



CONSULTANT TERMS OF REFERENCE

I. Contract Overview	
Reference Number:	TOR-VNM-2026-001
Consultancy Title:	Team member - Country Gender Equality Profile
Location:	Home Based
Travel:	Travel to Ha Noi for consultation
Practice Area:	Gender, Private sector, Trade and Value chain
Category (Eligible applicants):	External
Post Type and Level:	National consultant VNM4
Starting Date:	25 January 2026
Duration of Contract:	January 2026 – June 2026

II. Consultancy Assignment	
1. Background/Context	
<p>The United Nations Entity for Gender Equality and the empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.</p>	
<p>Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.</p>	
<p>In Viet Nam, UN Women is implementing the Country Strategy Note (SN) for 2022-2026 which is aligned to the UN Sustainable Development Cooperation Framework (CF) 2022-2026 in Viet Nam and contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. It 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".</p>	
<p>The key priorities of UN Women in the 2022-2026 period are:</p> <ul style="list-style-type: none">- 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.	

- 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.
- 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 2nd 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 across several domains, and highlight the areas for policy development, implementation or enhanced accountability to ensure achievement of gender equality and the empowerment of women. 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 30th 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.

In this context, the UN Women Viet Nam Country Office is seeking a senior national consultant to develop a section of the CGEP, specifically section 4.3 on **Private sector, trade, value chains and coordinate the overall drafting of the** Chapter 4 on Gender Equality in Economic Development. By examining the trends in private sector development, trade arrangements and benefits and recent party resolutions related to Vietnam's socioeconomic development, the consultant is expected to outline systemic barriers to gender equality and the empowerment of diverse women within different drivers of economic growth in Vietnam today. It will include a rigorous analysis and understanding of existing power dynamics, structures and mechanisms that prevent or support equal and effective participation in trade and prominent value chains within the economy.

As a joint knowledge product for the government, UN System, development partners and civil society in Viet Nam, the production of the CGEP is managed through an Advisory Group comprising thematic experts within the UN, government, development partners and non-state actors.

The timeline for producing the profile is from October 2025 to June 2026 tentatively, with chapter inputs expected by end of March 2026.

The national consultant will work with a team of writers contributing sections to the same chapter (Decent work and social protection - the ILO; Urban development- ADB and Agriculture Development - FAO) and under technical guidance of the International Consultant (from UN Women). Once the chapter 4 sections are compiled, the consultant will submit this to the team leader of the CGEP. The consultant will work under the technical guidance of the UN Women Country Representative and directly report to the UN Women Programme Management Specialist and in close collaboration with the Women's Economic Empowerment Specialist. 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 effectively contribute to the development of a high-quality Chapter 4 of the Country Gender Equality Profile update for Viet Nam.

The national consultant will deliver specifically two outputs (i) develop the section 4.3 on **Private sector, trade, value chains** under Chapter 4 Gender Equality in Economic Development, following the overall CGEP approach and (ii) consolidate the 4 sections of chapter 4 into a coherent analysis.

The suggested key issues for the section of the Chapter are:

- Current state of female entrepreneurship and private sector leadership; including in the digital start-ups, digital economy, and tech finance. The economic and social benefits of diverse leadership teams to national GDP growth
- How the private sector is contributing to promote GE
- Case study on companies with the initiatives promoting GE for example through women's leadership growth, implementation of global women's empowerment principles
- Women's participation in green transition value chains: examine employment and economic opportunities, risk of deepening inequalities, including job displacement and skill transition difficulties.

Specifically, the consultant is expected to perform the following functions and activities:

Step 1: Section drafting

- Identify data sources to discuss the suggested key issues within section 4.3 as described above.
- Conduct a desk review and secondary data analysis on the section's topic.
- Draft a maximum of 5 pages of the chapter based on the agreed outline, following the approach guidance and principles.
- Closely update the team leader of the progress of the writing.
- **Deliverable due: 1 March 2026.**

Step 2: Chapter drafting, Report revision, consultation and launch

- Compile, Revise and finalize the chapter based on comments from the team leader, Advisory Group and validation workshop.
- Participate in meetings and consultation and present the Chapter.

- Prepare a ppt on the report findings.
- Prepare a half-page Executive **Summary** of the Chapter.
- Present the findings and recommendations at the **national dissemination and launch workshop**.
- **Deliverable due: 30 May 2026**

3. Deliverables

Items / Deliverables	Schedule	Payment Milestone
Deliverable 1: <ul style="list-style-type: none"> - Detailed Outline of the section (in English) - Draft section (5 pages) (in English) 	1 March 2026	60%
Deliverable 2: <ul style="list-style-type: none"> - Draft Chapter 4 - Inputs to the overall presentation for consultation on the Chapter 4 findings (in English) - Final draft of the section (5 pages) (in English) - Executive summary of the chapter 4 (a half page) (in English) 	30 May 2026	40%

4. Consultant's Workplace and Official Travel

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

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:

- Strategic planning with long-term vision and work planning development at organizational level
- UN result based management knowledge and skills
- 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 Economics or development economics or a related field is required.

Experience:

- At least 20 years of progressively responsible work experience in gender equality related work within the economic sector in Viet Nam.
- Proven experience in leading research on gender equality in economic policy, trade or value chain development in Viet Nam.
- Proven experience in producing high quality policy papers in Viet Nam is an advantage.
- 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	
Technical Evaluation Criteria	Obtainable Score
• At least 15 years of progressively responsible work experience in economic development with focus on gender equality and women's economic development in Viet Nam	30
• Proven experience in leading research on gender equality in economic development issues, private sectors or value chain in Viet Nam.	30
• Proven experience in producing high quality policy papers in Vietnam is an advantage.	20
• Excellent English communication and writing skills; (Samples of previous work will be required.)	20
	TOTAL 100

V. How to Apply
Interested candidates are requested to submit electronic applications no later than 11:59 AM, Tuesday (20 January 2026) Ha Noi time via UN Women E-recruitment system.

Submission package includes:

- **Personal CV;**
- A cover letter (maximum length: 1 page)

Shortlisted candidates will be required to provide 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.)