



## CONSULTANT TERMS OF REFERENCE

### I. Contract Overview

<b>Reference Number:</b>	TOR-VNM-2025-018
<b>Consultancy Title:</b>	A Conference coordinator - national consultant (will serve as a team member of a team) to provide admin support for organization of an international conference on gender mainstreaming in Viet Nam.
<b>Location:</b>	Home Based with travel to Ha Noi for meetings and workshops
<b>Travel:</b>	Travel required
<b>Practice Area:</b>	Law and Gender Equality
<b>Category (Eligible applicants):</b>	External
<b>Post Type and Level:</b>	VNM2 - UN EU Cost Norm 2022 <sup>1</sup>
<b>Starting Date:</b>	15 September 2025
<b>Duration of Contract:</b>	September 2025 to December 2025

### II. Consultancy Assignment

#### 1. Background/Context

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 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:

- (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.

#### **Legal and policy framework on gender equality and gender mainstreaming in legislation reform**

Viet Nam has made notable progress in strengthening its legal and policy framework for gender equality and has been recognized in various international forums for these efforts. In its 2015 review, the CEDAW Committee welcomed recent legislative reforms that advanced gender equality, including amendments to the Constitution (2013), the Land Law (2013), and the Law on Vietnamese Nationality (2014). Since then, the importance of integrating gender analysis into the legislative process has gained greater visibility. The Law on Promulgation of Legal Normative Documents (2015) introduced a provision requiring law-drafting agencies to apply gender mainstreaming in the development of legal documents. While challenges remain in implementation, the Ministry of Labour, Invalids and Social Affairs (MOLISA) reported that 40 out of 111 legal documents adopted since 2015 met the gender equality requirement—an encouraging achievement in a five-year period. This progress was also acknowledged as a key success by the independent review of the National Strategy on Gender Equality 2011–2020.

The 2013 Constitution clearly prohibits gender-based discrimination and affirms the State's commitment to ensuring equal rights and opportunities for all genders. However, this constitutional guarantee is not consistently reflected in subsequent legislation. A review of key sectoral and procedural laws enacted since 2014 revealed that fewer than half include anti-discrimination clauses based on sex. Notable examples with such provisions include the Civil Code (2015), Law on Elections (2015), Law on Access to Information (2016), Law on the Press (2016), Law on Children (2016), and the Law on Social Insurance (, amended in 2024). Meanwhile, Viet Nam has been encouraged to revise laws that reinforce gender stereotypes—for example, the Law on Marriage and Family (2015) and the Law on Children (2016), both of which include gendered assumptions about domestic roles. Moreover, comprehensive legal protections against discrimination on grounds such as race, ethnicity, disability, gender identity, sexual orientation, and age are still lacking, limiting the legal system's capacity to address intersectional forms of gender-based discrimination.

Despite some positive steps, the current legal framework still falls short in addressing the full range of gender-related issues. Although Law on Promulgation of Legal Normative Documents (2015, amended in 2020, and 2025) requires conducting gender impact assessment. However, it is not a mandatory requirement, as result, several important laws have not yet ensured gender mainstreaming or the differentiated needs of women and men. These include the Law on Environmental Protection (2014), Law on Forestry (2017), and various taxation laws. Additionally, the Law on the Press (2016) does not prohibit gender-discriminatory or stereotypical content, although such a provision exists in the Law on Advertising (2012). The Law on Statistics (2015) also lacks a requirement for state agencies to produce sex-disaggregated data. When drafted in gender-neutral terms, these laws often overlook the differing experiences, needs, and access of women and men, leading to unintended inequalities. For example, women may be excluded from tax incentives designed primarily for large businesses or high-income earners.

There are also inconsistencies in the application of gender mainstreaming requirements across legislation. While the Gender Equality Law (2006) mandates gender mainstreaming in the development of all laws, the Law on Promulgation of Legal Normative Documents (2015) limits this requirement to cases where legislation is deemed directly related to gender equality. A review commissioned by MOLISA also noted that gender-neutral language is sometimes used to circumvent meaningful gender analysis. Furthermore, the Gender Equality Law currently applies only to legal normative documents, not to broader policies or strategies.

In this context, to support for further strengthening gender responsive legislation development, UN Women in collaboration with Ha Noi Law University is organizing an international conference on gender mainstreaming in legislation and policy development.

The conference aims to:

- Promote dialogue and exchange of international and national experiences, good practices, and lessons learned in integrating gender perspectives into legislative and policy-making processes;
- Highlight progress made by Viet Nam in strengthening its legal and policy framework for gender equality, including implementation of gender mainstreaming provisions in the Law on Promulgation of Legal Normative Documents (2015) and Gender Equality Law (2006);
- Identify remaining gaps and challenges in legal and policy frameworks that hinder substantive gender equality and the realization of constitutional guarantees against gender-based discrimination;
- Explore strategies to promote more systematic and meaningful gender analysis in drafting, revising, and implementing legislation and policies, including addressing intersectional forms of discrimination;

- Generate actionable recommendations to strengthen the gender responsiveness of Viet Nam's legal and policy system, aligned with international human rights standards such as CEDAW and the Sustainable Development Goals (SDGs).

UN Women is looking for a Conference coordinator consultant (to work as team member with another consultant as a Team leader) to support to UN Women and Ha Noi Law University the preparation and organization of the above mentioned international conference. The consultant will be responsible for coordinating administrative arrangements for the conference.

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

The successful performance of the incumbent will effectively contribute to the development of knowledge on gender responsive legislation development and provide recommendations to strengthening gender mainstreaming in law and policy development in Viet Nam.

The consultant (team member) is expected to work closely with the Team leader who will take lead in provide technical advices on conference content, agenda and speakers, while the team member will be responsible for coordinating administrative arrangements for the conference.

In particular, the consultant is expected to complete the following tasks:

<b>Tasks</b>	<b>A Conference coordinator as team member</b>
1. Inception and planning	<ul style="list-style-type: none"> <li>- Participate in an inception meeting with UN Women and Ha Noi Law University to identify admin and logistic tasks for the conference.</li> <li>- Act as the main liaison between UN Women, Ha Noi Law University, and the contracted logistics supplier.</li> </ul>
2. Background Review and Technical Inputs	
3. Call for Papers	<ul style="list-style-type: none"> <li>- Prepare and send invitations to participants and speakers; manage RSVPs.</li> <li>- Disseminate the call for papers widely through agreed communication channels.</li> <li>- Manage the receipt, logging, and initial screening of submissions.</li> <li>- Maintain communication with authors regarding submission status and logistical arrangements for presentation.</li> </ul>
4. Speakers and Content Development	<ul style="list-style-type: none"> <li>- Coordinate with the logistics supplier for printing of conference materials (agenda, banners, name tags, background notes, etc.).</li> <li>- Ensure timely distribution of materials to participants and speakers.</li> <li>- Maintain regular communication with participants and speakers on conference arrangements.</li> </ul>

	- Format accepted papers according to the agreed template for inclusion in the conference proceedings.
5. Conference Delivery	<ul style="list-style-type: none"> <li>- Oversee registration and welcome of participants.</li> <li>- Ensure smooth flow of sessions by managing time, supporting facilitators, and liaising with the technical team.</li> <li>- Take detailed notes during the sessions and compile raw documentation for use in the conference report.</li> </ul>
6. Conference Proceedings	<ul style="list-style-type: none"> <li>- Format accepted papers for inclusion in the conference proceedings, following the agreed template.</li> <li>- Coordinate with the printer/publisher to ensure timely production of proceedings.</li> </ul>

The national consultant will work closely with UN Women Programme Management Specialist and Ha Noi Law University throughout this process.

### 3. Deliverables

Tasks and Deliverables	Expected deliverables	
	A Conference coordinator as Team member	Expected due date and payment
<b>Task 1: Inception and Planning</b>	- Joint work plan and timeline for administration aspect approved by UN Women and Ha Noi Law University.	25 September 2025 (20% of contract amount)
<b>Task 2: Call for papers</b>	<ul style="list-style-type: none"> <li>- Call for papers shared via agreed channels</li> <li>- Submissions logged, acknowledged; preliminary screening completed</li> </ul>	15 October 2025 (30% of contract amount)
<b>Task 3: Speaker and Content Development</b>	<ul style="list-style-type: none"> <li>- Communication with speakers on arrangements and presentation requirements</li> <li>- Materials formatted, proofread, and ready for printing</li> </ul>	15 December 2025 (50% of contract amount)
<b>Task 4: Conference Delivery</b>	- Detailed session notes compiled and shared	15 December 2025 (50% of contract amount)
<b>Task 5. Conference Proceedings</b>	- Conference proceedings formatted, designed, and sent to printer/publisher	

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

This is a home-based consultancy. The consultants will be requested to attend meetings and workshops related to the work.

As part of this assignment, the consultant is required to travel to attend workshop outside Ha Noi. 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:

- Technical credibility in gender mainstreaming in legislative development.
- Excellent negotiation skills
- Strong analytical and interpersonal skills;
- Strong oral and written communication skills.
- Excellent drafting, editing and presentation skills.

### IV. Required Qualifications

**The consultant is expected to co-work with a legal expert national consultant who will work as team leader. In which, the team leader will provide technical support for organization of an international conference on gender mainstreaming in lawmaking in Viet Nam.**

#### Education and Certification:

- University degree in public administration, social sciences, communications, gender studies, or a related field.

**Experience:**

- At least 5-7 years of experience in event coordination, project administration, or conference organization, preferably with international organizations or academic institutions.
- Experience in managing calls for papers, coordinating with authors and speakers, and preparing conference materials.
- Familiarity with formatting and preparing academic or professional publications (proceedings, reports, etc.).
- Experience in working with multiple stakeholders, including government agencies, academia, and service providers

**V. Criteria for Evaluation**

Technical Evaluation Criteria	Obtainable Score
<ul style="list-style-type: none"><li>• University degree in public administration, social sciences, communications, gender studies, or a related field.</li></ul>	20
<ul style="list-style-type: none"><li>• At least 5-7 years of experience in event coordination, project administration, or conference organization, preferably with international organizations or academic institutions.</li></ul>	30
<ul style="list-style-type: none"><li>• Experience in managing calls for papers, coordinating with authors and speakers, and preparing conference materials</li></ul>	20
<ul style="list-style-type: none"><li>• Familiarity with formatting and preparing academic or professional publications (proceedings, reports, etc.).</li></ul>	20
<ul style="list-style-type: none"><li>• Experience in working with multiple stakeholders, including government agencies, academia, and service providers</li></ul>	10
<b>TOTAL</b>	<b>100</b>

**V. How to Apply**

Interested candidates are requested to submit electronic applications no later than 01/09/2025 Ha Noi time with the following required documents:

- **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)
- Managers may ask (ad hoc) for any other materials relevant to pre-assessing the relevance of their experience, such as reports, presentations, publications, campaigns, or other materials.

**\*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.)