

<b>I. Contract Overview</b>	
<b>Reference Number:</b>	TOR-VNM-2026-005
<b>Consultancy Title:</b>	National Consultant to provide technical and administration support Ho Chi Minh DOHA to coordinate and implement activities in agreed workplan 2025-2026 under the HCMC Safe and Friendly City for Women and Children Programme
<b>Location:</b>	Home Based in Ho Chi Minh City, Viet Nam
<b>Travel:</b>	Travel required
<b>Practice Area:</b>	Ending Violence against Women
<b>Category (Eligible applicants):</b>	External
<b>Post Type and Level:</b>	VNM 3 (EU-UN Cost Norm) <sup>1</sup>
<b>Starting Date:</b>	30 April 2026
<b>Duration of Contract:</b>	30 April 2026 to 31 March 2027

<b>II. Consultancy Assignment</b>
<p><b>1. Background/Context</b></p> <p><b>UN Women</b></p> <p>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.</p> <p>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.</p> <p>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 upcoming 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:</p> <ul style="list-style-type: none"> <li>(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.</li> </ul>

- (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.

Under the 3rd priority, with the funding of the Australian government, UN Women has implemented the joint programme with UNFPA and UNICEF: “Elimination of violence against women and children in Viet Nam 2021-2025” [EVAWC JP]. The overall goal of the joint programme is to ensure all women and children in Viet Nam, including those most vulnerable, are able to live a life free of violence through strengthened prevention strategies and multi-sectoral responses. The programme covers four key outcomes to address the drivers and root causes of violence against women and children (VAWC) in the family while acknowledging and linking to efforts to address both gender-based violence and violence against children more broadly as follows:

- i. Outcome 1: Evidence-based laws and policies, increased resource allocation, and strengthened coordination and accountability structures promoted and supported to prevent and respond to violence against women and children, in line with national and international standards and commitments.
- ii. Outcome 2: A strengthened and more effective multi-sectoral response (including systems, capacities, and service provision) delivers increased access to quality essential services for victims and survivors of violence.
- iii. Outcome 3: More effective violence prevention, gender, and social norm change promoted through innovative evidence-based communication, awareness raising, advocacy, and community mobilization
- iv. Outcome 4: Improved research, data collection, and analysis, and knowledge exchange inform an evidence-based approach to preventing and respond to violence.

Since 2016, UN Women has supported Ho Chi Minh City to implement the global initiative of HCMC Safe and Friendly City for Women and Children Programme. In 2026, UN Women and DOHA HCMC (before was DOHA) continued its collaboration through the MOU on Capacity building to promote gender equality and gender-based violence prevention and response in HCMC for the period 2023-2026 signed on 20 March 2023. Under this MOU, UN Women and DOHA has agreed on the workplan for 2025-2026 using different fundings from EVAWC JP.

In this context, UN Women Viet Nam is therefore looking for a national consultant to support Ho Chi Minh Department of Home Affairs, and other partners to coordinate and implement activities under the agreed workplan.

## **2. Description of Responsibilities/ Scope of Work**

The successful performance of the consultant is to provide coordination support to HCM and other stakeholders to implement activities in agreed workplan 2026-2027 of UN Women and DOHA HCMC. In particular, the consultant is expected to carry out the following functions and activities:

Provide technical assistance and coordination to Ho Chi Minh Department of Home Affairs (DOHA HCMC) and other partners in Ho Chi Minh City to support, coordinate and implement the following events and tasks:

1. Three training workshops to enhance knowledge and skills on gender equality; prevention of and response to gender-based violence; and gender mainstreaming in the development of programmes, projects, and service delivery models at city and commune levels in Ho Chi Minh.
2. One conference to review the pilot implementation of the “One-Stop Service Model supporting women and children in Ho Chi Minh City” at Hung Vuong Hospital;
3. One technical workshop on “Strengthening the role of social work in coordinating gender-based violence support services in the digital era – Enhancing effective linkages of the One-Stop Service Model for women, children, and survivors of violence and abuse at hospitals in Ho Chi Minh City.”
4. Support technical exchange and coordination between Military Hospital 175 and Hung Vuong Hospital to facilitate learning, adaptation, and potential uptake of the hospital based One Stop Service Model (Bồ Công Anh model) in the Military Hospital 175.
5. Support DOHA HCMC to monitor and prepare the monitor reports of all activities in the agreed workplan with UN Women.
6. Facilitate forward looking discussions with DOHA on the Safe Cities Initiative and new investments needed following the merging of provinces.

### 3. Deliverables

Tasks and Deliverables	Expected due date and payment
<ol style="list-style-type: none"> <li>1. The concept note, agenda, invitation letter, list of participants including different sectoral stakeholders/partners of 03 training workshops developed in Vietnamese and approved by DOHA HCMC and UN Women.</li> <li>2. The events successfully coordinated and organized with group photos as evidence.</li> </ol>	<p><b>30 June 2026</b></p> <p>30% of the total payment</p>
<ol style="list-style-type: none"> <li>3. The concept note, agenda, invitation letter, list of participants including different sectoral stakeholders/partners of conference to review the pilot implementation of the “One-Stop Service Model supporting women and children in Ho Chi Minh City”</li> <li>4. The events successfully coordinated and organized with group photos as evidence</li> </ol>	<p><b>30 August 2026</b></p> <p>30% of the total payment</p>
<ol style="list-style-type: none"> <li>5. The concept note, agenda, invitation letter, list of participants including different sectoral stakeholders/partners of one “Technical workshop on “Strengthening the role of social work in coordinating gender-based violence support services in the digital era – Enhancing effective linkages of the One-Stop Service Model for women, children, and survivors of violence and abuse at hospitals in Ho Chi Minh City.” developed in Vietnamese and approved by DOHA HCMC and UN Women.</li> <li>6. The concept note, agenda of the technical exchange and coordination meeting between Military Hospital 175 and Hung Vuong Hospital to facilitate learning, adaptation,</li> </ol>	<p><b>30 November 2026</b></p> <p>30% of the total payment</p>

and potential uptake of the hospital based One Stop Service Model (Bồ Công Anh model) in the Military Hospital 175. 7. The events successfully coordinated and organized with group photos as evidence.	
8. Report on the new thinking and opportunities to expand the commitment to Safe Cities Initiative in HCMC	<b>15 December 2026</b> 5% of the total payment
9. A monitor reports of all activities with details results, impacts and recommendations developed in Vietnamese and approved by DOHA HCMC and UN Women	<b>30 March 2027</b> 5% of the total payment

#### **4. Consultant's Workplace and Official Travel**

This is a 12-month contract commencing on 30 April 2026 and ending on 30 March 2027. The Consultant will work home-based as required with travel to other provinces.

As part of this assignment, the consultant is required to travel outside Ho Chi Minh City. Work related travel of UN Women's consultants is considered as official mission and will be arranged by UN Women, in line with UN Women's Consultant Contract Policy, UN Women Duty Travel Policy and UN-EU cost norm.

### 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:**

- Good analytical and report writing skills in English and Vietnamese (at least one sample reports/presentation in English to be submitted for evaluation).

### IV. Required Qualifications

#### **Education and Certification:**

- Master's degree in Gender and Development Studies, Social sciences, Political Science, International Relations, Human Rights, Development Studies, or other related areas.

#### **Professional Experience**

- A minimum of 5-year relevant working experience on gender equality and GBV prevention and response.
- Experience in providing technical assistance and coordination in organizing workshops, trainings Knowledge and working experience especially on development project coordination in Ho Chi Minh city.
- Previous experience with United Nations Agencies and/or International Organizations desirable

#### **Management competencies:**

- Distinctive competence in coordination and communication skills, as well as the ability to work independently and with virtual teams.

#### **Language requirement:**

- Vietnamese as mother tongue
- Proficiency in English. Working knowledge of another UN language is desirable.

### V. Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
<ul style="list-style-type: none"> <li>Master's degree on Gender and Development Studies, Social Sciences, Political Science, International Relations, Human Rights, Development Studies, or related fields</li> </ul>	20
<ul style="list-style-type: none"> <li>A minimum of 5 year relevant working experience on gender equality and GBV prevention and response</li> </ul>	25
<ul style="list-style-type: none"> <li>Experience in providing technical assistance and coordination in organizing workshops, trainings</li> </ul>	20
<ul style="list-style-type: none"> <li>Knowledge and working experience especially on development project coordination in Ho Chi Minh city.</li> </ul>	25
<ul style="list-style-type: none"> <li>Working experience/consultancy experience with UN agencies in Viet Nam will be an advantage</li> </ul>	10
<ul style="list-style-type: none"> <li><b>TOTAL</b></li> </ul>	<b>100</b>
<b>V. How to Apply</b>	
<p>Interested candidates are requested to submit electronic applications no later than <b>12 April 2026 Ha Noi time</b> via the E-recruitment system of UN Women uploaded with the following required documents</p> <ul style="list-style-type: none"> <li><b>Personal CV</b></li> <li>A cover letter (maximum length: 1 page)</li> <li>At least one sample reports/presentation in English to be submitted for evaluation (for shortlisted candidates only)</li> </ul> <p><b>*NOTE:</b></p> <p><b>* Documents required before contract signing:</b></p> <ul style="list-style-type: none"> <li>The medical statement from the physician certifying good health to work and travel. (This is not a requirement for RLA contracts).</li> <li>Copy of Health Insurance Card</li> <li>Completed UNDSS BSAFE online training course. EN: <a href="https://agora.unicef.org/course/info.php?id=17891">https://agora.unicef.org/course/info.php?id=17891</a></li> <li>Release letter in case the selected consultant is government official.</li> </ul> <p><b>* Regarding application submission:</b></p> <ul style="list-style-type: none"> <li>Applications received incomplete or after the closing date will not be considered.</li> <li>Only successful applicants will be contacted to be advised of the next phase of the recruitment process.</li> <li>All applications will be treated in the strictest confidence.</li> </ul> <p><i>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.</i></p>	

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.)