



TERM OF REFERENCE

TOR reference number	TOR-VNM-2020-053 <i>(Please refer to this number in the application)</i>
Title	Junior national consultant on DRR
Purpose	To provide support to Viet Nam Office on the implementation of its AWP with focus on disaster risk management related programme activities.
Duty Station	Hanoi, Viet Nam
Contract duration	15 September 2020 to 31 August 2021 (4 days/week) (maximum of 200 working days)
Contract Supervision	Programme Analyst - UN Women Viet Nam Office
Deadline for Application	31 August 2020

I. BACKGROUND

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 also leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action.

The Asia Pacific region is one of the most vulnerable to climate change impacts and disasters in the world. According to the World Risk Report¹, 10 out of the 15 most at risk countries are located in this region. Asia and the Pacific accounts for over 90 per cent of all global deaths from disasters, where 70 per cent of the disasters are climate related. While climate change will spare no one, evidence shows that the infringement of human rights as a consequence of climate change is not equally distributed. Certain social groups within the region experience more severe impacts than others. In Viet Nam, similar as many other

¹ World Risk Report 2016: http://collections.unu.edu/eserv/UNU:5763/WorldRiskReport2016_small.pdf

countries in the region, the structural systems and institutionalized gender inequality mean that women and girls enjoy fewer rights than men, consequently increasing their vulnerability to climate change impacts relative to men and boys. When disasters hit, often women and girls face secondary negative impacts that represent a violation of their human rights, such as gender based violence, which violates the basic right of dignity of life, early and forced marriage, which impedes their right to enter into marriage with full and free consent, and human trafficking, which is a gross violation of human rights on multiple fronts. Lack of or inadequate and unequal women's access to essential resources such as land, water, finance, information, technology, and energy makes women extremely vulnerable to climate change and undermines their capacity to adapt.

Since 2012, UN Women Viet Nam has been supporting the Government of Viet Nam in implementing international commitments on gender mainstreaming in disaster risk reduction through gender mainstreaming in DRR policies, building capacity for women and advocacy for women's leadership in disaster management.

Currently, under UN Women Viet Nam office portfolio on WEE/CC/DRR, there are two projects focusing on gender mainstreaming in DRR/CC. The first is a regional programme on Strengthening Human Rights and Gender Equality through climate change actions and disaster risk management" (the Empower programme). This is a five-year programme from 2018 to 2022, funded by SIDA, and focus on three countries in Asia- Bangladesh, Cambodia and Viet Nam; and regional level activities. The Programme aims to contribute to the overall outcome of 'Implementation of climate change and DRR actions in Asia and the Pacific address key drivers of gender-based vulnerabilities and enhance human rights'.

The second is a joint project between UN Women, FAO and Save the Children on "Scaling up Forecast based Financing/ Early Warning Early Action for Drought in Viet Nam", which is a part of a regional programme. Additionally, UN Women is also an active member of the UN Disaster Risk Management Team and the Disaster Management Network, in which UN Women co-leads the sub-working group on Gender and Protection. UN Women currently together with other members of the UNDRMT is closely monitoring the drought situation in Mekong Delta.

To support the implementation of the 2020 Viet Nam Country Annual Work Plan, UN Women is looking for a junior national consultant who will provide administrative and programme support for some specific activities under two disaster risk reduction/climate change programmes in Viet Nam Annual Work Plan for 2020-2021.

II. OBJECTIVES OF THE CONSULTANCY

The objective of the consultancy is to provide support to Viet Nam Office on the implementation of its AWP with focus on two disaster risk management related programmes (the Empower and the Forecast based Financing/Early warning Early Action).

III. SPECIFIC TASKS

Under the overall guidance of the Programme Analyst, the junior national consultant will work closely with the Programme Analyst and provide the following services:

1. Programme support:
 - o Support the collection of data for the gender and DRR profiles in some selected provinces (15 days)
 - o Consolidate inputs from different partners on papers/documents/reports for DRR/CC related projects (25 days)

- Under the guidance of the Programme Analyst, assist implementing partners, including Viet Nam Disaster Management Authority, Ca Mau Provincial Committee on Natural Disaster Prevention and Control and Viet Nam Women's Union, on the implementation of the Partner Agreements (40 days).
- Review and edit documents from partners and translated documents from interpreters (20 days).
- Under the guidance of the Programme Analyst, draft TOR/concept notes/other documents under the two projects (10 days)
- Conduct small research and prepare draft notes on issues related to gender and DRR/CC as requested (15 days).

2. Administrative support:

- Support the organizations of trainings/workshops/events under the EmPower and Forecast based Financing (FbF) projects: tentatively trainings on gender and humanitarian actions for Disaster Management Working Group; trainings for VWU on gender and DRR; trainings on data collection for Da Nang and Lao Cai; and a consultation workshop on guidance on the collection of gender and DRR indicators at national level. The task particularly includes sending out invitations, getting confirmations, taking notes, translating requested documents) (40 days)
- Participate and support in taking minutes for regular meetings of the FbF consortium and with EmPower's partners (15 days).
- Translate documents as requested (20 days).

3. Provide support to other tasks as requested (10 days)

IV. INSTITUTIONAL ARRANGEMENT

The national consultant will work under the direct supervision of UN Women Programme Analyst. The local consultant will be ultimately responsible to the UN Women Representative in Viet Nam.

V. SCHEDULE OF WORK, DELIVERABLES AND SCHEDULE OF PAYMENT

No.	Deliverables	Proposed deadline	Schedule of payment
1	<ul style="list-style-type: none"> · Meeting minutes of the FbF consortium and meetings with EmPower's partners for the 4th quarter 2020 (in English and Vietnamese) (10 days) · Outline of the gender and DRR profile (in English and Vietnamese) (6 days) · List of participants confirmed for trainings on gender and humanitarian actions for DMWG, JAT trainings, training for VWU (in Vietnamese) (10 days) · Reports of trainings and workshops on gender and humanitarian actions for DMWG, JAT trainings, training for VWU (in English) (10 days) · Edited communication materials on gender and DRR for VWU (3 days) · Edited training manual on gender and DRR for VWU (3 days) 	Before end of December 2020	30% of payment (62 days)

	<ul style="list-style-type: none"> Documents from partners and translated documents from interpreters are reviewed and edited (in English and Vietnamese) (8 days). Documents translated as requested (including letters to partners, agenda, concept notes, invitation to workshops, events, list of participants...) (in English and Vietnamese) (8 days) Other tasks as requested by the supervisor (4 days) 		
2	<ul style="list-style-type: none"> Meeting minutes of the first quarter 2021 of the FbF consortium and meetings with EmPower's partners (in English and Vietnamese) (3 days) Detailed work plan under the partner agreements with Ca Mau CNDPC, VWU and VNDMA (in English) (10 days) Consolidated inputs from different partners on papers/documents/reports for DRR/CC related projects (in English and Vietnamese) (8 days) Small research and draft notes on issues related to gender and DRR/CC as requested (in English) (10 days) Documents translated as requested (including letters to partners, agenda, concept notes, invitation to workshops, events, list of participants...). (in English and Vietnamese) (5 days) List of participants confirmed for trainings on gender and DRR for VWU, workshop on gender in CC (in Vietnamese) (9 days) Reports of trainings and workshops on gender and DRR for VWU, workshop on gender in CC (in English) (10 days) Other tasks as requested by the supervisor (7 days) 	Before end of April 2021	30% of payment (62 days)
3	<ul style="list-style-type: none"> Meeting minutes of the 2nd quarter 2021 of the FbF consortium and meetings with EmPower's partners. (11 days) Inputs consolidated from different partners on papers/documents/reports for DRR/CC related projects (in English and Vietnamese) (13 days) Small research and draft notes on issues related to gender and DRR/CC as requested. (10 days) Documents translated as requested (including letters to partners, agenda, concept notes, invitation to workshops, events, list of participants...) (12 days) List of participants confirmed for trainings/workshops on gender and DRR for VWU, workshop on gender in CC/DRR (in Vietnamese) (10 days) Reports of trainings and workshops on gender and DRR for VWU, workshop on gender in CC/DRR (in English) (12 days) Other tasks as requested by the supervisor (8 days) 	Before end of August 2021	40% of payment (76 days)

VI. DURATION OF ASSIGNMENT AND DUTY STATION

The tentative contractual period is from 15 September 2020 to 31 August 2021 (maximum of 200 days).

The consultancy is based in Ha Noi and the consultant is expected to work at the office at least 4 days per week.

VII. APPLICATION EVALUATION CRITERIA

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

No.	Criteria	Point
1	Bachelor's degree in Gender and Development Studies, Social Sciences or related fields	20 points
2	Minimum 1 year of experience in project coordination support.	30 points
3	Knowledge on gender and disaster risk reduction issues	20 points
4	Excellent verbal and written English skills	20 points
5	Experience working with the UN	10 points
	Total	100 points

Core Values and Competencies

In addition to aforementioned requirements and qualifications, it is important that the consultant shares the core values and core competencies of the organization.

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:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

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.

VIII. APPLICATION PROCEDURE AND DEADLINE

Candidates are requested to send the following separated documents in one application email to procurement.vietnam@unwomen.org

All applications must include the following (as an attachment):

1. Application letter explaining your interest in the consultancy and why you are the most suited candidate for this position
2. Updated CV
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
4. Financial proposal specifying a daily consultancy rate and a breakdown per deliverable. UN Women will bear the costs of requested travel expenses following the UN-EU cost norm.

Deadline for Application: 31 August 2020

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);
- 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.
- Security Certificate BSAFE: EN: <https://agora.unicef.org/course/info.php?id=17891>