

## I. Contract Overview

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|----------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Reference Number:</b>               | TOR-2025-027                                                                                                    |
| <b>Consultancy Title:</b>              | <a href="#">National Gender Statistic Consultant to support Viet Nam Country Gender Equality Profile update</a> |
| <b>Location:</b>                       | Home Based                                                                                                      |
| <b>Travel:</b>                         | Travel to Ha Noi for consultation                                                                               |
| <b>Practice Area:</b>                  | Gender data and statistics                                                                                      |
| <b>Category (Eligible applicants):</b> | External                                                                                                        |
| <b>Post Type and Level:</b>            | National consultant<br>VNM4                                                                                     |
| <b>Starting Date:</b>                  | 15 November 2025                                                                                                |
| <b>Duration of Contract:</b>           | 55 working days from November 2025 to June 2026                                                                 |

## 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 is implementing the Country Strategy Note (SN) for 2022-2026 which is aligned to the [UN Sustainable Development Cooperation Framework \(CF\) 2022-2026](#) and contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. It focuses 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:

- (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.

**The first [Country Gender Equality Profile of Viet Nam](#) (CGEP) was produced in 2021.** This new CGEP will capture the progress made in the past five years, new emerging challenges and impacts of the recent government restructuring with regards to the promotion of gender equality and women's empowerment (GEWE) at country level. Specifically, this 2<sup>nd</sup> profile should provide clear recommendations for the achievement of GEWE goals in the framework of the country's upcoming 5-year national socio-economic development plan 2026-2030. The profile will also guide prioritization within the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2027-2031.

The CGEP elaboration process will encompass the collection and collation of the most recent relevant and available quantitative and qualitative data on GEWE at national and sub-national level, and highlight the existence of relevant gaps in data production and management systems as well as the availability of quality GEWE data across the sectors. Recommendations from the Universal Periodic Review, the concluding observations of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) Committee, the findings of the 30<sup>th</sup> Beijing Declaration and Platform for Action national review, and the 2025 progress report of revised Vietnam Sustainable Development Goals (SDGs) indicators and targets will be used as key sources of data for the CGEP elaboration process.

The 2025 CGEP for Viet Nam will be developed in parallel with the mid-term review of Viet Nam National Strategy on Gender Equality (NSGE) 2021-2030: the CGEP will thus constitute a valuable input for both quantitative and qualitative analysis to support the review of GEWE targets within the NSGE as well as for Viet Nam's reporting on SDG 5 and other SDGs' targets. A scoping of new data, research and analysis from 2021 will provide directions on the areas that can be updated from the 2021 version, incorporating requirements of the new generation of CGEPs within the framework of the GEAP.

**The CGEP will assess the status of women and men, boys and girls,** and provide clarity on systemic barriers to gender equality and the empowerment of diverse women and girls across different areas of social economic development of Viet Nam. It will include a rigorous analysis and understanding of existing power dynamics, structures and mechanisms that prevent or support women and girls' equal and effective participation in all spheres of life. The analysis will use an intersectional lens and be applied across relevant sectors.

**The CGEP will be a joint knowledge product for the government, UN System, development partners and civil society in Viet Nam.** To support this participatory and inclusive process, efforts will be made to coordinate, consolidate and validate the analyses through consultations with key stakeholders, including public sector officials, women's rights organizations and other representatives of civil society, academia and the private sector. For enhanced coordination and ownership of process, a CGEP Advisory Group has been established

comprising thematic experts within the UN, government, development partners and non-state actors. The timeline of the report is from October 2025 to June 2026 tentatively.

**Data in the CGEP will be drawn from official statistical information**, including administrative data, household and specialized surveys and the census. It will also be drawn from relevant UN Women global resources containing country statistics, e.g. the Women Count Data Hub. In terms of missing data and support the government's tracking of gender-related SDGs, the CGEP will be used to identify gaps in gender data and to advocate for new data collection. The CGEP will also have a section on data quality issues and make recommendations for where and how the quality of quantitative and qualitative data can be improved. CGEP can be used to identify entry points for supporting the government's efforts to improve the regular production of gender statistics, including building the technical capacity of the national statistical systems. This may be done in collaboration with the National Statistical Office (NSO), and other partners, including UN agencies, academia and CSOs.

In this context, the UN Women Viet Nam Country Office is seeking a senior national gender statistician to provide national gender data and statistics from national statistic surveys and censuses in the last 5 years in 9 areas across the CGEP (Human development, Social life and protection, Safety and security, Economic development, Care work, Urban planning and agriculture development, Leadership and management, Technology and digital transformation, Environment, climate change and disaster).

The consultant will work under the over guidance of the international consultant – team leader of the CGEP and in close coordination with other chapter's authors during the process of data analysis and drafting of the CGEP and provide relevant data as requested.

The consultant will report and work under the overall supervision of the Programme Management Specialist and thematic technical specialists within UN Women at country, regional level. Administrative support will be provided by a Programme Associate, 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 result in the elaboration of a high-quality Country Gender Equality Profile update for Viet Nam.

The national gender statistic consultant will work under the over guidance of the international consultant – team leader of the CGEP and in close coordination with other chapter's authors during the process of data analysis and drafting of the CGEP and provide relevant data as requested.

The national consultant on gender statistics will conduct the following tasks:

- a. Provide the most update data and gender statistics from national statistics surveys and censuses during the period of 2022-2025 for 2024 Gender Statistic Book and the CGEP update. (45 days)**
  - Provide technical support to National Statistic Office to the drafting of the Gender Statistic Book 2024, based on 78 indicators of the Gender and Development Indicators (Circular 10/2019/Ministry of Planning and Development) (10 days)
  - Provide the most updated national gender data and statistics from national statistic surveys and censuses in the last 5 years to support the analysis in 9 areas across the CGEP (Human development, Social life and protection, Safety and security, Economic development, Care work,

Urban planning and agriculture development, Leadership and management, Technology and digital transformation, Environment, climate change and disaster). (30 days)

- The data will be from national surveys and census including but not limited to Population Census, Household Living Standard survey, MIC survey, Labour Force survey, Ethnic minority survey, Enterprise survey, Rural and Agriculture survey, ...
- Provide data running and analysis as requested by the international consultant and other team members/chapter authors. (5 days)

**b. Draft a section on the status of gender statistics in Viet Nam (maximum 3 pages). (5 days)**

- Under the technical guidance from the international consultant – team leader, the consultant will be responsible for drafting a section on the status of gender statistic in Viet Nam, focusing on progress made, gaps and challenges on gender statistics policies and programmes, and providing recommendations to address gaps and advance gender statistics in Viet Nam.
- Revise and finalize the section based on comments from international consultant – team leader, UN Women, Advisory Group and GTG.

**c. Contribute to finalization of the CGEP (5 days)**

- Participate and contribute to discussions, consultations with the Technical Advisory Group and wider stakeholder on the draft of the CGEP and address issues related to date.
- Provide suggestions on the data presentation/infographic in the report.

**3. Guiding principles:**

**In undertaking this assignment, the consultant will be guided by the following principles.**

- **International norms and standards:** The CGEP must be framed according to the global norms and standards on gender equality and women's empowerment (GEWE), including the 2030 Agenda for Sustainable Development and the Sustainable Development Goals, the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Universal Periodic Review (UPR), the Beijing Declaration and Platform for Action (BPfA) and the outcome documents of its reviews, the Programme of Action of the International Conference on Population and Development (ICPD), relevant UN Security Council resolutions, Women, Peace, and Security (such as Resolution 1325 and 1820), Agreed Conclusions of the Commission on the Status of Women (CSW) as well as other significant commitments to GEWE made in the Addis Ababa Action Agenda, the Paris Agreement on Climate Change, the Sendai Framework for Disaster Risk Reduction, the Quito Declaration on the New Urban Agenda, Generation Equality Forum, the Pact for the Future, and other recent intergovernmental outcomes.
- **National ownership and national capacities:** CGEPs are to be generated in a manner that strengthens national capacities and systems for implementing and monitoring the advancement of international, national and regional commitments on GEWE. As such, national ownership and/or buy-in is to be sought for as much as possible for the CGEPs to be produced.
- **Leadership and accountability:** The success of this initiative hinges on the active participation of UN entities and broad stakeholder engagement. Under the overall leadership of the UN Resident Coordinator, UN Women will provide technical guidance and work with the Gender Theme Group and CGEP Advisory Group to ensure inter-agency implementation and oversight, including financial contributions for this gender equality profile.
- **Intersectional approach<sup>1</sup> and leaving no one behind (LNOB):** LNOB is a central value of the 2030

<sup>1</sup> Please see the [Intersectionality resource guide and toolkit](#)

Agenda for Sustainable Development and its Sustainable Development Goals (SDGs). It represents the unequivocal commitment of UN Member States to end discrimination and exclusion and reduce the inequalities and vulnerabilities that leave people behind.<sup>2</sup> The discrimination and inequalities that people face is often multiple and intersecting. As such, the CGEP will adopt an intersectional approach and consider the reality for people experiencing diverse forms of intersectional discrimination including Rohingya women.

## 1. Deliverables

| Items / Deliverables                                                                                                                                                                                                                                                                                                                          | Schedule         | Payment Milestone |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|
| <b>Deliverable 1:</b> <ul style="list-style-type: none"> <li>- Written inputs to the Gender Statistic Book 2024. (in Vietnamese)</li> <li>- Written inputs on gender statistics in chapters of the CGEP. (in Vietnamese)</li> <li>- Draft a section on the status of gender statistics in Viet Nam (maximum 3 pages). (in English)</li> </ul> | 15 December 2025 | 80%               |
| <b>Deliverable 2:</b> <ul style="list-style-type: none"> <li>- Final inputs on gender statistics in chapters of the CGEP (in Vietnamese)</li> <li>- Final section on the status of gender statistics in Viet Nam (maximum 3 pages). (in English)</li> </ul>                                                                                   | 30 June 2026     | 20%               |

## 2. Consultant's Workplace and Official Travel

This is a home-based consultancy which may require minimal travel to Vietnam. The consultant will be requested to attend meetings and workshops related to the work online.

As part of this assignment, the consultant may be required to travel to Viet Nam for a maximum of 2 visits each not exceeding 2 weeks. 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

<sup>2</sup> [Universal Values, Principle Two: Leave No One Behind](#)

- 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](https://www.unwomen.org/en/about-us/employment/application-process#_Values)

#### FUNCTIONAL COMPETENCIES:

- Strong planning, goal setting and prioritization skills
- Ability to work well with diverse actors/individuals
- Technical credibility in gender mainstreaming in UN systems planning.
- Excellent negotiation skills
- Strong analytical and interpersonal skills;
- Excellent writing, editing and presentation skills.

#### IV. Required Qualifications

##### Education and Certification:

- Master's degree or equivalent in Strategic Planning, social sciences, gender studies, public administration, international relations, international law, public policy, or a related field.

##### Experience and skills:

- At least 15 years of experience in statistics in Viet Nam, proven experience on intensive understanding of statistic system, national surveys and census.
- 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 and gender statistics in Viet Nam.
- Previous experience working with government ministries on policy advocacy in gender equality.
- Prior experience with supporting UN Women CGEP process is an added advantage

#### V. Criteria for Evaluation

| Technical Evaluation Criteria                                                                                                                                                                                                                                 | Obtainable Score |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <ul style="list-style-type: none"> <li>• At least 15 years of experience working on statistics in Viet Nam, proven experience on intensive understanding of statistic system, national surveys and census.</li> </ul>                                         | 35               |
| <ul style="list-style-type: none"> <li>• 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.)</li> </ul> | 30               |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| • Strong understanding of gender issues and gender statistics in Viet Nam.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 25         |
| • Previous experience working with government ministries on policy advocacy in gender equality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 10         |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>100</b> |
| <b>V. How to Apply</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
| <p>Interested candidates are requested to submit electronic applications no later than 23 October 2025 Ha Noi time.</p> <p>Submission package includes the following documents:</p> <ul style="list-style-type: none"> <li>• <b>Personal CV</b></li> <li>• A cover letter (maximum length: 1 page)</li> <li>• Samples of previous work will be required for shortlisted candidates.</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.<br/>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.<br/>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.)

Please consider adding

### **Ethical code of conduct**

The consultant will need to outline their approach to ensuring accountability to populations and ethical approaches in the research process (See UNEG Ethical Guidelines<sup>3</sup>). This should be a dedicated section in the workplan. All data collected by the consultant must be submitted to the UN Women Focal Point in Word, PowerPoint or Excel formats and is the property of Government of Timor-Leste and UN Women. Proper storage of data is essential for ensuring confidentiality.

Proper procedures for data collection with rights holders who may have been affected by violence must be adhered to as outlined in the [WHO Ethical and Safety Recommendations for research on violence against women](#). Additionally, if the international consultant or any person involved in the research process identify issues of wrongdoing, fraud or other unethical conduct, [UN Women procedures must be followed and confidentiality be maintained](#).

The [UN Women Legal Framework for Addressing Non-Compliance with UN Standards of Conduct](#), and a consulting policies protecting against retaliation and prohibiting harassment and abuse of authority, provide a cohesive framework aimed at creating and maintaining a harmonious working environment, ensuring that staff members do not engage in any wrongdoing and that all allegations of wrongdoing are reported promptly, investigated and appropriate action taken to achieve accountability. The UN Women Legal Framework for Addressing Non-Compliance with UN Standards of Conduct defines misconduct and the mechanisms within UN Women for reporting and investigating.

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<sup>3</sup> <http://www.unevaluation.org/document/detail/102> and UNEG Guidance Integrating Human Rights and Gender in the UN System