



Terms of Reference

Title	International Consultant on Gender, Agriculture, and Rural Development
Purpose	To provide technical and policy advice in advocating for Gender Responsive Agriculture and Rural Development Strategy, Plan, and Programme in Viet Nam
Location	Home-based and missions to Ha Noi
Contract Type	SSA
Duration	15 th June 2019 to 15 th December
Report to	UN Women Viet Nam Women's Economic Empowerment Programme Analyst

1. BACKGROUND

UN Women's Global Mandate

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women 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.

Women's economic empowerment is one of the strategic priorities for UN Women in the Asia-Pacific region. Many international commitments support women's economic empowerment, including the *Beijing Platform for Action*, the *Convention on the Elimination of All Forms of Discrimination against Women* and a series of International Labour Organization conventions on gender equality. UN Women supports women's economic empowerment in line with these, and with the growing body of evidence that shows that gender equality significantly contributes to advancing economies and sustainable development.

SDGs and Women's Economic Empowerment

Besides being an explicit Goal 5 under the 2030 Agenda, gender equality is also a driver of sustainable development in all its dimensions: from ending poverty and hunger, promoting prosperity and inclusive growth and building peaceful, just and inclusive societies to securing the protection of the planet and its natural resources. Enabling half of the world's population to fully realise their rights and potential will reverberate across society and pave a direct path to the achievement of the Sustainable Development Goals (SDGs).

Investing in women's economic empowerment is a particularly powerful way to deliver the promise of Agenda 2030 to "leave no one behind". A regular and independent source of income not only improves women's livelihood but also equips them with a greater voice and agency, and benefits to the other household's members, particularly children.

Viet Nam context

Viet Nam is one of the countries most vulnerable to, and most affected by climate change and disasters; ranked 7th in the Global Climate Risk Index 2015 for the period 1994-2013. With the majority of the population living in low-lying river basins and coastal areas, it is estimated that more than 70 per cent of the population is at risk of multiple hazards. The effects of climate change affects the lives of a large proportion of the country's population, the majority of whom are rural women and the poor. Gendered divisions of labour often result in the over-representation of women in agriculture and the informal sector, which is vulnerable to climate change and climate variability. In Viet Nam, the 'feminisation of agriculture' is clear in the statistics: 51 per cent of women compared to 46 per cent of men are working in the agricultural sector.

Besides, most of rural women are engaged in small-hold farming and subsistence agriculture, with less access to information, resources, credit, markets, vocational training and extension services, especially for those from poor and ethnic minority households, limiting their ability to adapt and build resilience to climate change.

Social inequalities, particularly disadvantaging for ethnic minorities and marginalized groups, are emerging and becoming more visible. Women's representation in politics and decision-making, especially in leadership and management positions in public institutions from local to central levels, has not been commensurate with improved gender equality in education and the economy. Persistent gender stereotypes, exacerbated by media messaging reinforcing the traditional roles of women and men, remain barriers to changing society's perceptions of gender equality. Many poor women in rural or urban areas, have **less decision-making power** regarding family businesses and the household income, and mainly men participate in village, ward or commune meetings. This gap challenges rural women's resilience to disasters and climate change due to their limited skills and capacity. Improved gender responsiveness of rural and agriculture development policies and programmes will benefit women in rural areas and in agriculture sectors which are vulnerable to CC&DR. In this context, the year 2019 is a critical year for gender mainstreaming at policy level as one of the most important programmes in Agriculture and Rural Development sector is going to an end of its second phase in 2020. On 26th March 2019, the minister of MARD has issued a decision on 10-year-review plan for the NTP-NRD programme from 2011-2020. The year 2019 is, therefore, the critical year for the review and assessment of the existing programme in preparation for the programme development for the next phase.

UN Women Viet Nam

In UN Women Strategic Notes 2017-2021, programmatic focus is given to **women's decent work and social protection in the context of climate change (CC) and disasters risk (DR)**.

Taking into account the vulnerability to climate change of women in rural areas and agriculture sector, UN Women in Viet Nam prioritizes the support to empower women and enhance their resilience by advocating for equal access to and equal benefits from economic opportunities, resources, agriculture extension services, agriculture and rural development and CCA/DRR policies and programmes.

Under this project, UN Women aims to work closely with Ministry of Agriculture and Rural and Development to mainstream gender into: (i) the Agriculture and Rural Development Strategy for the period of 2021 – 2030, (ii) the Agriculture and Rural Development Plan for the period of 2021 – 2025; and (iii) the National Target Programme on New Rural Development (NTP-NRD) programme for the period of 2021 - 2030 in order to contribute to empower women and girls in rural areas and in agriculture sector.

UN Women is looking an international consultant on gender, agriculture, and rural development to advise the teams in advocating for gender responsiveness in the above-mentioned policies.

2. OBJECTIVE

The purpose of the consultancy is to provide technical and policy advice for the two national consultant teams of UN Women to:

- i. Mainstream gender into: (i) the Agriculture and Rural Development Strategy for the period of 2021 – 2030, (ii) the Agriculture and Rural Development Plan for the period of 2021 – 2025; and (iii) the NTP-NRD for the period of 2021 – 2030;
- ii. Produce policy briefs and discussion paper and technically support policy advocacy activities to promote gender equality in Agriculture and Rural Development

3. SCOPE OF WORK

The international consultant is expected to provide technical guidance and instructions in relation to gender, agriculture, and rural development for the two national teams to the review the policies and plans in agriculture and rural development from gender perspective. The consultancy includes the provision of international understanding with lesson learn and experience for gender mainstreaming in national policies. The international consultant is also expected to contribute to policy advocacy activities by developing and sharing policy briefs, discussion papers to promote gender equality in agriculture and rural development.

In order to achieve the above-mentioned objectives, the consultancy includes: (i) provide technical guidance and instruction for the reviews of the three above-mentioned strategy, plan, and programme; (ii) review these reviews and provide knowledge from international context; (iii) review and work with the team to finalize gender mainstreaming recommendations for the strategy, plan, and programme; (iv) produce discussion papers and policy briefs; (v) attend policy advocacy workshops/meetings for knowledge sharing to promote gender equality in Agriculture and Rural Development and advocate for gender mainstreaming in these policies.

Specifically, the consultant will undertake following activities are:

- i. Review and provide comments and feedbacks for the national teams to finalize methodologies, design, plan, and scope for the gender review and gender impact assessment of the Agriculture and Rural Development Strategy for the period of 2010 – 2020, the Agriculture and Rural Development Plan for the period of 2016 – 2020, and the NTP-NRD for the period of 2010 – 2020;
- ii. Review and provide comments and feedbacks for the completion of the first drafts of three above-mentioned reviews;
- iii. Produce two policy briefs: (i) one policy brief with messages to advocate for gender mainstreaming in the Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025; (ii) one policy brief with messages to advocate for gender mainstreaming in the NTP-NRD for the period of 2021 – 2030;
- iv. Participate in two consultation workshops/meetings/dialogue that will be identified by the UN Women team, to share knowledge and lesson learnt from international context to promote for gender equality in agriculture and rural development and advocate for gender mainstreaming in the above-mentioned strategy, plan, and programme;
- v. Provide instruction for the teams to produce a draft as well as review the draft of recommendations on gender mainstreaming in these above-mentioned strategies, plan, and programme;
- vi. Work with the teams to finalize the recommendations on gender mainstreaming in these above-mentioned strategy, plan, and programme based on comments and feedbacks from the governments, relevant key stakeholders, and the reference group received throughout the consultation process;
- vii. Produce one paper on “Ten-years striving for gender equality in Agriculture and Rural Development and the ways forward in the context of climate change and globalization” to promote gender equality in Agriculture and Rural Development, based on findings and results from all the reviews;
- viii. Participate, provide presentations, technical knowledge and sharing international lesson learnt in one policy dialogue that will be identified by the UN Women team to advocate for gender mainstreaming in these above-mentioned policies;

4. SPECIFIC TASKS AND TIMELINE

The International Gender Consultant is expected to timely advise the National Consultant teams to ensure the quality of gender review/ gender analysis/ gender impact assessment and gender mainstreaming recommendations as described above. The technical advisory will be done through reviewing research methodologies, skype calls, online meetings, and one face-to-face discussion in Ha Noi. The consultant is expected to perform the following tasks within specified timeline:

Task	Location and Timeline*
i. Review and provide comments and feedbacks for the national teams to finalize methodologies, design, plan, and scope for the gender review/ gender analysis/ and gender impact assessment of the Agriculture and Rural Development Strategy for the period of 2010 – 2020, the Agriculture and Rural Development Plan for the period of 2016 – 2020, and the NTP-NRD for the period of 2010 – 2020;	Home-based June 2019
ii. Review and provide comments and feedbacks for the completion of the first drafts of three above-mentioned reviews;	Home-based July and August
iii. Produce two policy briefs based on the reviews' results and data collected from these reviews. The policy briefs include: (i) one policy brief with messages to advocate for gender mainstreaming in the Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025; (ii) one policy brief with messages to advocate for gender mainstreaming in the NTP-NRD for the period of 2021 – 2030; and	Ha Noi (tentatively) July 2019 August 2019
iv. Participate in two consultation workshops/meetings/dialogue that will be identified by the UN Women team, to share knowledge and lesson learnt from international context to promote for gender equality in agriculture and rural developemnt and advocate for gender mainstreaming in the above-mentioned strategy, plan, and programme; (i) Consultation workshop for gender mainstreaming in the Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025; (ii) Consultation workshop for gender mainstreaming in the NTP-NRD programme for the period of 2021 – 2030;	Ha Noi (tentatively) July 2019 August 2019
v. Provide instruction for the teams to produce drafts as well as review the drafts of recommendations on gender mainstreaming in: - The Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025; - The NTP-NRD programme for the period of 2021 – 2030	Home-based July 2019 September 2019

vi.	<p>Work with the teams to finalize the recommendations on gender mainstreaming in these above-mentioned strategy, plan, and programme based on comments and feedbacks from the governments, relevant key stakeholders, and the reference group received throughout the consultation process;</p> <ul style="list-style-type: none"> - The Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025; - The NTP-NRD programme for the period of 2021 – 2030 	<p>Home-based</p> <p>July 2019</p> <p>September 2019</p>
ix.	Produce and publish one paper on “Ten-years striving for gender equality in Agriculture and Rural Development and the ways forward in the context of climate change and globalization” to promote gender equality in Agriculture and Rural Development, based on findings and results from all the reviews;	<p>Home-based</p> <p>October 2019</p>
vii.	Participate, provide presentations, technical knowledge and sharing international lesson learnt in one policy dialogue that will be identified by the UN Women team to advocate for gender mainstreaming in these above-mentioned policies;	<p>Ha Noi</p> <p>(tentatively)</p> <p>November/</p> <p>December 2019</p>

**: Timeline will need to be flexible following the government's timeline for the reviewing and drafting of these policies.*

In addition, the Consultant must attend online calls and meetings at the request of the UN Women and its partners.

5. DELIVERABLES AND PAYMENT

The payments will be released in four installments upon delivery of the outputs defined below:

	Deliverables**	Location and Timeline**
20% of total payment	Written comments and feedbacks for the national teams to finalize methodologies, design, plan, and scope for the gender review/ gender analysis/ and gender impact assessment of the Agriculture and Rural Development Strategy for the period of 2010 – 2020, the Agriculture and Rural Development Plan for the period of 2016 – 2020, and the NTP-NRD for the period of 2010 – 2020;	Home-based June 2019

	Written comments and feedbacks for the completion of the three above-mentioned reviews	Home-based July 2019
40% of total payment	Written instruction for the national teams to draft recommendations on gender mainstreaming in the Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025;	Home-based July 2019
	One policy brief with messages to advocate for gender mainstreaming in the Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025 is delivered;	Home-based July 2019
	Participation, providing presentations, discussion engagement in a consultation workshop that will be identified by the UN Women team to share knowledge and lesson learnt from international context to promote for gender equality in agriculture and rural developemnt and advocate for gender mainstreaming. <i>(The consultation workshop for gender mainstreaming in the Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025)</i>	Ha Noi (tentatively) July 2019
	First draft of the discussion paper*** on “Ten-years striving for gender equality in Agriculture and Rural Development and the ways forward in the context of climate change and globalization” is completed	Home-based August 2019
	Written comments and feedbacks for the national teams to finalize the recommendations on gender mainstreaming in the Agriculture and Rural Development Strategy for the period of 2021 – 2030, the Agriculture and Rural Development Plan for the period of 2021 – 2025;	
	Written instruction for the national teams to draft recommendations on gender mainstreaming in the NTP-NRD programme for the period of 2021 – 2030;	
	One policy brief with messages to advocate for gender mainstreaming in the NTP-NRD for the period of 2021 – 2030 is delivered;	
	Participation, providing presentations, discussion engagement in a consultation workshop that will be identified by the UN Women team to share knowledge and lesson learnt from international context to promote for gender equality in agriculture and rural developemnt and advocate for gender	Ha Noi August 2019

	mainstreaming. <i>(The consultation workshop for gender mainstreaming in the NTP-NRD programme for the period of 2021 – 2030)</i>	
40% of total payment	Written comments and feedbacks for the national teams to finalize the recommendations on gender mainstreaming in the NTP-NRD programme for the period of 2021 – 2030	Home-based September 2019
	Participation, providing presentations, discussion engagement in one policy dialogue that will be identified by the UN Women team to share knowledge and lesson learnt from international context to promote for gender equality in agriculture and rural development and advocate for gender mainstreaming	Ha Noi October 2019
	Final paper on “Ten-years striving for gender equality in Agriculture and Rural Development and the ways forward in the context of climate change and globalization” to promote gender equality in Agriculture and Rural Development, based on findings and results from all the reviews, is published	Home-based (tentatively) November 2019

***:* Deadline will need to be flexible following the government’s actual timelines of the reviewing and drafting these policies.

****:* Specific theme and topic of the paper might need to be amended based on the results of gender review/ analysis and impact assessment

6. LOCATION OF WORK

Home-based, plus three missions to Ha Noi will be required.

Note: the financial proposal should take this into account and include a budget for travel and expenses if consultant is not already based in Ha Noi.

7. DURATION OF ASSIGNMENT

The entire duration of the assignment will be from the 10th June to 15th December 2019.

8. CONTRACT SUPERVISION

The International Consultant will work closely with the two national teams. The international consultant will work under the supervision the UN Women Programme Analyst on WEE and ultimately report to the UN Women Viet Nam Head of Office.

9. QUALIFICATIONS

Education: Master's degree in gender, agriculture, economics, development, human rights, sociology, or relevant fields.

Required experience and skills:

1. Master's degree in gender, agriculture, economics, development, human rights, sociology, or relevant fields.
2. At least 10 years of experience engaging in conducting gender review, gender impact assessment, gender analysis for policies, strategies, and plan, preferably in agriculture and rural development area;
3. Demonstrated strong experience in conducting researches, policy advocacy activities, writing reports;
4. Excellent command of both oral and written English and Vietnamese;
5. Prior experience with technical support of the UN agencies will be an asset.

10. APPLICATION EVALUATION CRITERIA

The applicant will be evaluated based on technical capacities (70%) and a financial proposal (30%). Technical evaluation will be based on the following criteria stated below:

1	Master's degree in gender, agriculture, economics, development, human rights, sociology, or relevant fields.	10 points
2	At least 10 years of experience engaging in conducting gender review, gender impact assessment, gender analysis for policies, strategies, and plan, preferably in agriculture and rural development area;	50 points
3	Demonstrated strong experience in conducting researches, policy advocacy activities, writing reports;	20 points
4	Excellent command of both oral and written English	10 points
5	Prior experience with technical support of the UN agencies.	10 points
	Total	100 points

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Technically qualified consultants may be selected for an interview before financial evaluation.

Maximum 100 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 100 \times FM / F$, in which S_f is the financial score, FM is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

11. APPLICATION PROCEDURE AND DEADLINE

Interested applicants must submit the following documents/information (in PDF format) to demonstrate their qualifications:

Technical component

- Letter of interest clearly stating relevant experience and qualifications against required qualifications as stated in Section 9 above.
- Signed Curriculum Vitae with contact details for 3 references.

Financial proposal (with your signature)

- The financial proposal shall specify a total lump sum amount in USD including consultancy fees and all associated costs i.e. airfares, travel cost, meals, accommodation, tax, insurance etc.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in another currency, prices shall be converted to USD at UN Exchange Rate at the submission deadline.

Completed applications should be sent to **procurement.vietnam@unwomen.org**.

Only applications including all items mentioned above will be considered.

DEADLINE FOR APPLICATION: 30th May 2019

Note

Documents required before contract signing:

- UN Personal History Form;
- Full medical examination and Statement of Fitness, at their own cost, to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts);
- Security Certificate BSAFE: EN: <https://agora.unicef.org/course/info.php?id=17891>
- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtain medical clearance from the UN Medical Director prior to taking up their assignment;

- Release letter in case the selected consultant is a government official.

Prepared by:	Pham Thi Ha Phuong, Programme Analyst
Reviewed by:	Vu Phuong Ly, Programme Specialist
Certified (procurement) by:	Huyen Nguyen/ Procurement Assistant
Approved by:	Elisa Fernandez/ Head of Office