



## CONSULTANT TERMS OF REFERENCE

I. Contract Overview	
Reference Number:	TOR-VNM-2026-004
Consultancy Title:	<a href="#">National Consultant to Support the Development of the Action Plan for the Implementation of CEDAW Recommendations</a>
Location:	Home Based with travel to Ha Noi for meetings and workshops
Travel:	Travel required
Practice Area:	Gender Equality, Human Rights, International Law
Category (Eligible applicants):	External
Post Type and Level:	VNM4 – UN EU Cost Norm 2022 <sup>1</sup>
Starting Date:	July 2026
Duration of Contract:	July 2026 – 15 December 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 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”.

**CEDAW Concluding Observations on Viet Nam 9<sup>th</sup> periodic report**

The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), one of the core international human rights treaties, was adopted by the United Nations General Assembly in 1979 and ratified by Viet Nam in 1982. This marked a significant milestone in Viet Nam's commitment to promoting and protecting women's rights, as CEDAW sets out comprehensive obligations for States Parties to eliminate discrimination against women in all spheres of life. Over the past four decades, CEDAW has served as a foundational framework guiding Viet Nam in the formulation, amendment, and implementation of laws, policies, national strategies, and programmes pertaining to gender equality and women's empowerment. Viet Nam has made notable progress in aligning its legal system with CEDAW principles, advancing women's participation in socio-economic development, and improving outcomes in education, health, employment, and social protection.

Following the review of Viet Nam's ninth periodic report and the constructive dialogues with CEDAW committee on 3 February 2026, the CEDAW Committee issued Concluding Observations containing recommendations to strengthen legal frameworks, institutional mechanisms, policy implementation, and accountability for gender equality and women's rights. The recommendations cover a broad range of issues, including women's participation in public life, gender-based violence, employment, social protection, access to justice, education, health, and the rights of disadvantaged groups of women and girls.

To support systematic and coordinated implementation of the recommendations, the Government of Viet Nam is developing an Action Plan for the implementation of the CEDAW Committee's recommendations. The Action Plan is expected to identify priority actions, responsible agencies, implementation timelines, coordination mechanisms, and monitoring frameworks to support effective implementation and reporting.

In this context, UN Women seeks to recruit a national consultant to provide technical and analytical support to the Government in developing the Action Plan.

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

The successful performance of the consultant will contribute to strengthening Viet Nam's implementation of its international commitments on gender equality and women's rights, supporting evidence-based policy planning, and enhancing coordination among relevant stakeholders in implementing CEDAW recommendations.

The consultant is expected to work closely with the assigned government agency and technical working group including the government and UN Women, with the following tasks:

### **1. Review of CEDAW Committee Recommendations**

- Review and analyse the recommendations contained in the CEDAW Committee's Concluding Observations on Viet Nam's ninth periodic report, taking into account the context and rationale underpinning the recommendations.
- Classify recommendations by thematic and policy areas.
- Identify priority recommendations for implementation in the coming period.
- Propose initial approaches for the development of the Action Plan.

## **2. Analysis of Policy and Legal Gaps**

- Review existing laws, policies, programmes, and institutional frameworks related to gender equality and women's empowerment in Viet Nam.
- Assess the level of alignment between existing frameworks and the CEDAW recommendations.
- Identify legal, policy, institutional, and implementation gaps requiring further action.
- Analyse key factors affecting implementation of the recommendations.

## **3. Review of Recommendations from Other International Human Rights Mechanisms**

- Review and compile recommendations related to gender equality from other international human rights mechanisms, including:
  - o Human Rights Committee;
  - o Committee on the Rights of the Child;
  - o Committee on the Rights of Persons with Disabilities;
  - o Universal Periodic Review (UPR).
- Identify cross-cutting and inter-sectoral issues relevant to implementation of CEDAW recommendations.
- Highlight areas of complementarity and overlap between CEDAW and other recommendations.

## **4. Development of the Draft Action Plan**

- Propose the structure and framework of the Action Plan.
- Develop an implementation matrix including:
  - o Recommendation number;
  - o Content of recommendation;
  - o Existing and ongoing actions;
  - o Proposed new actions;
  - o Analytical notes/explanation;
  - o Timeline for implementation;
  - o Lead agency;
  - o Coordinating agencies;
  - o Monitoring and reporting mechanisms.

## **5. Support Consultation and Finalization**

- Support preparation of materials for consultation meetings/workshops with ministries, agencies, development partners, CSOs, and other stakeholders.
- Consolidate comments and feedback from consultations.
- Revise and finalize the draft Action Plan.

## **3. Deliverables**

Tasks and Deliverables	Expected due date and payment
<p><b>1. Review and systematization of CEDAW recommendations</b></p> <ul style="list-style-type: none"> <li>• A report summarizing and classifying recommendations contained in the latest CEDAW Concluding Observations, including prioritization and proposed approaches for the Action Plan development.</li> </ul>	<p><b>30 August 2026</b></p> <p>20 % of the total payment</p>
<p><b>2. Policy and legal gap analysis</b></p> <ul style="list-style-type: none"> <li>• An analytical report assessing gaps between CEDAW recommendations and Viet Nam’s current legal and policy framework, including implementation gaps and key challenges. (10 working days)</li> <li>• A synthesis report compiling recommendations related to gender equality from ICCPR, CRC, CRPD, UPR and other relevant mechanisms, identifying cross-cutting issues related to CEDAW implementation.</li> </ul>	
<p><b>3. Draft Action Plan for implementation of CEDAW recommendations</b></p> <p>A draft Action Plan including objectives, priority actions, implementation matrix, timelines, responsible agencies, monitoring indicators, and reporting mechanisms.</p>	<p><b>15 December 2026</b></p> <p>80% of the total payment</p>
<p><b>4. Finalization of the Action Plan</b></p> <p>Final Action Plan revised based on stakeholder consultations, together with a consultation summary and response matrix.</p>	

**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:

- Excellent analytical, research, and drafting skills.
- Ability to synthesize complex information into clear, evidence-based findings and recommendations.
- Strong facilitation and presentation skills for engaging with government, UN, and civil society stakeholders.
- Familiarity with Viet Nam's legal and policy context on gender equality is highly desirable.
- Familiarity with CEDAW and international human rights mechanism.

### IV. Required Qualifications

#### Education and Certification:

- Advanced university degree (Master's or equivalent) in international law, human rights, gender studies, or related field.

#### Experience:

- At least 12 years of professional experience in international law and human rights.
- Proven experience in implementation of international human rights treaties, national action plans, or recommendations from treaty bodies, preferably in relation to gender equality legislation or women's rights.

- Strong knowledge of international frameworks on gender equality (CEDAW, ICCPR, SDGs, Beijing Platform for Action, ILO conventions, etc.).
- Demonstrated track record in legal and policy analysis, preparation of national human rights reports, legislative drafting, and development of evidence-based policy recommendations in line with international standards.
- Experience participating in or supporting international negotiations, dialogues, or consultations related to human rights or public international law.
- Prior experience working with government agencies (MOLISA/MOHA...), UN bodies, or international organizations on gender-related legal and policy reforms.

**V. Criteria for Evaluation**

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
<ul style="list-style-type: none"> <li>• Advanced university degree (Master’s or equivalent) in international law, human rights, gender studies, or related field.</li> </ul>	20
<ul style="list-style-type: none"> <li>• At least 12 years of professional experience in international law and human rights.</li> </ul>	20
<ul style="list-style-type: none"> <li>• Proven experiences in implementation of international human rights treaties to which Viet Nam is a member, UPR mechanism, national action plans, or recommendations from treaty bodies, preferably in relation to gender equality legislation or women’s rights such as CEDAW, ICCPR, SDGs, Beijing Platform for Action, ILO conventions, etc..</li> </ul>	30
<ul style="list-style-type: none"> <li>• Demonstrated track record in legal and policy analysis, preparation of national human rights reports to be submitted to treaties-bases bodies, legislative drafting, and development of evidence-based policy recommendations in line with international standards.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Experience participating in or supporting international negotiations, dialogues, or consultations related to human rights or public international law.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Prior experience working with government agencies (MOLISA/MOHA...), UN bodies, or international organizations on gender-related legal and policy reforms</li> </ul>	10
<ul style="list-style-type: none"> <li>• <b>TOTAL</b></li> </ul>	<b>100</b>

**V. How to Apply**

Interested candidates are requested to submit electronic applications no later than **6 June 2026 Ha Noi time** via the E-recruitment system of UN Women uploaded 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.)

*For UN Women only (It is for internal use only, please delete when sending for advertisement or post circulation):*

Prepared by PM in-charge	Tran Thi Thuy Anh	Date:
Certified by HR Assistant	 Ho Nguyen Van Anh	Date:
Reviewed and approved by Country Representative	Caroline NYAMAYEMOMBE	Date: