

I. Contract Overview	
Reference Number:	TOR-VNM-2025-011
Consultancy Title:	National Consultant/ Rapporteur to Support Regional Plan of Action on the Elimination of Violence Against Women (RPA-EVAW) (Viet Nam)
Location:	Home Based
Travel:	Travel required
Practice Area:	Ending Violence against Women
Category (Eligible applicants):	External
Post Type and Level:	National Consultant VNM3 (UN-EU Cost Norm 2022) ¹
Starting Date:	20 July
Duration of Contract:	16 days from 20 July to 20 September 2025

II. Consultancy Assignment
<p>1. Background/Context</p> <p>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>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"> (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. (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.

Violence Against Women (VAW) encompasses a wide spectrum of violence and harassment, extending beyond domestic environments to include occurrences in public spaces, transportation, educational institutions, workplaces, and online platforms. This issue significantly undermines the safety and security of women and girls, restricting their full participation in education, the workforce, leadership, and decision-making processes. VAW is interconnected with various forms of violence and crime, such as online harassment, child exploitation, and human trafficking. Moreover, during crises, factors such as humanitarian crisis and economic hardship exacerbate violence, further increasing harm and insecurity against women.

Prevention of violence against women is achievable, and addressing its root causes can yield extensive benefits across various forms of violence, leading to safer and more peaceful societies. The advantages of reducing VAW are manifold. When incidents of violence decline, women enjoy better health, increased mobility, enhanced economic participation, and greater involvement in conflict prevention, security decision-making, and peace processes. Thus, preventing violence against women and children is a fundamental step in safeguarding their rights to education, health, safety, security, and livelihoods.

Globally, women and girls with disabilities face higher risks of gender-based violence due to multiple and intersecting forms of discrimination. Despite strong regional and international commitments, their needs often remain unaddressed in VAWG policies and services.

The internationally recognized prevalence rates of VAW are disturbingly high, leading to its acknowledgment as an urgent global issue. Unanimous agreement has emerged regarding the necessity to eradicate VAW as part of the Sustainable Development Goals (SDGs). [The Association of Southeast Asian Nations](#) (ASEAN), guided by [ASEAN Charter](#) and the [ASEAN Community Vision 2025](#), has taken the initiative to lead efforts among member states to uphold and advance commitments against all manifestations of VAW through the [Regional Plan of Action on the Elimination of Violence Against Women](#) (RPA-EVAW).

As the RPA-EVAW approaches its conclusion in 2025, ASEAN is poised to conduct End-Term Review and develop a new generation of the RPA-EVAW. This new plan will reflect analysis from the [Mid-Term Review of the RPA-EVAW \(2016-2025\)](#), respond to evolving country contexts, and incorporate global best practices for preventing and addressing VAW.

In response to the specific needs of women and girls with disabilities, the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC), in coordination with SOMSWD (Senior Officials Meeting on Social Welfare and Development) and with support from UNFPA, has developed a draft ASEAN Guidance Note on Disability Inclusion in VAWG Policies and Programmes. The Guidance Note seeks to provide a practical framework to ensure that national and regional efforts to eliminate VAWG are inclusive and accessible to women and girls with disabilities.

To facilitate the End-Term review of the ASEAN RPA-EVAW and draft the new plan, a self-assessment survey will be conducted, including national consultations in some ASEAN Member States. Similarly, to finalize the ASEAN guidance note on disability inclusion in VAWG policies and programmes, national consultations are being conducted in interested ASEAN Member States to collect feedback on the draft. UN Women and UNFPA at regional level have jointly supported ACWC of ASEAN Member States in this process.

UN Women is therefore seeking a National Consultant/ Rapporteur to Support [Regional Plan of Action on the Elimination of Violence Against Women](#) (RPA-EVAW) in Viet Nam. The national consultant/rapporteur will play a vital role in documenting the national consultation, supporting the self-assessment process for the RPA EVAW, drafting a national consultation summary report that contributes to the End-Term Review and the formulation of the new RPA-

EVAW, and document feedback on the ASEAN Guidance Note on Disability Inclusion in VAWG policies and programmes. This will ensure the formulation of an actionable and inclusive framework for the eradication of VAW within ASEAN.

The consultant will be reporting to the Programme Specialist on Ending Violence Against Women (UN Women Viet Nam), who will be the point of contact on the contract and payment issues.

2. Description of Responsibilities/ Scope of Work

The successful performance of the incumbent will effectively contribute to the development of quality projects/programmes reports. In particular, the consultant is expected to carry out the following tasks:

- i. Gather, organize, and document data from desk review and inputs from stakeholders during national consultation focusing on VAW and gender-based violence (GBV) (3 days).
- ii. Facilitate and guide the self-assessment survey related to the elimination of VAW (2 days).
- iii. Support note taking for the national consultation in national and English languages (2 days).
- iv. Create a national report in national and English languages based on the findings from the self-assessment, desk review, and national consultation to inform both the End-Term Review of the ASEAN RPA-EVAW and the formulation of a new action plan (5 days)
- v. Fill the template to report on specific feedback provided during the sessions on the ASEAN Guidance Note on Disability Inclusion in VAWG policies and programmes (2 days).
- vi. Work closely with UN Women country office and EVAW, UN Women ROAP, UNFPA country office, UNFPA RO and other stakeholders to ensure alignment with regional frameworks and guidelines (2 days).

3. Deliverables

The consultant must ensure the quality, standard, and satisfaction of deliverables to be submitted to UN Women within the given timeline.

Key tasks	Deliverable	Expected completion time	Payment Schedule (optional)
Support the composition of the self-assessment survey.	Evidence of the submission of the self-assessment survey.	25 July 2025	20 September 2025
Facilitate any off-line/ or online national consultation.	Finalized and agreed presentation or any material used for the off-line/ or online national consultation, facilitated by the consultant.	5 August 2025	
Support note taking for national consultation.	Finalized meeting notes, capturing key discussions and recommendations.		
Capture and collect detailed feedback on the ASEAN Guidance Note on Disability Inclusion in VAWG policies and programmes, based on group work and plenary discussions during the national consultation.	Finalized feedback report on the ASEAN Guidance Note on Disability Inclusion in VAWG, based on a template provided by UNFPA APRO		
Compose the national consultation summary report capturing key discussion and recommendations at the national consultation (The report shall be under guided format and in national language and English languages.)	Finalized and agreed national consultation summary report, capturing key discussions and recommendations according to the standard format provided.	15 September 2025	

4. Consultant's Workplace and Official Travel

This is a home-based consultancy. As part of this assignment, the consultant is required to travel to Ha Noi and Ho Chi Minh city. Work related travel of UN Women's consultants are 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 skills
- Good knowledge of violence against women

IV. Required Qualifications

Education and Certification:

- Master's Degree in the field of social work, social science, public health, international development, economic development, international law, gender studies, or other related area;
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree;

Experience:

- At least 5 years of relevant experience in the field of gender-based violence (GBV), including experience working in GBV service provision;
- Familiarity with ASEAN frameworks, CEDAW, and other international commitments related to EVAW;

Languages:

- Fluency in English is required.

V. Criteria for Evaluation

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individuals is evaluated based on the following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
A. Education <ul style="list-style-type: none"> Master's Degree in the field of social work, social science, public health, international development, international law, gender studies, or other related area.; A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree 	20%
B. Work Experience <ul style="list-style-type: none"> At least 5 years of relevant experience in the field of gender-based violence (GBV), including experience working in GBV service provision. Familiarity with ASEAN frameworks, CEDAW, and other international commitments related to EAW. 	60%
C. Reporting writing, editing and language skills <ul style="list-style-type: none"> Fluent in English. 	20%
Total Obtainable Score	100%

Only the candidates who have attained a minimum of 70% of total points will be considered as technically qualified candidates who may be contacted for validation interview.

V. How to Apply

Interested candidates are requested to submit electronic applications no later than 08/07/2025 Ha Noi time via the link: [UN Women, Consultant/ Rapporteur to Support Regional Plan of Action on the Elimination of Violence Against Women \(RFP-EVAW\), Home-based, National Consultant](#)

Submission package includes the documents as follows:

- Personal CV or P11 (P11 can be downloaded from:**
<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>)
- A cover letter (maximum length: 1 page)
- A report in English as sample.

*NOTE:

* Documents required before contract signing:

- The medical statement from the physician certifying good health to work and travel. (This is not a requirement for RLA contracts).
- Copy of Health Insurance Card
- Completed UNDSS BSAFE online training course.
EN: <https://agora.unicef.org/course/info.php?id=17891>
- Release letter in case the selected consultant is government official.

* Regarding application submission:

- Applications received incomplete or after the closing date will not be considered.

- Only successful applicants will be contacted to be advised of the next phase of the recruitment process.
- All applications will be treated in the strictest confidence.

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.

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.)