.4 , UN Women Vietnam Country Office will promote learning and exchange of key stakeholders with mandates relevant to transforming the care systems existing in Vietnam today. The main goal of this effort is to ensure mandate holders have the appropriate knowledge and skills to advocate for policies related to the care economy that can contribute to the country's goal of becoming a high income and carbon neutral country, leaving no one behind.

This support will be delivered in various ways, including within the framework of the TransformCare Investment Initiative Asia-Pacific (TCII-AP), a UN Women-convened initiative to make care systems prosperous for people and the planet. UN Women Vietnam Country Office will collaborate with the UN Women Regional Office for Asia and the Pacific, and the UN Women Knowledge and Partnerships Centre in the Republic of Korea.

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<sup>3</sup> Decision No. 622/QĐ-TTg dated May 10, 2017 of the Prime Minister approving the National Action Plan to implement the 2030 Agenda for sustainable development.

TransformCare is a global large-scale, long-term response aiming to catalyse multi-donor investments and multi-partner collaborations to build resilient care systems, serving as a foundation for caring societies and inclusive and green economies where women can fully realize their economic rights and participation. By 2035, advancing women’s economic empowerment by building caring societies and inclusive and green economies aims to contribute to:

- Benefit 100 million women and girls in all their diversities
- Create 125 million new employment opportunities in the care economy in 2035 as well as in future-oriented sectors, including the green and digital economy
- Release 2 billion hours of time spent by women on unpaid care work

An important part of TCII is to support policymakers with tools and guidance for driving gender-responsive policies and practices to create an enabling environment to transform care systems. Towards this, tools such as the [Policy support tool for estimating care deficits, investment costs, and economic returns](#) serve as a guide to public investments in the care economy. This policy support tool was developed in the framework of the UN Women and International Labour Organization (ILO) Joint Programme titled “Promoting Decent Employment for Women through Inclusive Growth Policies and Investments in the Care Economy” and as part of the UN-wide response initiatives to be included in the UN socio-economic response to the COVID-19 pandemic. The tool aims to provide a methodology on how to:

- Identify the coverage gaps in care services (namely public healthcare, long-term care, early childhood care and education, and primary and secondary education);
- Estimate the costs of public investments and expenditures for eliminating these coverage gaps; and
- Assess the various social, employment, and fiscal returns to such investments in the short- and long-run. 4

### **Other interventions towards transforming care system in Vietnam**

During 2023-2025, UN Women and the Institute of Labor Science and Social Affairs (ILSSA) conducted the stakeholder mapping and assessment in the area of unpaid care and care sector to identify the opportunities, challenges, and needs on how to tackle better the unpaid care , and address gender issues in employment in the paid care work sector in Viet Nam.

UN Women has collaborated with the Viet Nam Women Entrepreneurs Council of Viet Nam Chamber of Commerce and Industry to work with 90 private sector companies to promote gender responsive business and family friendly practices as an approach to recognize, reduce and redistribute unpaid care work for employees and promote gender responsive business, reaching 60 paid care service providers in Ha Noi and Ho Chi Minh city.

UN Women supported Da Nang city Women’s Union to conduct research on the current state and needs for care, care service providers, and the service provision capacity of care service providers in Da Nang city. The research was accompanied with awareness raising and capacity development reaching 120 officials and leaders of related public sector’s entities in Da Nang city. These efforts aim to strengthen the framework and understanding of care policies, and promote private sector engagement in care services.

Beyond these interventions, there is a need to support policymakers to deepen implementation of different tools and approaches for creating an enabling environment on care and draw from good practices across other countries in the region to advance deeper implementation

In this context, UN Women Viet Nam Country Office is recruiting a national consultant who can provide technical advice and coordination support to advance care economy agenda in Viet Nam, through desk research, policy engagement, capacity building and strengthening coordination with relevant stakeholders, including maintaining linkages with regional and global efforts.

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

The consultant will work under the overall guidance of the Country Representative, and direct supervision of the Programme Manager on Women’s Economic Empowerment and in close collaboration with the Programme Management Specialist. Administrative support will be provided by the Programme Associate, who will be the point of contact on the contract and payment issues

In particular, the consultant is expected to undertake the following functions and activities:

Tasks	Deliverables
<p><b>1. Develop an inception report on an investment case for care services and methodology for policy development based on UN Women-ILO policy support tool in Viet Nam (12 days)</b></p>	
<p>1.1. Review the UN Women-ILO policy support tool and relevant reports from the pilot countries (Argentina, Egypt, Ethiopia, Morocco and Nepal) and ensure necessary steps are undertaken to adapt it to the country context. 1.2 Conduct an initial briefing with an international consultant economist to learn about the two policy tools and good practices in their application.</p>	<p><b>Inception report in English and Vietnamese (refer as the Policy brief 1)</b> The inception report covers the country context and study profile, outlining the methodological approach, data collection methods, work plan, and timeline. Background and country context should provide a detailed overview of gendered trends in the labour market and social security system, care arrangements, and time-use surveys. It should assess the level of access to care services and review the motivations for implementing the two policy tools.</p> <p>12 days</p>
<p>1.3 Identify the coverage gaps in the care economy with a focus on Early childhood care and education (ECCE) and long-term care (LTC) sectors and estimate the costs of public investments and expenditures for eliminating the coverage gaps using the short version of the tool.</p>	
<p>1.4 Assess the various economic returns to investments in a care sector (focusing on ECCE and LTC services) in the short- and the long-run, using the short version of the tool</p>	
<p><b>2. Prepare training material and facilitate a training workshop on Transforming Care Systems to Promote Gender Equality in Viet Nam (13 days)</b></p> <p>(2 days for facilitating the training workshop in Viet Nam in June 2025)</p>	

<p>2.1. Based on the technical advice from UN Women, the international consultant and the draft concept note for a training workshop held in person in Viet Nam prepared together with UN Women, develop the training materials, and support in the organization of the training including group work and other learning activities during the t training on policy tools on transforming care systems in Viet Nam</p>	<p><b>The final set of PPTs</b> for the training, including the group work guidance (in Vietnamese and English)</p> <p><b>The reference training materials (English)</b> which include the PPTs and note for the group work and other learning activities that can be shared with other UN Women offices in the region</p> <p>6 days</p>
<p>2.2. Be the key facilitator of the training and conduct specific sessions of the training together with UN Women experts. The training workshop is being planned tentatively in Ha Long city in June 2025.</p> <p>2.3. Deliver a presentation involving key stakeholders, including representatives from UN Women and relevant government entities, to ensure their insights and feedback are incorporated into the final study. These sessions should include guidance and training on how to replicate the first tool for care services. The consultant should also present the plan and timeline for applying the second policy tool</p>	<p><b>A training report in English.</b> The training is systematically organized and successfully meets the expectations of UN Women, as demonstrated by the pre- and post-evaluation feedback from participants]</p> <p><b>A PPTs in English and Vietnamese</b> involving key stakeholders, including representatives from UN Women and relevant government entities, to ensure their insights and feedback are incorporated into the policy brief 1.</p> <p>5 days</p>
<p><b>3. Develop Policy Briefs on transforming care systems in Viet Nam (19 days)</b></p>	
<p>3.1. Conduct a consultation call with the international consultant if required on application of the second policy tool to the Vietnamese context.</p> <p>3.2. Apply the second policy tool after the workshop to the Vietnamese context. The economist will synthesize the findings and apply the longer investment tool 2 for the Viet Nam context during the period after the workshop. Draft a policy brief that emphasizes the key issues identified during the training that Viet Nam Country Office can use to advocate for related care policies in Viet Nam. It should thoroughly capture the main discussion points raised in the sessions and present actionable policy recommendations as well as practical guidance on next steps and examples of good practices that emerged from these discussions and</p>	<p><b>Well-structured good practices for the policy brief 2 (refer as the policy brief 2)</b> in both English and Vietnamese version on an enabling environment for transforming care systems that clearly highlights the key policy issues addressed in the training, details the main points of discussion from the sessions, and presents actionable policy recommendations derived from those discussions. It should be concise, engaging, and professional, ensuring it effectively communicates the insights and proposals to stakeholders for informed decision.</p>

<p>findings from application of both the tools. The policy brief must be clear, concise, and structured to provide valuable insights for stakeholders, ensuring that the findings from the training are effectively communicated and can be utilized for future decision-making. Whenever possible, incorporate relevant policy experiences and lessons learned from the Republic of Korea to enrich the content.</p>	<p><b>PowerPoint presentations (English and Vietnamese)</b> tailored to the policy brief 2, each including detailed notes to enable VCO's effective use in diverse advocacy efforts.</p> <p>7 days</p>
<p>3.3. Participate in the learning week on transforming care system in Nepal in August 2025 as the resource person on care from Viet Nam to provide better support to VCO activities on transforming care systems</p>	<p><b>Key suggestions to be included in the policy briefs 1 and 2</b></p> <p>7 days</p>
<p>3.4. Present and validate the policy briefs with the relevant stakeholders and support UN Women to advocate for policy amendments to enhance public investment in care services.</p>	<p><b>Final report of the policy brief 1</b> which contains background and context on the care economy in Viet Nam, introduction to the two tools, the investment case for care and application of tool 1 to the Vietnamese context and the importance of whole of government and multistakeholder approaches to transform care work.</p> <p><b>Final report of the policy brief 2:</b> Final Report on the application of the two tools in Viet Nam and findings and insights from the workshop including best practices. The report should include revisions in accordance with the feedback obtained during the validation process, ensuring that all relevant suggestions and insights are addressed.</p> <p>5 days</p>
<p><b>4. Providing technical support to the Ministry of Health on gender mainstreaming in the Law on Population (30 days)</b></p>	
<p>4.1. Collect additional evidence (national and international) on the linkage between gender equality, care policies and services with policy issues proposed by the draft Population Law, including low fertility, imbalance sex ratio at birth and ageing population issues.</p> <p>4.2. Work closely with UNFPA consultants to provide technical advice on the law drafting team for the</p>	<p>Written inputs to gender impact assessment report of draft Law on Population, highlighting the gender related root causes of low fertility, the gender impact of aging population, the linkage between gender equality, care policies and services with policy issues</p>

<p>development of the Gender Impact Assessment report and gender mainstreaming report (drafted by VNPA).</p> <p>4.3. Provide technical advice to the draft team on gender mainstreaming in the draft Law, ensure the alignment with international standards including CEDAW recommendations, and national legal framework on gender equality, including responding to questions and comments from the government ministries and the National Assembly.</p> <p>4.4. Participate in meetings and consultations/workshops organized by VNPA, UN Women and UNFPA and present recommendations on gender mainstreaming in Population Law.</p>	<p>proposed by the draft drawing evidence and lessons learnt from other country.</p> <p>A list of recommendations to ensure gender responsiveness of the draft law aligned with CEDAW recommendation and international standards.</p> <p>Presentation at meetings and workshops</p>
<p><b>5. Providing technical support to the Ministry of Health on gender mainstreaming in the National Target Programme on Population and Development (30 days)</b></p>	
<p>5.1. Develop evidence-based recommendations for the development of gender responsive plan/regulation under the Population Law, ensure gender issues in low fertility rate, imbalance sex ratio at birth, and aging population are addressed by the National Target Programme on Population and Development.</p> <p>5.2. Work closely with the VNPA to provide technical advice on gender mainstreaming in the development of the National Target Programme on Population and Development and the alignment with international standards.</p> <p>5.3. Participate in meetings and consultations/workshops organized by VNPA, UN Women and UNFPA and present recommendations on gender mainstreaming in National Target Programme on Population and Development as relevant.</p>	<p>A list of policy recommendations on gender mainstreaming in the development of the National Target Programme on Population and Development</p> <p>Presentation at meetings and workshops</p>
<p><b>6. Coordinate a transforming care community of practice in Viet Nam (15 days)</b></p>	
<p>6.1. Support the establishment and the operation of the care community of practice (CoP) in Viet Nam</p> <p>6.2. Support information sharing, technical inputs of various stakeholders to UN Women VCO programmes and national initiatives related to the care economy.</p>	<p>ToR of the care working group</p> <p>At least 3 meetings of the CoP organized</p> <p>Written inputs and comments on documents on care for VCO</p>
<p><b>3. Deliverables</b></p> <p>Payments for this consultancy will be based on the submission of the deliverables approved by the Programme Manager on Women’s Economic Empowerment of VCO.</p>	

No.	Deliverables	Target time	% of payment
1	- Draft inception report (policy brief 1) in English	30 May 2025	10%
2	<ul style="list-style-type: none"> <li>- Outline of the policy brief 2 (English)</li> <li>- The consolidated draft PPTs of the training modules, including the sessions led by the national consultants and other parts led by the UN Women experts (<b>English</b> and Vietnamese)</li> <li>- Final training report with information on pre and post training evaluation (English)</li> <li>- Draft TOR of the care working group</li> </ul>	30 June 2025	10%
3	<ul style="list-style-type: none"> <li>- Draft policy brief 2 in English</li> <li>- The final policy paper 1 that incorporates the comments from UN Women and the relevant technical issues (English and Vietnamese)</li> <li>- Minutes of the meeting of Care working group</li> </ul>	30 July 2025	10%
4	<ul style="list-style-type: none"> <li>- The final consolidated PPTs of the training modules, including the sessions led by the national consultants and other parts led by the UN Women experts (English and Vietnamese)</li> <li>- A draft brief on gender mainstreaming in draft Law on Population, including a list of recommendations to ensure the alignment with CEDAW recommendation and international standards. (Vietnamese and English)</li> </ul>	30 September 2025	20%
5	<ul style="list-style-type: none"> <li>- A draft brief on gender mainstreaming in the development of National Target Programme on Population and Development, including policy recommendations (English and Vietnamese)</li> <li>- Presentation at meetings and workshops draft Population Law</li> <li>- Written inputs and comments on documents on care for VCO (English)</li> </ul>	30 October 2025	20%
6	<ul style="list-style-type: none"> <li>- Policy brief 1 in English and Vietnamese</li> <li>- Policy Brief 2 in English and Vietnamese</li> </ul>	25 December 2025	10%
7	<ul style="list-style-type: none"> <li>- A final brief on gender mainstreaming in draft Law on Population, including a list of recommendations to ensure the alignment with CEDAW recommendation and international standards. (Vietnamese and English.</li> <li>- A draft brief on gender mainstreaming in the development of National Target Programme on</li> </ul>	30 May 2026	20%

	Population and Development, including policy recommendations (English and Vietnamese) - Minutes of the meeting of Care working group			
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**4. Consultant’s Workplace and Official Travel**

The consultancy is due to start on 15 May 2025 and end on 30 June 2026.

This is a home-based consultancy with minimal requirement to present in person at the UN Women Office in Viet Nam (VCO) for meetings (schedule to be agreed later with supervisor) and international travel. The consultant will facilitate the training workshop in Viet Nam tentatively in Ha Long city in June 2025. The consultant will attend the training week organized by UN Women ROAP tentatively in Nepal in August 2025. The consultant is required to undertake regular update meetings with the Programme Manager on Women’s Economic Empowerment, Programme Management Specialist and Country Representative. Broader meetings with the UN Women ROAP specialist on transforming care systems and Gender Training Specialist of the UN Women Knowledge and Partnership Centre will be based on demand and time availability of the consultant.

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 analytical skills with ability to synthesise complex information to tight deadlines
- Good knowledge and understanding on international commitments on gender equality, including CEDAW, CSW, Beijing Declaration and Platform for Action and SDGs is desirable.
- Technical credibility in gender mainstreaming in legislative development.
- Strong analytical, writing and presentation skills with strong drive for results and capacity to work independently.
- Ability to provide advice, facilitation, and support.
- Strong planning and organizing skills.
- Strong interpersonal and communication skills.
- Excellent drafting, editing and presentation skills.

### IV. Required Qualifications

#### Education and Certification:

- Master's degree or equivalent in Economics with specialization in Gender or Public Policy is required.

#### Experience:

- At least 15 years of experience in social protection and economics, with a focus on gender mainstreaming
- At least 10 years' work experience in policy advocacy for gender equality and the empowerment of women, experience in mainstreaming gender in law development is an advantage
- Demonstrable experience in facilitation and trainings involving senior officials from government, national assembly, private sector stakeholders is required

- Experience in engaging government and private sector relations on the care economy in Viet Nam is an advantage
- Experience with working with the UN is an advantage
- Excellent analytical and writing skills in English.

**Languages:**

- Fluency in English and Vietnamese is required.

**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:	<b>Obtainable Score</b>
At least 15 years of experience in social protection and economics, with a focus on gender mainstreaming	10
At least 10 years' work experience in policy advocacy for gender equality and the empowerment of women is required, experience in mainstreaming gender in law development is an advantage	25
Demonstrable experience in facilitation and trainings involving senior officials from government, national assembly, private sector stakeholders is required	25
Experience in engaging government and private sector relations in Viet Nam is an advantage	20
Experience with the UN agencies is an advantage	5
Excellent analytical and writing skills in English. (proved by example of reports on related topic)	15
<b>Total Obtainable Score</b>	<b>100</b>

**VI. How to Apply**

Interested candidates are requested to submit electronic applications no later than **06<sup>th</sup> May 2025**, Hanoi time via the link:

[National Consultant on Gender mainstreaming in Legislation and Care economy - UN Women Careers](#)

Submission package includes the documents as follows:

- Updated CV
- Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs> (Please complete all required information).
- Letter of interest explaining why you are the most suitable for the work and your proposal for the number of working days
- Two reports in English on gender equality and women's economic empowerment as evidence of written skills

**\*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.)