



Terms of Reference

Reference No.	TOR-VNM-2019-100 <i>(Please indicate reference number in the title of the application email)</i>
Title	A Research Assistant
Purpose	Provide technical support to following studies under Women’s Economic Empowerment component including: <ul style="list-style-type: none"> • A gender assessment for the National Target Programme on New Rural Development • A gender assessment of Agricultural Extension System
Location	Home-based, field work
Contract Type	SSA
Duration	13 th November to 30 th June 2020
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.

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.

In contributing to this goal, UN Women Office in Viet Nam is implementing the project “Strengthening women’s livelihoods and participation for greater resilience to disasters and climate change in Viet Nam”. The project applies a holistic approach to advocate for gender equality and women’s participation in the development of laws and policies on agriculture and rural development and DRR/CCA. One of the key approaches is to strengthen gender responsiveness of agriculture and rural development policies and services through gender mainstreaming.

Under this project, UN Women has been working closely with different agencies under MARD to conduct gender assessments for different agriculture and rural development policy/strategy/programme and services. Among these, the gender assessment of the National Target Programme on New Rural Development (NTP-NRD) and the gender assessment of National Agricultural Extension System are expected to provide great impacts on women and girls in rural areas and in agriculture sector. The assessments, therefore, have been planned with two study teams and a large number of studied provinces (seven provinces with the NTP-NRD gender assessment and two provinces with the later assessment).

UN Women Viet Nam is looking for a Research Assistant to support two study teams in collecting, cleaning, and analyzing data given the large scale of the two assessments.

2. OBJECTIVE

The purpose of the consultancy is to provide technical support to two above-mentioned study teams in data collection, data cleaning and data analysis.

3. SCOPE OF WORK

In order to provide gender mainstreaming inputs to the NTP-NRD for the period of 2021-2030 and to the agricultural extension services, UN Women have established two research teams to undertake these two assessments:

- Team 1 conducts a gender assessment for the NTP-NRD for the period of 2010-2020. This gender assessment covers seven provinces including: Ha Tinh, Quang Nam, Tay Ninh, Phu Tho, Hanoi, Lam Dong, Long An (field work in Ha Tay, Quang Nam, and Tay Ninh will have already been completed by 10th December 2019).

- Team 2 conducts a gender assessment on the national agricultural extension system. Research activities will be undertaken in two provinces including Lao Cai and Phu Yen.

The Research Assistant will join the two teams in field work and provide the lead researchers with technical supports in arranging research activities given the limited time in the fields and tight schedule of government officials at local levels. Apart from supporting in field work arrangement and cover for the lead researcher when two meetings are set up at the same time, the research assistant will also conduct key informant interviews (KIIs) and indepth interviews (IDIs), and clean and analyze collected data as following specific tasks:

4. SPECIFIC TASKS AND TIMELINE

The Research Assistant is expected to support lead researchers of the two studies with specific tasks described in in the following table:

Tasks		Location ** and Timeline
TEAM 1: Gender assessment for the NTP-NRD		
Research assistant	Lead researcher <i>(for reference)</i>	
Supporting fieldwork arrangement and managements Conduct 20 KIIs and IDIs	Lead the research activities Contact with local authorities to arrange and manage field work activities Conduct 15 KIIs and 4 FGDs	Field work Phu Tho 5 days
Supporting fieldwork arrangement and management Conduct 20 KIIs and IDIs	Lead the research activities Contact with local authorities to arrange and manage field work activities Conduct 15 KIIs and 4 FGDs	Field work Hanoi 5 days
Supporting fieldwork arrangement and management Conduct 20 KIIs and IDIs	Lead the research activities Contact with local authorities to arrange and manage field work activities Conduct 15 KIIs and 4 FGDs	Field work Lam Dong 5 days
Supporting fieldwork arrangement and management Conduct 20 KIIs and IDIs	Lead the research activities Contact with local authorities to arrange and manage field work activities Conduct 15 KIIs and 4 FGDs	Field work Long An 5 days
Cleaning data, producing transcripts, provide preliminary analysis	In charge of data analysis and report writing	Home-based

TEAM 2: Gender assessment on the national agricultural extension system		
Research assistant	Lead researcher	
Supporting fieldwork arrangement and management Conduct 16 KIIs and IDIs	Lead the research activities Contact with local authorities to arrange and manage field work activities Conduct 8 KIIs, 4 FGDs	Field work Lao Cai 4 days
Supporting fieldwork arrangement and management Conduct 16 KIIs and IDIs	Lead the research activities Contact with local authorities to arrange and manage field work activities Conduct 8 KIIs, 4 FGDs	Field work Phu Yen 4 days
Cleaning data, producing transcripts, provide preliminary analysis	In charge of data analysis and report writing	Home-based

**: Timeline will need to be flexible following the government's actual reviewing and drafting timeline for the assessment of NTP-NRD programme.*

*** : The locations are subjected to change according to the discussion between the study team and the relevant stakeholders*

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 three installments upon delivery of the outputs defined below:

Payment	Deliverables**	Deadline for submission***
60 % of total contract	Completion 80 IDIs and KIIs in four provinces including Phu Tho, Hanoi, Lam Dong, Long An Submission of transcripts of 80 IDIs and KIIs	30 th December 2019
40 % of total contract	Completion 32 IDIs and KIIs in two provinces Lao Cai and Phu Yen Submission of transcript of 32 IDIs and KIIs	30 th June 2020

****: Deadlines will need to be flexible following the government's actual reviewing and drafting timeline of the NTP-NRD programme*

6. LOCATION OF WORK

Home-based plus six missions to studied provinces including Phu Tho, Hanoi, Lam Dong, Long An, Lao Cai, and Phu Yen. Travel cost will be covered by UN Women Viet Nam.

7. DURATION OF ASSIGNMENT

The entire duration of the assignment will be from the 13th November 2019 to 30th June 2020.

8. CONTRACT SUPERVISION

The Research Assistant will work closely with the lead researchers of the two study teams as described above. The Consultant will work under the day-to-day supervision of the lead researchers within the timeline of the studies and the UN Women Programme Analyst.

9. QUALIFICATIONS

Education: Master degree in social science, anthropology, agriculture and rural development, development, human rights, sociology, or relevant fields.

Required experience and skills:

1. Master degree in social science, anthropology, agriculture and rural development, development, human rights, sociology, or relevant fields;
2. At least 3 years of experience of conducting social research activities;
3. Demonstrated experience in conducting social, gender, or agriculture and rural development related researches;
4. Excellent social research skills;
5. Excellent research management skills.

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 degree in social science, anthropology, agriculture and rural development, development, human rights, sociology, or relevant fields	20 points
2	At least 3 years of experience of conducting social research activities	30 points
3	Demonstrated experience in conducting social, gender, or agriculture and rural development related researches	30 points
4	Excellent social research skills	10 points
5	Excellent research management skills	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 VND including consultancy fees and all associated costs i.e. tax, insurance and financial proposal for travel to project site/meetings or workshop in the fields as such costs are covered by UN Women.
- The financial proposal MUST be submitted in separated document with technical proposal. It is required to be treated as confidential and NEED not to be indicated in any form rather than financial proposal.
- Please note that the cost of preparing a proposal and of negotiating a contract is not reimbursable as a direct cost of the assignment.

- If quoted in another currency, prices shall be converted to VND 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 (including confidential financial proposal) will be considered.

DEADLINE FOR APPLICATION: 10th November 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.

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Certified (procurement) by:	Huyen Nguyen/ Procurement Assistant
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