

I. Contract Overview

Reference Number:	TOR-VNM-2025-003
Consultancy Title:	Coordination and M&E of MTCP project
Location:	Home Based
Travel:	Travel required
Practice Area:	Coordination and monitoring and evaluation support
Category (Eligible applicants):	External
Post Type and Level:	National Consultant VNM3 (UN-EU Cost Norm 2022)
Starting Date:	May 19 th 2025
Duration of Contract:	70 days from May 19 th 2025 to 28 th February 2026

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.

The project titled “Advancing Gender Equality in Viet Nam Armed Forces through Gender Mainstreaming Initiatives” is a complex, multi-stakeholder initiative that aims to support Viet Nam’s Ministry of National Defence (MOND) in implementing its commitments under the National Action Plan on Women, Peace and Security (NAP WPS, 2024–2030). It involves 17 activities including international exposure visits, technical workshops, and multi-sectoral consultations and studies.

To ensure timely implementation, inter-agency alignment between UN Women and MOND, and between UN Women and UNDP, and robust results tracking, the recruitment of a dedicated consultant is essential. This consultant will bridge coordination between UN Women, UNDP, MOND (including MOND’s Department of Foreign Affairs (DFA), Women’s Committee, Military Medical Department (MMD), Viet Nam Department of Peacekeeping Operation (VNDPKO), Viet Nam Mine Action Center (VNMAC), Military Technical School), and international partners such as Canada and Singapore. Moreover, the consultant will contribute to data collection, results documentation, and the preparation of quality reports in line with donor (MTCP/DND Canada). The consultant will work with project partners to ensure that indicators in the project PMF are tracked. This includes pre/post evaluations, follow-up with MOND on participant data, and coordination with the UN Women CO on overall output achievement.

UN Women is therefore seeking a consultant to provide coordination support with MOND, and contribute to high-quality monitoring, evaluation and reporting (MER) across all activities under the Women, Peace and Security portfolio of UN Women Viet Nam Country Office. The consultant will report to the Programme Analyst for Women, Peace and Security at UN Women Viet Nam and work closely with designated focal points from MOND’s Women’s Committee, Department of Foreign Affairs, Military Medical Department, and related units.

2. Description of Responsibilities/ Scope of Work

- Coordinate with MOND departments and UNDP to facilitate planning and implementation of project activities, including internal approvals, meeting arrangements, and follow-up communication (20 days)
- Support the dissemination of knowledge products within MOND related department, including launching events (e.g., handbook on gender mainstreaming for gender equality results <https://www.unwomen.org/en/digital-library/publications/2022/02/handbook-on-gender-mainstreaming-for-gender-equality-results>, gender analysis for mine action, summary reports). (10 days)
- Maintain M&E tracking tools in line with the project’s PMF and of the WPS portfolio, ensure data collection through pre/post assessments, and support documentation of outcomes (25 days)
- Draft and consolidate periodic and donor reports (monthly updates, press release, opening remarks, talking points, success stories, PowerPoint briefs), incorporating sex-disaggregated data and impact highlights (10 days)
- Support communications and visibility efforts, including coordination with MOND, UNDP and UN Women communications focal points for event coverage, branding and media outputs (5 days)

3. Deliverables

Deliverable (in English)	Expected completion time (due day)	Payment Schedule (optional)
Coordination briefings and records of meetings with MOND.	September 2025	October 2025 (25%)
Updated M&E tracking matrix with indicator-level progress, disaggregated by sex.	November 2025	November 2025 (25%)
Finalized versions of project knowledge products reviewed by MOND and cleared for publication.	October 2025	November 2025 (20%)
Monthly updates and narrative donor reports with clear activity outcomes and lessons learned.	June 2025, October 2025 and January 2026	January 2026 (20%)
Media and visibility materials in collaboration with MOND/UN Women communications teams.	February 2026	February 2026 (10 %)

4. 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.

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:

Coordination and Partnership-Building

- Demonstrates excellent interpersonal skills and political sensitivity to engage effectively with national counterparts, particularly in structured institutions such as MOND.
- Coordinates complex multi-stakeholder processes with professionalism and diplomacy.

Project Management and Implementation

- Tracks and ensures delivery of high-quality knowledge products and events in line with donor and UN Women standards.

Monitoring and Evaluation

- Designs and maintains monitoring tools (e.g., tracking matrices, feedback forms) and ensures consistent use.
- Collects and analyzes quantitative and qualitative data to inform progress reports and learning.
- Applies results-based management (RBM) principles to track progress against indicators in the PMF and propose corrective actions.

Reporting and Documentation

- Prepares clear, concise, and well-structured reports in English (narrative and indicator-based).
- Captures and communicates success stories, good practices, and lessons learned.
- Presents information in engaging formats, such as PowerPoint presentations, policy briefs, press release, or donor updates.

Communication and Knowledge Management

- Ensures visibility and branding requirements are met across communication products.
- Supports knowledge exchange between stakeholders and ensures institutional memory is maintained through effective documentation.

Gender Equality and Women, Peace and Security (WPS)

- Demonstrates understanding of gender mainstreaming, Women, Peace and Security, the Viet Nam National Action Plan on Women, Peace and Security, etc.

IV. Required Qualifications

- At least 5 years of progressively responsible experience in (a) Project coordination, stakeholder engagement, and implementation support, preferably in the context of government ministries, international organizations, or UN agencies, and (b) Monitoring and evaluation, including data collection, results tracking, and reporting aligned with results-based management frameworks.
- Demonstrated experience in producing technical documents, donor reports, and communication materials.
- Prior experience with UN Women or in implementing projects aligned with the Women, Peace and Security (WPS) agenda is a significant advantage.
- Other skills such as coordination, facilitation, and relationship management, organizational, writing, and reporting skills, Microsoft Office (Word, Excel, PowerPoint) and basic data tracking tools.
- Fluency in English and Vietnamese, both oral and written, is required with high ability to draft clear and high-quality documents in English.

Education and Certification:

- Master's degree (or equivalent) in public administration, political science, development studies, gender studies, international relations, or a related field.
- A bachelor's degree with 7 additional years of relevant experience may be accepted in lieu of a Master's.

V. Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
Master's degree (or equivalent) in public administration, political science, development studies, gender studies, international relations, or a related field or bachelor's degree with 7 additional years of relevant experience may be accepted in lieu of a Master's.	10
At least 5 years of progressively responsible experience in (a) Project coordination, stakeholder engagement, and implementation support, preferably in the context of government ministries, international organizations, or UN agencies, and (b) Monitoring and evaluation, including data collection, results tracking, and reporting aligned with results-based management frameworks.	30
Prior experience with UN Women or in implementing projects aligned with the Women, Peace and Security (WPS) agenda is a significant advantage.	20
Demonstrated experience in producing technical documents and donor reports, together with data collection and analysis.	20
Fluency in English and Vietnamese, both oral and written, is required with high ability to draft clear and high-quality documents in English.	20
TOTAL	100

Only shortlisted candidates will be contacted for the interview.

VI. How to Apply

Interested candidates are requested to submit electronic applications no later than **May 19th 2025**, Ha Noi time via the link: [National Consultant - coordination & M&E of MTCP project - UN Women Careers](#).

Submission package includes the documents as follows:

- **Personal CV or P11 (P11 can be downloaded from:**
<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>)
- A cover letter (maximum length: 1 page)
- 1 example of donor report is attached to the application for evaluation.

***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.)