

## TERMS OF REFERENCE

### **FSSP Gender Equality Technical Specialist (GE TS)**

#### **1.0 BACKGROUND**

Canada has a long-standing development policy commitment to gender equality, particularly, advancing women's equal participation with men in decision-making; supporting women and girls in the realization of their full human rights and reducing gender inequalities in access to and control over the resources and benefits of development. This is highlighted in the current government's priorities as promoting human rights for women and girls, including reproductive rights, is prioritized in the mandate letters for both the Minister of International Development and La Francophonie and the Minister of Foreign Affairs. Canada is firmly aligned with all major international agreements and declarations pertaining to gender equality (e.g., Sustainable Development Goals, Beijing Platform for Action, Convention for the Elimination of All Forms of Discrimination Against Women, etc.). Canada is also committed to the new aid modalities and partnerships established in the Paris Declaration and designed to align aid to nationally determined development priorities, including those related to gender equality. Furthermore, Canada's new government has also committed to refocus Canada's development assistance on helping the poorest and most vulnerable as stated in the Minister of International Development and La Francophonie's mandate letter.

Global Affairs Canada<sup>1</sup> is the department responsible for implementing Canada's development agenda. Global Affairs Canada's Development Policy on Gender Equality (GE) provides the framework for Canada's interventions, calling for the explicit and systematic integration of gender equality results in all development programming and projects, highlighting the crosscutting nature of gender equality and the links between gender equality and the reduction of global poverty. All development programs are responsible for implementing the GE policy and reporting on gender equality results.

Since 1986, Vietnam has experienced a period of remarkable socio-economic development both as a result of "economic renovation" (Doi Moi) and globalization processes. While headway is being made by Vietnam in addressing major socio-economic needs, it still struggles with areas of persistent poverty and increasing inequality. In particular, ethnic minority populations account for almost half of the chronic poor and their access to services including health, education and water and sanitation continues to lag. Although poverty has been significantly reduced, the remaining poor are harder to reach.

Women's lives have improved as a result of rapid economic growth and the development and implementation of a series of gender-related policies, laws and strategies. Generally, women in Vietnam have legal equality, are relatively well educated, and participate actively in the political and socio-economic development process of the country.

Despite the significant gains women have made in legal, political, social and economic spheres in Vietnam, progress has been uneven and challenges remain.

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<sup>1</sup> Formerly the implementation was done through the Canadian International Development Agency (CIDA).

Gender roles, relationships and dynamics are different among minority groups, and have been influenced by historical and cultural factors. The status of women in rural areas, particularly among ethnic minorities, is often lower than that of urban women.

Women in rural areas have limited access to education, vocational training, credit, health care, clean water and economic opportunities, compared to women in the urban areas. However, women both urban and rural are over-represented in low-skilled and low-paid sectors and occupations, and tend to be frequently self-employed in the informal sector or micro enterprise. Women are paid an overall average of 75% of men's wage of men.<sup>2</sup> Progress achieved in women's participation in decision-making processes has been difficult to maintain. In the public sector, entrenched gender stereotyping has led to women being well represented in bodies responsible for "soft" issues such as social affairs and health care, and poorly represented in strategic ministries such as those responsible for economic development, finance, public security, or national defence. Gender based violence highly affects women and girls in Vietnam and UN Women has produced a study on the costs<sup>3</sup>. Nearly 60 percent<sup>4</sup> of married women in Vietnam have suffered physical or sexual abuse at least once in their life.

As in all other programs, gender equality results are systematically and explicitly integrated into all programming activities in Vietnam, including policy dialogue, as a core element of strengthening aid effectiveness, reducing poverty and increasing sustainable development results. The GAC Vietnam Program requires the services of a local GE specialist to provide technical advice and support on gender equality issues.

The Vietnam Field Support Services Project (FSSP) is a GAC-funded bilateral development project. Its purpose is to provide administrative, technical, logistical and financial management support to GAC's development assistance program in Vietnam in order to maximize development results and overall program impact. The FSSP will contract the services of a local GE Technical Specialist (GE TS) on a part-time, as-required basis in response to GAC demand for technical assistance in the area of gender equality.

## 2.0 OBJECTIVES

Technical assistance provided by the GE TS will contribute a better understanding on the part of GAC of local gender equality perspectives relative to Canada's development priorities in Vietnam and how these should be addressed. It will also facilitate the integration of local context-sensitive gender equality perspectives into Vietnam program and project planning, implementation, monitoring, reporting and policy dialogue, and enhance GE-specific technical and institutional capacities within GAC and its partners.

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<sup>2</sup> UN Women <http://asiapacific.unwomen.org/en/countries/vietnam>

<sup>3</sup> [http://unwomen-eseasia.org/docs/publication/sitecore/estimating\\_the\\_cost.pdf](http://unwomen-eseasia.org/docs/publication/sitecore/estimating_the_cost.pdf)

<sup>4</sup> <http://www.thanhniennews.com/society/58-percent-of-married-women-in-vietnam-are-victims-of-domestic-violence-report-54062.html>

### 3.0 SCOPE OF SERVICES

The deliverables to be produced by the GE TS will fall under the following general Scope of Services:

#### A. Program level support and advice

- i. Review and provide written analysis on emerging gender equality issues, challenges, needs, opportunities and entry points in the country, as well as on GE policies, strategies and planning documents, outlining linkages with Canada's GE policy framework for international development programming and country program development priorities;
- ii. Review/prepare GAC country program development documents related to/requiring the integration of gender equality and provide written analysis and advice on best practices and approaches to achieving gender equality results, potential risks, issues, constraints, opportunities, lessons learned, and possible synergies with other programs and sectors (including development of gender-sensitive indicators);
- iii. Assess the capacity of local organizations and institutions in implementing initiatives to achieve meaningful gender equality results, and identify potential partners with appropriate GE programming capacity;
- iv. Attend GE donor and technical group meetings; and prepare and deliver presentations on GE matters as a resource person; contribute to knowledge-building/sharing and policy dialogue as required; and
- v. Provide inputs to briefing books, speeches and special reports and information on GE issues;

#### B. Sector level support and advice

- i. Review program and project documents and advise on the quality and integrity of information and on compliance with GAC and Government of Vietnam regulatory and policy frameworks;
- ii. Collect and analyze information on GE integration in projects and programs implemented by the government of Vietnam, Canada, other donors and organizations, including identification of best practices, new approaches and lessons learned (operational and developmental) to achieve gender equality results;
- iii. Develop a knowledge base and keep an updated record of sectoral GE issues and tools, especially those related to Canada's priority themes of sustainable economic growth, governance and climate change for a strategic analysis of programming;

#### C. Project level support and advice

- i. Support the review and/or design of development project proposals integrating the cross cutting theme of GE and in preparation of project approval documents (including analysis, GE results in the logic model, performance measurement framework, risk registry, and budget), using results-based management and monitoring frameworks;

- ii. Provide technical advice on GE integration in project design, approval (inputs to the GE Assessment Form and Due Diligence Form), implementation (e.g. assistance with follow-up regarding the GE Assessment Form and Due Diligence form, review of project level work plans, review of Project Implementation Plans, communications, preparation for PSC meetings and review of project capacity building/ training materials) and monitoring and evaluation;
- iii. In close consultation with the GAC Development Officer, provide guidance to GAC development projects' implementing partners and Executing Agencies on Canada's GE policies.

D. Training

- i. Design and deliver training/briefing material related to gender equality for GAC development officers, partners and stakeholders;

E. Networking

- i. Participate in and contribute to GAC Development's GE Network activities in consultation with the HQ GE Specialist;
- ii. Attend conferences, seminars and workshops and prepare debrief notes on findings and possible implications (or application) to the Vietnam Development program.
- iii. Develop, engage and leverage local networks;
- iv. Contribute to the development of a roster of GE expertise in Vietnam;
- v. Participate and contribute to regional discussions on policies and program coherence related to GE;
- vi. The Local Consultant will work closely with the Embassy Gender Focal Point, have a working rapport with the assigned GAC HQ Gender Equality Specialist (in Ottawa), and will maintain a direct working relationship with all DEV Section personnel at the Embassy of Canada.
- vii. Monitor the implementation of the Gender Equality Strategy for the Vietnam Country Development program;
- viii. Keep abreast of emerging gender issues in Vietnam for input into development programming and, as needed, facilitate research; collect and generate analyses; provide regular updates to country-level GE indicators (quantitative and qualitative); highlight key gender issues in general and those specifically related to development program priority areas; and prepare feedback reports as inputs into country level situational monitoring and reporting.

**5.0 DELIVERABLES**

The range of deliverables the GETS may be requested to produce is broadly framed below to include but may not be limited to:

- i. Analytical briefings (oral and/or written);

- ii. Written commentary/inputs on GAC's Development Program, project-specific and other documents;
- iii. Reports (written and/or oral) on meetings/events attended;
- iv. Suggested key indicators that relate to gender equality;
- v. Input into Canada's country development strategy and performance measurement framework, and policy dialogue strategy focusing on gender equality in Vietnam;
- vi. The provision of technical assistance to local executing partners (currently three provinces, and RED Communications) about gender equality integration;
- vii. Analyses, research, reviews, and input to GAC's Vietnam Development Program planning and reporting exercises; and
- viii. Any other services or professional products that may be defined during the period of the consultancy.

## **6.0 THE ASSIGNMENT**

The initial contract period for this assignment will be one (1) year with the possibility of multiple year extensions through to 2021. This is a consultancy assignment involving the provision of technical services on a part-time basis. The client is the Vietnam Field Support Service Project (FSSP) and the beneficiary of the services provided will be officers of the Development Section of the Canadian Embassy and identified local implementing partners. The anticipated start date for this assignment is December 1, 2016.

To the extent possible, specific consulting assignments will be planned in advance. However, a significant portion of the assignments will be requisitioned on short notice and will require timely responses. The notional estimated monthly level of effort is 5-10 days per month. Actual GAC demand for services will be variable from month to month. As this assignment involves close and timely collaboration with officers of the Embassy of Canada in Hanoi, the Consultant must be based in Hanoi. The consultant must be able to work legally in Vietnam and available to travel within Vietnam as required. International travel may also be requested.

The Consultant will have access to, but is not obliged to utilize office space, facilities and administrative support provided by the Vietnam Field Support Services Project (FSSP) located on the 14<sup>th</sup> Floor of the TNR Tower, 115 Tran Hung Dao Street, Hanoi. The Consultant may invoice the FSSP for actual services rendered, as accepted by GAC, on a monthly basis.

The work of the Consultant will be coordinated by the GAC Gender Focal Point in collaboration with the FSSP Manager. Most of the tasks assigned to the GE TS will be demand-responsive, but there will be scope to make pro-active contributions to the DEV section of the Embassy intended to enhance understanding and ability to optimize gender outcomes within Canada's ODA program in Vietnam. In this respect, GAC officers are both the clients and beneficiaries of the GE Technical Specialist.

## 7.0 QUALIFICATIONS

**7.1 Education:** a minimum of a Master's degree in gender studies, development studies, sociology or some other relevant discipline.

**7.2 Languages:** Full written and spoken fluency in English and Vietnamese.

### 7.3 Experience:

- A minimum of 12 years' experience as a GE advisor or technical specialist.
- Relevant experience is considered to involve at least 5 years' experience:
  - advising on or managing the mainstreaming of GE perspectives into ODA projects/programs;
  - working on Official Development Assistance (ODA) projects or programs, preferably bilateral programming;
  - requiring the preparation of written products such as technical GE analyses, briefing documents, advocacy documents, project, program and strategy documents;
  - utilizing results-based management tools and techniques;
  - working in multi-stakeholder environments including national and sub-national government institutions, private sector stakeholders, and non-state actors including Civil Society Organizations and community groups; and
  - in roles as trainer, facilitator, coach or mentor involved in the transfer of knowledge, skills and tools to individuals and/or organizations.
- Experience working in as a GE advisor or specialist in areas of relevance to the GAC in Vietnam including will be favourably considered:
  - Environment and climate change
  - Economic development
  - Small and Medium-sized Enterprise (SMEs)
  - Democratic governance, CSO & popular participation in public affairs, media freedom

### **How to Apply and Selection Criteria**

Candidates are invited to submit a Letter of Motivation which explains why they believe they are the most suitable candidate for this position (maximum 500 words) and their CV (maximum four (4) pages using 11-point font) by email before the deadline for applications noted below.

Candidates will be assessed according to the following weighted criteria:

Education	10 points
Letter of Motivation & CV Presentation	5 points
Written Exercise	35 points
Interview	40 points
Financial Proposal	10 points
Total	100 points

Candidates will be assessed using a four-stage process as follows:

- i. Letters of Motivation and CVs will be screened on the basis of responsiveness to minimum and other stated qualifications;
- ii. Shortlisted candidates will be invited to undertake a written exercise at the FSSP office to provide additional basis for assessing skills and knowledge levels. Non-shortlisted candidates may be invited by the FSSP to become registered on a roster of GE consultants who could be mobilized to respond to demands for technical services required by the Canadian ODA program in Vietnam.
- iii. Candidates who score 75% or above on their written exercise will be invited to an interview with the Consultant selection panel.
- iv. Candidates invited to an interview will be requested to bring with them a written Financial Proposal which sets out their fixed all-inclusive daily charge rate quoted in US\$ for one full 7.5 hour working day. Candidates whose technical score (education + motivation letter & cv presentation + written exercise + interview scores) is above 80% or 72 or more out of a possible 90 points will have their financial proposals considered. Financial proposals will be assessed in the context of EU/UN Cost Norms for national consultants in Vietnam<sup>5</sup>. The lowest-cost financial proposal within EU/UN cost norms will score 10 points. The scores for other financial proposals will be scored on a pro-rata basis based on the lowest cost Financial Proposal. Financial Proposals must be submitted in a sealed envelope with the caption: “**Financial Proposal, FSSP GE Technical Specialist Procurement**” followed by the candidates’ name. The candidate with the highest total score (technical score + scored financial proposal) will be invited to sign a service contract with the FSSP.

Commented [T1]: Does this mean the written exam will come first?

Please send your application (Letter of Motivation and CV) by email to: [lanhuong@vnfssp.org](mailto:lanhuong@vnfssp.org). Please quote “**FSSP GE Technical Specialist Procurement**” in the subject of the email. Applications must be submitted in English.

The deadline for the submission of applications is **16:00 on Thursday November 3<sup>rd</sup>, 2016. Applications received after this date and time will not be considered.**

This opportunity is only open to persons legally permitted to work in Vietnam. We thank all applicants for their interest but we will only contact those who pass the initial screening. Only short-listed candidates will be contacted to participate in the written exercise phase of the selection process. Interviews and the final selection of the successful candidate will take place during the month of November, 2016.

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<sup>5</sup> See [http://eeas.europa.eu/delegations/vietnam/documents/eu\\_vietnam/un\\_eu\\_costnorms2015\\_en.pdf](http://eeas.europa.eu/delegations/vietnam/documents/eu_vietnam/un_eu_costnorms2015_en.pdf)