

I. Contract Overview

Reference Number:	TOR-VNM-2026-011
Consultancy Title:	National Conference Coordinator to Support the Launch of the Viet Nam Country Gender Equality Profile 2026
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:	VNM2– UN EU Cost Norm 2022 ¹
Starting Date:	September 2026
Duration of Contract:	September 2026 - January 2027

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”.

Viet Nam Country Gender Equality Profile 2026

UN Women, in collaboration with United Nations entities, government institutions and development partners, has prepared the Viet Nam Country Gender Equality Profile (CGEP) 2026. Building on the first CGEP published in 2021, the updated profile presents evidence on progress, persistent gender gaps and emerging issues. It covers demographic transition, health and education; gender-based violence; economic development, employment and social protection; the care economy; women's leadership; technology, digital transformation and artificial intelligence; and climate change, environmental protection and resilience. The report provides recommendations relevant to Viet Nam's Socio-Economic Development Plan 2026–2030, the National Strategy on Gender Equality 2021–2030 and the United Nations Sustainable Development Cooperation Framework 2027–2031.

UN Women and the Institute for Human, Family and Gender Study (Viet Nam Academy of Social Sciences (VASS)) will co-host a high-level launch event in Ha Noi to present the main findings and recommendations of the CGEP; promote dialogue among national institutions and other stakeholders; strengthen national ownership; and support use of the report in policy development, programming and advocacy. The event is expected to bring together representatives of government and National Assembly bodies, United Nations entities, development partners, embassies, civil-society and women's organizations, academia, the private sector and the media.

As co-host, the Institute for Human, Family and Gender Study (VASS) will lead or participate in the preparation and organization of the launch. Timely and well-coordinated support to IHFGS will therefore be essential to ensure that the launch is organized in accordance with IHFGS and UN Women requirements.

UN Women is seeking a national Conference Coordinator to serve as the day-to-day coordination focal point between UN Women and IHFGS (VASS) and to provide administrative, organizational and logistical support before, during and immediately after the CGEP launch.

2. Description of Responsibilities/ Scope of Work

The successful performance of the consultant will contribute to the smooth and successful organization of the launch of the CGEP in Viet Nam.

The consultant will work closely with the UN Women Programme Management Specialist, designated IHFGS (VASS) focal points, UN Women programme, operations and communications colleagues, the CGEP technical team and the contracted event/logistics service provider.

The objective of this consultancy is to ensure effective coordination between UN Women and VASS and to provide IHFGS (VASS) with timely support to complete the required approval process, while ensuring inclusive and professional preparation and delivery of the CGEP launch, accurate event materials, smooth participant management and complete post-event documentation.

1. Inception and joint event planning

- Participate in an inception meeting with UN Women and IHFGS (VASS) to confirm the launch objectives, format, proposed date and venue, expected participants, division of responsibilities, decision-making arrangements and approval pathway.
- Prepare a detailed workplan, event checklist, and approval timeline. Establish regular coordination arrangements and maintain records of decisions and follow-up actions.

2. Coordination with VASS and support for event approval

- Serve as the day-to-day liaison between UN Women and designated IHFGS (VASS) focal points.
- Clarify government requirements, responsible units, sequence, templates and deadlines for internal approval of the launch.
- In coordination with UN Women and IHFGS (VASS), prepare or compile the approval package, which may include the event concept note, objectives, proposed programme, date and venue, expected outcomes, proposed participants and speakers, budget/logistical information, draft official correspondence and other required documents.
- Ensure consistency of English and Vietnamese versions; facilitate review and revision; submit materials through the channel designated by IHFGS (VASS); maintain an approval tracker; promptly follow up outstanding inputs; and support responses to comments or requests for clarification until the approval process is completed.

3. Programme and stakeholder coordination

- Support UN Women and IHFGS (VASS) to refine and agree the agenda/run-of-show, including timing, session flow, speakers, moderators, panellists and responsible persons.
- Support UN Women and IHFGS (VASS) on the stakeholder map and draft prioritized invitee list; verify names, titles, affiliations and contact details; support agreement on protocol, speaking and chairing roles; and track decisions and actions from joint planning meetings.

4. Invitations, speakers and participant management

- Prepare draft invitation letters and confirmation messages in the format agreed by UN Women and IHFGS (VASS).
- Following approval and authorization by the issuing institution from the government side, support distribution of invitations to the government partners; manage RSVPs, reminders, special requests and participant queries; and maintain an accurate participant database on government participants.
- Liaise with confirmed speakers, moderators and panelists on biographies, official titles, presentations, talking points...

5. Logistics and event materials

- Act as the operational liaison among UN Women, IHFGS (VASS), the venue and the contracted event/logistics service provider. Follow up on venue set-up, interpretation, audio-visual equipment, connectivity, accessibility, catering,

photography, printing, signage, name badges, seating, protocol and other agreed services.

- Support the registration and welcome; brief support personnel; coordinate speakers from the government site.
- Take detailed notes of substantive discussion, questions and agreed follow-up.

6. Post-event follow-up and documentation

- Reconcile the final attendance list and event records with UN Women and IHFGS (VASS).
- Compile presentations, photographs, media links, feedback and other materials.
- Prepare a concise event report covering participation, proceedings, key messages, recommendations, feedback, visibility and follow-up actions.

7. Deliverables

Tasks and Deliverables	Expected due date and payment
1. Complete draft approval dossier in the format required by the government 2. Stakeholder map and proposed invitee list from the government stakeholders	15 November 2026 60 % of the total payment
3. Evidence that the required government approval process has been completed or its status formally documented; 4. Invitation and RSVP tracker for government participants; 5. Completed event-material set.	
6. Reconciled final attendance list and participant database; 7. Concise event report 8. Visibility/media record	
	15 January 2026 40% of the total payment

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 planning, organization, prioritization and time-management skills.
- Strong stakeholder liaison, protocol and interpersonal skills.
- Ability to coordinate several workstreams and service providers under tight deadlines.
- Strong attention to detail and ability to maintain accurate trackers and records.
- Strong oral and written communication skills in Vietnamese and English.
- Ability to work effectively in a multicultural and inclusive environment.

IV. Required Qualifications

Education and Certification:

- University degree in public administration, business administration, communications, event management, social sciences, gender studies, international relations or a related field.
- An advanced university degree is an advantage.

Experience:

- At least five years of relevant experience in event coordination, project administration, conference organization or stakeholder engagement, preferably with international organizations, government institutions, development partners, or national research or academic institutions.

- Demonstrated experience organizing high-level conferences, policy dialogues, report launches or comparable multi-stakeholder events.
- Demonstrated experience supporting internal government or public-institution approval processes, including preparation and follow-up of event proposals, official correspondence, programmes or administrative dossiers.
- Experience coordinating with VASS or another national academy, ministry, government agency or public research institution is a strong advantage.
- Familiarity with gender equality and the development context in Viet Nam is an advantage.

V. Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
• University degree in public administration, business administration, communications, event management, social sciences, gender studies, international relations or a related field.	20
• At least five years of relevant experience in event coordination, project administration, conference organization or stakeholder engagement, preferably with international organizations, government institutions, development partners, or national research or academic institutions.	20
• Demonstrated experience organizing high-level conferences, policy dialogues, report launches or comparable multi-stakeholder events.	30
• Demonstrated experience supporting internal government or public-institution approval processes, including preparation and follow-up of event proposals, official correspondence, programmes or administrative dossiers.	10
• Experience coordinating with VASS or another national academy, ministry, government agency or public research institution is a strong advantage.	10
• Familiarity with gender equality and the development context in Viet Nam is an advantage.	10
• TOTAL	100

V. How to Apply

Interested candidates are requested to submit electronic applications no later than **9 July 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.)