

| I. Contract Overview | |
|---------------------------------|---|
| Reference Number: | TOR-VNM-2025-014 |
| Consultancy Title: | Consultants team on Mainstreaming Gender Equality Disability and social inclusion (GEDSI) in Nationally Determined Contribution to Paris Agreement (NDC) 3. |
| Location: | Home Based |
| Travel: | Travel required |
| Practice Area: | Support the Mainstreaming of GEDSI in NDC 3. |
| Category (Eligible applicants): | External |
| Post Type and Level: | Four National Consultants VNM3 (UN-EU Cost Norm 2022) |
| Starting Date: | August 20 th 2025 |
| Duration of Contract: | August 20 th , 2025, to 15 June 2026 (Details on the number of working days is in session 5) |
| | |

| 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. 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. 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 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.

Over the last decade, increasing natural hazards, climate-related emergencies, mounting insecurity and crises in Asia and the Pacific are eroding development gains, posing significant challenges in the transition to low-carbon, resilient societies. Even before the COVID-19 pandemic, the world was off-track to meet the transformational environmental, social and economic changes required to achieve gender equality, address climate change and realize human rights for all. The pandemic set back sustainable development progress while further increasing inequalities. Women and girls, especially those facing multiple and intersecting forms of discrimination, have faced disproportionate fallout.

Environmental degradation and climate and disaster impacts are unequally felt across the region. For women, people in poverty and other marginalized groups, pre-existing discriminatory social norms and pervasive gender inequalities increase exposure to risks while undercutting the ability to cope and recover from shocks. Women's livelihoods are often the first to decline due to climate-related hazards and disasters and inequalities in access to resources, finance and technologies, leaving women with greater challenges in coping and rebuilding after a crisis.

The low-carbon transition and social transformation required to solve the climate crisis pose significant opportunities to redress gender inequalities and promote human rights. By placing women and other marginalized groups at the centre, this transition can advance gender justice and occur more quickly with empowered women and marginalized groups acting as change agents.

The second phase of the EmPower: Women for Climate Resilient Societies Project aims to scale up results and continue to promote gender-responsive and human rights-based climate action by supporting key regional and country stakeholders to achieve a broader impact across the Asia-Pacific region. The project is a joint project between UN Women and the UN Environment Programme (UNEP), with financial support from the Swedish International Development Cooperation Agency, the government of Germany, New Zealand and Switzerland.

The overall outcomes of the EmPower programme: Countries in Asia and the Pacific experience greater gender equality and the full enjoyment of their rights, including equal access to a clean, healthy and sustainable environment, reducing their vulnerability to the impacts of climate change. Three outputs are:

Output 1: Asia-Pacific actors increase action on gender responsive climate change adaptation and mitigation.

Output 2: Women in all their diversity are key actors in climate and DRR decision-making.

Output3: Women engage in climate-resilient livelihoods.

In Viet Nam, for the implementation of the EmPower programme phase II, UN Women is partnering with the Ministry of Agriculture and Environment (MAE), the Viet Nam Women's Union, the CSO network on gender and climate change, and UN agencies, NGOs and development partners to realize programme outputs and outcomes.

UN Women is therefore seeking a team of national consultants to provide technical support to Department of Climate Change (DCC) in mainstreaming gender in National Determined Contribution (NDC) 3. The consultant team will report to the Programme Analyst for Climate Change and Disaster Risk Reduction, UN Women in Viet Nam with oversight of the Programme Management Specialist and ultimate management of the Country Representative and work closely with designated focal points from Ministry of Agriculture and Environment (MAE), and related Divisions of the Department of Climate Change and Informal gender and climate change group.

2. Objective

The overall objective of the consultancy is to provide advisory support to the NDC Task Force and Gender Core Group which are supporting Department of Climate Change (DCC) in the drafting of a gender-responsive NDC3 in Viet Nam.

The objective of this consultancy is:

- To conduct gender analysis and assesses the results of gender mainstreaming (GM) during the implementation of Viet Nam's updated Nationally Determined Contribution (NDC) in 2020 to contribute recommendations and

technical inputs on gender equality and social inclusion (GEDSI) to Viet Nam's Nationally Determined Contribution (NDC) for the period 2025–2035;

Specific objectives include:

- Conduct a review and evaluation of gender mainstreaming (GM) results, for the areas of mitigation and adaptation in the updated NDC 2020; analyze achievements, limitations, gaps, and forecast trends,
- Based on the evaluation, provide recommendations for enhanced gender and inclusion integration in Viet Nam's updated NDC for the period 2025–2035 and propose implementation phases for the periods 2025-2030 and 2030-2035."
- Propose methods, content, and provide technical inputs on gender equality and inclusion, just transition for Viet Nam's updated NDC in 2025 (period 2025–2035)."
- Develop a a gender-responsive monitoring & evaluation indicator framework (GEDSI) for climate change mitigation component and adaptation component in the updated NDC 2025–2035.
- Guide the piloting of integrating GEDSI into some sectors/sub-sectors in the updated NDC 2025, especially for mitigation component.
- Based on the obtained results, build good examples, organize conferences to share experiences and recommend expansion.

3. Description of Responsibilities/ Scope of Work

The work will be carried out in two main phases.

Phase 1 involves conducting gender analyses and supporting the integration of Gender Equality and Social Inclusion (GEDSI) into the 2025 Updated Nationally Determined Contribution (NDC) and developing a gender-responsive Monitoring & Evaluation (M&E) indicator framework for the NDC.

Phase 2 supports piloting GEDSI and just transition practices in selected sub-sectors such as agriculture or waste management, through both policy integration and practical implementation at the local/enterprise level.

The tasks are scheduled as follows:

Phase 1: From July 2025 to December 2025

Task 1: Develop an Inception Report

- i. Review Viet Nam's and UNFCCC's climate change and gender-related policies to ensure that gender equality (GE) analysis and recommendations for the NDC align with both national and international climate change and gender equality frameworks.
- ii. Analyze gender mainstreaming and gender gaps in the 2020 Updated NDC; review relevant programs and projects to extract lessons learned and good practices.
- iii. Review, study, and analyze secondary literature and data on gender and climate change in Viet Nam to assess gender mainstreaming and GE outcomes across key NDC sectors.
- iv. Based on findings, propose an approach for assessing gender integration and GE implementation in the 2020 Updated NDC (2022), and outline key targets, tasks, expected outputs; propose a research/review framework, methodology, timeline, and human resources needed.
- v. Finalize the Inception Report incorporating the components listed above.

Final Deliverable: Inception Report

Task 2: Review and assess gender mainstreaming and gender equality implementation in the 2020 Updated NDC, with emphasis on five key sectors

- i. Conduct consultations with relevant ministries and sectors; carry out studies/surveys with local authorities, businesses, and communities to collect information, identify challenges and opportunities for GEDSI integration in climate policies/actions and WRO.
- ii. Analyze achievements, challenges, and lessons learned in gender mainstreaming and GE implementation in the 2020 Updated NDC (2022), especially in GHG mitigation.

- iii. Prepare a summary presentation (PPT) of key findings for consultation workshops.
- iv. Finalize the Review and Assessment Report on gender integration and GE implementation in the 2020 Updated NDC.

Final Deliverables:

- i. Assessment Report on Gender Mainstreaming and Gender Equality Implementation in GHG Mitigation and Climate Adaptation in the 2020 Updated NDC.
- ii. GEDSI integration recommendations for Viet Nam's 2025 Updated NDC (2025–2035), with an implementation roadmap for 2025–2030 and 2030–2035.

Task 3: Propose approaches and provide technical inputs for integrating GEDSI into the 2025–2035 Updated NDC Based on results from Task 2:

- i. Review the 2025 Draft NDC and participate in technical meetings to propose sector-specific GEDSI content/intersectionality/just transition aspects; suggest integration methods for each sector/sub-sector.
- ii. Identify and provide technical inputs on gender, inclusion, and just transition elements for sections of the 2025 Draft NDC.
- iii. Participate in technical consultations, present findings and gather feedback to finalize the gender-responsive NDC.
- iv. Finalize technical inputs based on feedback to ensure a gender-responsive and inclusive 2025 Updated NDC.

Final Deliverables:

- i. Document proposing sector-specific GEDSI/inclusive/just transition content, including integration methods for each sector/sub-sector.
- ii. 2025 Updated NDC with gender integration approved by the competent authority (DCC).

Task 4: Develop a Gender-Responsive Monitoring & Evaluation Framework for the 2025 Updated NDC

- i. Study international and regional gender-responsive NDC M&E frameworks for reference and adaptation.
- ii. Develop gender-responsive M&E indicators for key content in each sector/sub-sector of the 2025 Updated NDC.
- iii. Create implementation guidelines for the gender-responsive M&E framework by sector (agriculture, energy, waste, industrial processes, etc.).
- iv. Develop gender and inclusion implementation reporting templates for sectors related to GHG mitigation and climate adaptation.

Final Deliverables:

- i. Gender-responsive M&E framework for the 2025 Updated NDC
- ii. Standardized reporting templates for gender and inclusion implementation

Phase 2: From January 2026 to June 2026

Task 5: Guide Pilot Implementation of GEDSI Integration in Selected Sectors of the 2025 Updated NDC

- i. Consult with ministries to review sectoral climate policies and select pilot sectors for GEDSI integration based on the NDC.
- ii. Conduct training sessions to guide stakeholders at central and provincial levels on integrating GEDSI into sectoral policies and planning.

- iii. Provide technical assistance to selected enterprises/groups (e.g., GHG inventory-mandated entities in energy, agriculture, waste sectors, etc.) to integrate GEDSI into business policies and operations.
- iv. Monitor and provide regular technical support to ensure planned GEDSI implementation in pilot enterprises is achieved.
- v. Prepare periodic monitoring and evaluation reports to track progress and update results.

Final Deliverable:

- i. Report on pilot implementation results of GEDSI integration in policies and enterprise-level practices.

4. Deliverables and deadlines

| No. | Tasks/Activities | Output: | Deadline: |
|-----|---|--|--------------------|
| | Phase 1 | | |
| 1 | Task 1: Develop Inception Report | Inception Report | August 31, 2025 |
| 2 | Task 2: Review and assess the results of gender mainstreaming and gender equality implementation in the updated 2020 NDC, with a particular focus on 5 priority sectors Output: | <ul style="list-style-type: none"> - Evaluation report on gender mainstreaming and gender equality implementation in GHG emissions reduction and climate change adaptation in the updated 2020 NDC - Recommendations for gender and social inclusion (GEDSI) integration into the updated 2025 NDC of Viet Nam for the 2025–2035 period, with proposed implementation phases for 2025–2030 and 2030–2035 | September 30, 2025 |
| 3 | Task 3: Propose methods, content, and provide technical inputs for gender and inclusion integration in the 2025–2035 updated NDC | <ul style="list-style-type: none"> - Document proposing gender and inclusion content/cross-cutting issues and just transition elements specific to each sector; including methods for integrating such content into each sector/sub-sector - Updated 2025 NDC from a gender perspective approved by the competent authority (DCC) | November 15, 2025 |
| 4 | Task 4: Develop a gender-responsive monitoring & evaluation framework for the 2025 updated NDC | <ul style="list-style-type: none"> - Monitoring and evaluation indicator set for gender equality implementation in the NDC and a reporting template | November 15, 2025 |
| | Phase 2 | | |
| 5 | Task 5: Provide guidance for pilot implementation of gender and inclusion mainstreaming in selected sectors of the 2025 updated NDC | Report on pilot support results for gender and inclusion mainstreaming in policy development and business practices | May 30, 2026 |

The process of revision of the NDC and development of the NDC3 started in early-2025 and continues into late 2025 when the NDC will be submitted to the Government for approval.

To date, Technical Report and a first draft of the NDC3 are under development of which the roadmap is as follows:

| Events | Timeline |
|--|-----------------------------|
| Comments from ministries | End July 2025 |
| Technical consultations | Early August 2025 |
| DCC Consultations with line Ministries | Early to mid-September 2025 |
| MAE submit to PM office | End September 2025 |
| Prime Minister M approval | October 2025 |
| Submit to UNFCCC | November 2025 |

5. Deliverables and expected days for consultants

| No. | Tasks/Activities | Output: | Expected human days | | | | |
|-----|--|--|----------------------------|-------|-----|-----|-----------|
| | | | Team leader, Gender and CC | GEDSI | M&E | ESG | Total |
| 1 | Task 1: Develop Inception Report | Inception Report | 6 | 2 | 1 | 1 | 10 |
| 2 | Task 2: Review and assess the results of gender mainstreaming and gender equality implementation in the updated 2020 NDC, with a particular focus on 5 priority sectors | <ul style="list-style-type: none"> - Evaluation report on gender mainstreaming and gender equality implementation in GHG emissions reduction and climate change adaptation in the updated 2020 NDC - Recommendations for gender and social inclusion (GEDSI) integration into the updated 2025 NDC of Viet Nam for the 2025–2035 period, with proposed implementation phases for 2025–2030 and 2030–2035 | 20 | 10 | 3 | 2 | 35 |
| 3 | Task 3: Propose methods, content, and provide technical inputs for gender and inclusion integration in the 2025–2035 updated NDC | <ul style="list-style-type: none"> - Document proposing gender and inclusion content/cross-cutting issues and just transition elements specific to each sector; including methods for integrating such content into each sector/sub-sector - Updated 2025 NDC from a gender perspective approved by the competent authority (DCC) | 15 | 5 | 1 | 1 | 22 |
| 4 | Task 4: Develop a gender-responsive M&E framework for | <ul style="list-style-type: none"> - Monitoring and evaluation indicator set for gender equality implementation in the NDC and a reporting template | 3 | 1 | 5 | 1 | 10 |

| | | | | | | | |
|---|---|---|-----|----|----|----|-----|
| | the 2025 updated NDC | | | | | | |
| | Phase 2 | | 50 | | 10 | 30 | 90 |
| 5 | Task 5: Provide guidance for pilot implementation of gender and inclusion mainstreaming in selected sectors of the 2025 updated NDC | Report on pilot support results for gender and inclusion mainstreaming in policy development and business practices | 15 | | 5 | 5 | 25 |
| | Total | | 109 | 18 | 25 | 40 | 192 |

6. Consultant's Workplace and Official Travel

This is a home-based consultancy. Consultant may be expected to travel for UN Women's partners meetings and/or the field where UN Women and its partners organize the workshops/ trainings.

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:

Coordination and Partnership-Building

- Demonstrates excellent expertise in the NDC and interpersonal skills and political sensitivity to engage effectively with national counterparts, particularly in structured institutions such as Department of Climate Change under Ministry of Agriculture and Environment
- Coordinates complex multi-stakeholder processes with professionalism and diplomacy.

Reporting and Documentation

- Prepares clear, concise, and well-structured reports in English (narrative and indicator-based).
- Captures and communicates success stories, good practices, and lessons learned.
- Presents information in engaging formats, such as PowerPoint presentations, policy briefs, press release, or donor updates.

Communication and Knowledge Management

- Ensures visibility and branding requirements are met across communication products.
- Supports knowledge exchange between stakeholders and ensures institutional memory is maintained through effective documentation.

Gender Equality and social inclusion mainstreaming

- Demonstrates understanding of gender and social inclusion mainstreaming, etc.

IV. Required Qualifications

4.1 Senior Expert on Gender and Climate Change, Team Leader

- Holds a Master's degree or higher in sociology, development studies, gender studies, climate change, or related fields;
- At least 15 years of professional experience in the field of social development, with research/survey experience related to gender and climate change;
- Well-versed in national and international gender equality and climate change policies. Has a sound understanding of Viet Nam's national policies on green growth, disaster risk reduction, and short- and long-term socio-economic development contexts;
- Experienced in providing technical support for gender analysis and mainstreaming in national climate policies; experience working with the private sector on climate change, disaster risks, gender equality, etc.;

- Practical experience working with governmental agencies at both national and local levels on climate change, gender equality related to climate change, and disaster risk reduction; experience collaborating with bilateral and multilateral international organizations in Viet Nam;
- Strong analytical and conceptual thinking skills; proficient in report writing and information synthesis;
- Has led at least 3 assignments as a team leader, and is capable of working both independently and as part of a team.

4.2. Gender Equality and Social Inclusion (GEDSI) Expert

Requirements:

- Postgraduate degree (PhD preferred) in social sciences such as sociology, public policy, development studies, women and gender studies, or related disciplines;
- At least 10 years of proven experience in conducting research and implementing programs/projects supporting gender equality and social issues, including intersecting factors such as sustainable poverty reduction, labor and employment, people with disabilities, and ethnic minorities; capacity building on gender, women's participation, and female leadership;
- In-depth knowledge of national and international gender equality policies (CEDAW); understanding of gender policies within UNFCCC climate change frameworks is a plus;
- Familiar with gender analysis frameworks and women's economic empowerment in relation to employment, green production and consumption, climate change, and disaster risk reduction;
- Experience working with government agencies at both national and local levels on climate change, gender equality, and social development;
- Fluent in Vietnamese and proficient in English.

4.3. Monitoring and Evaluation Expert

- Holds a Master's degree or higher in project management, social development, development economics, climate change, environment, sociology, or related fields;
- Minimum 10 years of experience in monitoring and evaluation (M&E) of development programs and projects; experience with environmental protection, climate change, and gender equality projects is an advantage;
- Must possess knowledge of M&E concepts and principles; knowledge of quantitative data collection and analysis is required;
- Familiar with Viet Nam's gender equality and climate change policies and programs. Knowledge of the national gender statistical indicators and national climate adaptation M&E indicators is a plus;
- Experience working with governmental authorities at both national and local levels; experience working with international development partners, INGOs, and donors;
- Strong English communication skills, both written and verbal.

4.4. ESG (Environment, Social and Governance) Expert

- Holds a degree in environmental science, climate change, energy management, business administration, sustainable development, or equivalent;
- At least 5 years of experience providing consulting services to businesses on environmental protection, energy management and transition; organizational governance and strategic development;
- Experience in advising and supporting businesses in preparing and publishing annual sustainability or ESG reports is a significant advantage;
- Experience working with businesses in sectors such as energy, waste, industrial processes, and sustainable agriculture;
- Experience collaborating with programs/projects on climate change and cleaner production; understanding of corporate social responsibility (CSR) is a plus;
- Strong English proficiency in both spoken and written communication.

Education and Certification:

- Master's degree (or equivalent) in public administration, political science, development studies, gender studies, international relations, or a related field.
- A bachelor's degree with 7 additional years of relevant experience may be accepted in lieu of a Master's.

V. Criteria for Evaluation

| 5. 1 Senior Expert on Gender and Climate Change, Team Leader Technical Evaluation Criteria | Obtainable Score |
|--|-------------------------|
| Holds a Master's degree or higher in sociology, development studies, gender studies, climate change, or related fields; | 10 |
| At least 15 years of professional experience in the field of social development, with research/survey experience related to gender and climate change; | 20 |
| Well-versed in national and international gender equality and climate change policies. Has a sound understanding of Viet Nam's national policies on green growth, disaster risk reduction, and short- and long-term socio-economic development contexts; | 20 |
| Experienced in providing technical support for gender analysis and mainstreaming in national climate policies; experience working with the private sector on climate change, disaster risks, gender equality, etc.; | 20 |
| Practical experience working with governmental agencies at both national and local levels on climate change, gender equality related to climate change, and disaster risk reduction; experience collaborating with bilateral and multilateral international organizations in Viet Nam; | 10 |
| Strong analytical and conceptual thinking skills; proficient in report writing and information synthesis; | 10 |
| Has led at least 3 assignments as a team leader, and is capable of working both independently and as part of a team. | 10 |
| TOTAL | 100 |

5.2 Gender Equality and Social Inclusion (GEDSI) Expert

| Technical Evaluation Criteria | Obtainable Score |
|--|-------------------------|
| Postgraduate degree (PhD preferred) in social sciences such as sociology, public policy, development studies, women and gender studies, or related disciplines; | 10 |
| At least 10 years of proven experience in conducting research and implementing programs/projects supporting gender equality and social issues, including intersecting factors such as sustainable poverty reduction, labor and employment, people with disabilities, and ethnic minorities; capacity building on gender, women's participation, and female leadership; | 30 |
| In-depth knowledge of national and international gender equality policies (CEDAW); understanding of gender policies within UNFCCC climate change frameworks is a plus; | 20 |
| Familiar with gender analysis frameworks and women's economic empowerment in relation to employment, green production and consumption, climate change, and disaster risk reduction; | 20 |
| Experience working with government agencies at both national and local levels on climate change, gender equality, and social development; | 10 |
| Fluent in Vietnamese and proficient in English. | 10 |
| TOTAL | 100 |

5.3 Monitoring and Evaluation Expert

| Technical Evaluation Criteria | Obtainable Score |
|---|------------------|
| Holds a Master's degree or higher in project management, social development, development economics, climate change, environment, sociology, or related fields; | 10 |
| Minimum 10 years of experience in monitoring and evaluation (M&E) of development programs and projects; experience with environmental protection, climate change, and gender equality projects is an advantage; | 30 |
| Must possess knowledge of M&E concepts and principles; knowledge of quantitative data collection and analysis is required; | 20 |
| Familiar with Viet Nam's gender equality and climate change policies and programs. Knowledge of the national gender statistical indicators and national climate adaptation M&E indicators is a plus; | 20 |
| Experience working with governmental authorities at both national and local levels; experience working with international development partners, INGOs, and donors; | 10 |
| Strong English communication skills, both written and verbal. | 10 |
| TOTAL | 100 |

5.4 ESG (Environment, Social and Governance) Expert

| Technical Evaluation Criteria | Obtainable Score |
|---|------------------|
| Holds a Master's degree or higher in project management, social development, development economics, climate change, environment, sociology, or related fields; | 10 |
| Minimum 10 years of experience in monitoring and evaluation (M&E) of development programs and projects; experience with environmental protection, climate change, and gender equality projects is an advantage; | 30 |
| Must possess knowledge of M&E concepts and principles; knowledge of quantitative data collection and analysis is required; | 20 |
| Familiar with Viet Nam's gender equality and climate change policies and programs. Knowledge of the national gender statistical indicators and national climate adaptation M&E indicators is a plus; | 20 |
| Experience working with governmental authorities at both national and local levels; experience working with international development partners, INGOs, and donors; | 10 |
| Strong English communication skills, both written and verbal. | 10 |
| TOTAL | 100 |

Only shortlisted candidates will be contacted for the interview.

VI. How to Apply

Interested candidates are requested to submit electronic applications no later than **10th August, 2025**, Ha Noi time via email to

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)
- 1 example of assessment report is attached to the application for evaluation.

***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.)