

Terms of Reference (TOR)
National Partner Personnel Service Agreement (N-PPSA)

I. Position Information

Job Title: Programme Analyst, Ending Violence Against Women

UN Entity: UN Women

Unit/Office/Project: Vietnam Country Office

Duty Station: Hanoi

Level: N-PPSA 9

Type: Regular **Location:** Office

Position Number: 00119971

Expected Duration: June 2026 – June 2027

II. Organizational Context

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.

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, focusing 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".

Its Country Strategy Note for 2022-2026 is aligned to the UN Sustainable Development Cooperation Framework (UNSDCF) 2022-2026 and focusses on 3 priorities:

- 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.

Reporting to the Country Representative, the Programme Analyst contributes to the effective management of UN Women programmes by providing substantive inputs to the design, implementation, monitoring and reporting of the Joint Programme on Ending Violence Against Women currently in its final year and jointly implemented with UNFPA and UNICEF. The Programme Analyst guides and facilitates the delivery of UN Women led activities within this joint programme, while providing inputs to activities led by others, ensuring alignment to CEDAW, Beijing Declaration and global norms on ending violence against women, national ownership, responsible exist and sustainability of past investments in strengthening institutional capacity and coordination mechanisms. The Programme Analyst will represent UN Women in the Technical Team of the Joint Programme and support the Country Representative's participation in the Steering Committee, working in close collaboration with UN Women's programme and operations team, implementing partners, donors and civil society to ensure successful implementation, reporting and transition of the programme portfolio.

III. Scope of Work

1. Contribute technically to the design and implementation of programme activities within the EVAWC Joint Programme

- Provide substantive knowledge and inputs and to the design of activities within the approved Joint Work Plan of the EVAWC Programme
- Identify areas for synergy with other UN agencies and programmes within the office, ensuring long term sustainability of investments in systems to end violence against women in the country
- Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products

- Maintain relationships with national partners to support responsible transition of EAWC programme investments into nationally owned systems
- 2. Provide project management of the EAWC Joint programme**
- Maintain oversight of implementation progress of the approved EAWC workplan and budget;
 - Maintain alignment of EAWC activities to UN Women's Strategic Note and Workplan;
 - Coordinate implementing partners to ensure coherent delivery of results of the EAWC Joint Programme expected outcomes in line with the transition and exit strategy of the EAWC Programme
 - Review, coordinate and monitor the submission of implementing partner financial and narrative reports;
 - Draft reports on programme results for project level reporting and UN Women corporate reporting requirements
- 3. Provide substantive management of the finances of the EAW programme**
- Monitor budget implementation and make budget re-alignments/ revisions, as necessary;
 - Provide substantive inputs to financial reports; and
 - Ensure timely preparation of financial and narrative reports in compliance with agreed timeframes and UN Women policies and procedures
- 4. Provide substantive inputs to building partnerships and resource mobilization strategies**
- Provide substantive inputs to resource mobilization strategies for future work in EAW;
 - Prepare relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles;
 - Participate in donor meetings and public information events, as delegated.
 - Provide substantive technical support to the Representative on inter-agency coordination related activities by drafting background reports and briefs.
- 5. The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organisation.**

Supervisory/Managerial Responsibilities: *The incumbent will be responsible for managing the deliverables of consultants engaged to support components of the EAW portfolio at national and subnational levels.*

IV. 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:

- Good programme formulation, implementation, monitoring and evaluation skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Good knowledge of technical area

- Ability to identify and analyze trends, opportunities and threats to fundraising

V. Minimum Qualifications

Education and Certification:	<ul style="list-style-type: none"> • Master’s degree or equivalent in social sciences, human rights, gender/women’s studies, international development, or a related field is required. • A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. • A project/programme management certification would be an added advantage.
Experience	<ul style="list-style-type: none"> • At least 2 years with master’s degree or 04 years with bachelor degree of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building within the EAW sector are required. • Experience in coordinating and liaising with government agencies and/or donors is required. • Experience working within diverse team of experts/contractors in international settings is required. • Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and spreadsheet and database packages, experience in handling of web-based management systems is required. • Experience in the use of a modern web-based ERP System, preferably Oracle Cloud, is desirable.
Languages	<ul style="list-style-type: none"> • Fluency in writing and speaking English is required. • Fluency in Vietnamese is required.