

## I. Contract Overview

<b>Reference Number:</b>	TOR-VNM-2025-013
<b>Consultancy Title:</b>	National consultant team with 1 statistical expert and 1 gender expert to conduct an in-depth gender analysis from the National Ethnic Minorities Survey 2024
<b>Location:</b>	Home Based with travel to Ha Noi for meetings and workshops
<b>Travel:</b>	Travel required
<b>Practice Area:</b>	Gender, Statistics, Social Development, Ethnic Minority
<b>Category (Eligible applicants):</b>	External
<b>Post Type and Level:</b>	VNM3 - UN EU Cost Norm 2022 <sup>1</sup>
<b>Starting Date:</b>	1 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.

### **Gender equality in ethnic minority groups**

Viet Nam is a multi-ethnic country, home to 54 ethnic groups. Ethnic minority groups, comprising 14.7% of the population - are predominantly concentrated in mountainous regions that cover nearly three-quarters of the national territory. These areas are critical to the country's socio-economic development, environmental sustainability, and national security. However, they remain the most socio-economically disadvantaged, with poverty rates significantly higher than the national average.

Within and between ethnic groups, persistent gender gaps reflect compounded inequalities. Ethnic minority women and girls face greater disadvantages than their male peers and the majority Kinh group across key sectors, including education, employment, healthcare, and decision-making. These disparities are exacerbated by entrenched social norms and the intersection of gender- and ethnicity-based discrimination, which continue to limit the status, roles, and opportunities available to ethnic minority women and girls.

Recognizing the urgency of addressing these inequalities, Viet Nam has adopted a progressive legal and policy framework to promote gender equality in ethnic minority areas. This includes the Law on Gender Equality (2006), national strategies and programs on gender equality, and targeted initiatives such as the programs to prevent child marriage and consanguineous marriage, and the 2021–2030 National Target Program on Socio-Economic Development in Ethnic Minority and Mountainous Areas. These policies reflect the Government's commitment to the Sustainable Development Goals (SDGs) and the principle of “leaving no one behind.”

To further support inclusive and evidence-based policymaking, the Government of Viet Nam conducted the third **National Survey on the Socio-Economic Situation of 53 Ethnic Minority Groups** in 2024. However, while the survey provides valuable data, sex-disaggregated statistics and gender-specific analysis remain limited and fragmented.

UN Women has a proven track record in this area. In 2021, in partnership with the Committee for Ethnic Minority Affairs, UN Women conducted a gender analysis of the 2019 ethnic minority survey data, resulting in the widely cited publication: “Figures on Ethnic Minority Women and Men in Viet Nam 2015–2019.” The report offered critical insights across seven domains, such as education, health, income, and representation, and was well received by policymakers, researchers, and civil society organizations.

Building on this experience, and in collaboration with the **Ministry of Ethnic and Religious Affairs** and the **Department of Statistics**, UN Women will undertake a more in-depth gender analysis of the 2024 survey data. The analysis aims to identify gender gaps across ethnic groups and generate practical, evidence-based recommendations to inform the design and implementation of inclusive development policies.

To support this work, UN Women is recruiting a team comprising a **statistical analyst** and a **gender researcher** to carry out the analysis.

The consultant team will also contribute a joint UN high-quality report on Disparities Between Ethnic Majority and Minority Groups in Viet Nam Using the data of 53 Ethnic Minority Groups Survey, 2024 and other data sources. This joint UN report will be led by an international consultant contracted by UNICEF and a national consultant contracted by UNFPA.

The findings will contribute directly to strengthening Viet Nam's efforts to promote gender equality in ethnic minority areas, ensuring that no woman or girl is left behind in the country's journey toward achieving the 2030 Agenda.

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

The successful performance of the incumbent will effectively contribute to the development of knowledge, data and evidence gender issues in ethnic minority groups in Viet Nam, which will provide recommendations for the development of gender responsive policy and programmes on ethnic minority in Viet Nam.

In particular, the consultant team composing of 2 members (one statistical expert and one gender researcher) is expected to work together to conduct the gender analysis of the data from **National Survey on the Socio-Economic Situation of 53 Ethnic Minority Groups 2024**, as well as contribute to the joint UN report.

### **1. Conduct in-depth gender analysis of ethnic minority groups using data from the National Survey on the Socio-Economic Situation of 53 Ethnic Minority Groups.**

- Utilize data from the National Survey to analyze the situation of ethnic minority women and men across the following areas (but not limited to): (i) Population; (ii) Access to infrastructure and assets; (iii) Employment and income; (iv) Education and training; (v) Culture and society; (vi) Health and sanitation; and (vii) Political participation and decision-making.
- Ensure data is disaggregated by ethnic minority groups, where available.
- Conduct trend analysis using data from the three National Surveys (2015, 2021, and 2024) to examine changes over time.
- Final product will be a comprehensive report titled "*Figures on Ethnic Minority Women and Men in Viet Nam 2024*".

### **2. Contribute a joint UN report on Disparities Between Ethnic Majority and Minority Groups in Viet Nam using the data of 53 Ethnic Minority Groups Survey, 2024.**

- Based on the key findings from the first task, the consultants will collaborate closely with a joint UN consultant team—comprising one international consultant (contracted by UNICEF) and one national consultant (contracted by UNFPA)—to integrate gender perspectives into the following areas:
  - o Provide technical inputs on the scope of data analysis, support the development of the report outline, and facilitate clearance from the Ministry of Ethnic and Religious Affairs (MERA)
  - o Contribute relevant sex-disaggregated data for the joint UN report and propose key gender issues for in-depth analysis;
  - o Draft the gender analysis section of the joint UN report;
  - o Address initial comments and feedback related to the gender data analysis;
  - o Review the draft report and coordinate with both consultants to ensure gender perspectives are adequately integrated throughout the report;
  - o Develop and draft gender-related recommendations to be included in the joint report.

### 3. Deliverables

Tasks	Numbers of working day and Deliverables		Expected due date and payment
	Statistical expert	Gender expert	
<b>Task 1: Inception and Planning</b>	<ul style="list-style-type: none"> <li>- Study datasets of 2019 and 2024 EM surveys and provide inputs to the inception report regarding possible gender analysis. (in Vietnamese)</li> </ul>	<ul style="list-style-type: none"> <li>- Inception Report, including report outline, methodologies and work plan for the gender analysis in EM groups (in Vietnamese)</li> <li>- Technical inputs on the scope of data analysis, support the development of the joint UN report outline (in Vietnamese)</li> </ul>	30 August 2025  (20% of contract amount)
<b>Task 2: Data analysis and report drafting</b>	<ul style="list-style-type: none"> <li>- Run data analysis (sex disaggregation, EM disaggregation, over year trend analysis...) to provide data inputs to report drafting. (in Vietnamese)</li> <li>- Run additional data analysis as requested by the gender expert. (in Vietnamese)</li> </ul>	<ul style="list-style-type: none"> <li>- First draft “<i>Figures on Ethnic Minority Women and Men in Viet Nam 2024</i>” (45-50 pages) (in Vietnamese) (20 days)</li> <li>- Written inputs on gender issues to the draft joint UN report. (in Vietnamese) (10 days)</li> </ul>	30 October 2025  (60% of contract amount)
<b>Task 3: Report finalization</b>	<ul style="list-style-type: none"> <li>- Check and ensure the accuracy of data in the final draft reports (in Vietnamese)</li> <li>- Suggest info graphics for data presentation in the report.</li> </ul>	<ul style="list-style-type: none"> <li>- Final draft report “<i>Figures on Ethnic Minority Women and Men in Viet Nam 2024</i>” after incorporating comments from UN Women and stakeholders. (in Vietnamese)</li> <li>- Presentation of “<i>Figures on Ethnic Minority Women and Men in Viet Nam 2024</i>” (English and Vietnamese)</li> <li>- Final gender analysis and recommendations to the final draft joint UN report (in Vietnamese)</li> </ul>	30 November 2025  (20% of contract amount)

### 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.

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### 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 consultants are expected to submit their application as a team, in which one team member will be an statistical expert, and one team member will be a gender expert.**

#### **1. Statistical expert:**

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

- Master's degree or equivalent in statistics.

##### **Experience:**

- A minimum of 10 years of proven experience in data analysis within the field of population and development.
- Experience in participating in the process of data-collecting and data analysis for gender assessment and gender analysis from national surveys in Viet Nam. (Samples of previous work will be required.)
- Strong understanding of gender issues, ethnic minority issues and policies in Viet Nam.

- Previous experience working with government ministries on policy advocacy in ethnic minorities or gender equality.

## 2. Gender expert:

### Education and Certification:

- Master's degree or equivalent in social sciences, gender and development or a related field is required.

### Experience:

- Minimum 15 years of experience working on gender issues in Viet Nam.
- Demonstrated experience in doing research on gender equality or ethnic minority groups in Viet Nam (Participated in minimum 3 publication/reports on gender equality or ethnic minority groups)
- Previous experience working with government ministries on policy advocacy in ethnic minorities or gender equality.
- Excellent analytical skills with strong drive for results and capacity to work independently.
- Excellent communication and writing skills; (Samples of previous work will be required.)

## V. Criteria for Evaluation

### 1. Statistical expert

Technical Evaluation Criteria	Obtainable Score
• A minimum of 10 years of proven experience in data analysis within the field of population and development	30
• Experience in participating in the process of data-collecting and data analysis for gender assessment and gender analysis from national surveys in Viet Nam. (Samples of previous work will be required.)	30
• Strong understanding of gender issues, ethnic minority issues and policies in Viet Nam.	20
• Previous experience working with government ministries on policy advocacy in ethnic minorities or gender equality.	20
<b>TOTAL</b>	<b>100</b>

### 2. Gender expert

Technical Evaluation Criteria	Obtainable Score
• Minimum 15 years of experience working on gender issues in Viet Nam.	30
• Demonstrated strong experience in doing research on gender equality or ethnic minority groups in Viet Nam (minimum 3 publication/reports on gender equality or ethnic minority groups)	30
• Previous experience working with government ministries on policy advocacy in ethnic minorities or gender equality.	20
• Excellent communication and writing skills; (Samples of previous work will be required.)	20
<b>TOTAL</b>	<b>100</b>

## V. How to Apply

Interested candidates are requested to submit electronic applications no later than dd mm 2024 Ha Noi time via the e-recruitment system of UN Women.

Submission package includes the following 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)
- Samples of previous work

**\*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.)