



CONSULTANT TERMS OF REFERENCE

I. Contract Overview

Reference Number:	TOR-VNM-2026-13
Consultancy Title:	National Consultant to review CGEP Chapters 4 (Economic Development), Chapter 5 (Care), 7 (Technology) and 8 (Climate Change and Green Growth)
Location:	Home Based with travel to Ha Noi for meetings and workshops
Travel:	Travel required
Practice Area:	Gender equality; economic transformation, technology, climate change and green growth
Category (Eligible applicants):	External
Post Type and Level:	VNM4– UN EU Cost Norm 2022 ¹
Starting Date:	September 2026
Duration of Contract:	September 2026 – December 2026

II. Consultancy Assignment

- 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.

Before finalization of the report, the draft requires national technical review to verify its evidence and data; ensure that legal, policy and institutional descriptions are current and nationally appropriate; assess the clarity and balance of the analysis; and strengthen the relevance and feasibility of recommendations. UN Women is therefore engaging national thematic consultants to review designated chapters under the coordination of a national Team Leader responsible for overall quality assurance.

The consultant will be responsible for the detailed technical review of Chapter 4 on economic development; Chapter 4 on care; Chapter 7 on technology, digital transformation and artificial intelligence; and Chapter 8 on environmental protection, climate change, energy transition and green growth. Together, these chapters analyse the gender implications of Viet Nam's economic, digital and green transformations.

- **Description of Responsibilities/ Scope of Work**

The successful performance of the consultant will contribute to the quality and national relevance of the CGEP.

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

The objective is to ensure that Chapters 4, 5, 7 and 8 provide an accurate, coherent and nationally relevant gender analysis of Viet Nam's economic, care system and technological and green transformations, supported by verified evidence and actionable recommendations for inclusive and sustainable development.

The consultant will undertake the following tasks:

- **Task 1. Inception and chapter familiarization**
 - Participate in an inception meeting with UN Women, the Team Leader and the national review team.

- Review the common methodology, source hierarchy, technical review standards and version-control arrangements.
- Review the full CGEP sufficiently to understand the relationships between the assigned chapters and the rest of the report.
- Prepare a chapter-specific workplan and priority source list.
- Identify initial issues requiring clarification, additional evidence or coordination with other chapter reviewers.
- **Task 2. Technical review of Chapter 4 on Economic Development**
 - Review the analysis of:
 - Private-sector development;
 - Women’s entrepreneurship and women-owned businesses;
 - Women’s leadership in the private sector;
 - Employment and labour-force participation;
 - Wages and gender pay gaps;
 - Informal and vulnerable employment;
 - Social protection;
 - Domestic and international migration;
 - Urban development; and
 - Agriculture and food-system transformation.
 - Verify relevant data, reference years, disaggregation, calculations and interpretation.
 - Review the accuracy of relevant laws, policies, national strategies and institutional mandates.
 - Assess whether the chapter adequately addresses differences by age, ethnicity, disability, location, migration status, employment status and economic sector.
 - Identify inaccurate, outdated, unsupported or inconsistent claims.
 - Provide detailed comments and proposed revisions using Track Changes.
 - Strengthen conclusions and recommendations on inclusive, productive and gender-responsive economic transformation that are relevant to government policy priorities.
- **Task 3. Technical review of Chapter 5 on the Care Economy**
 - Review the analysis of:
 - Unpaid care and domestic work;
 - Paid care work;
 - Childcare;
 - Eldercare and long-term care;
 - Disability-inclusive care;
 - Care workforce development;
 - Care services and delivery models; and
 - Financing of care systems.
 - Verify relevant national data, policy frameworks and institutional responsibilities.
 - Assess the relationship between demographic change, care needs, women’s labour-force participation, employment quality and social protection.
 - Identify data gaps, unsupported claims and inconsistencies with other chapters.

- Provide detailed comments and proposed revisions using Track Changes.
- Strengthen the chapter's system-level conclusions and recommendations.
- **Task 4. Technical review of Chapter 7 on Technology, Digital Transformation and AI**
 - Review the analysis of:
 - Digital access and use;
 - Digital skills and literacy;
 - Women's participation in STEM;
 - Employment in technology-intensive sectors;
 - Women's participation in research, innovation and leadership;
 - Digital entrepreneurship;
 - Artificial intelligence-related opportunities and risks;
 - Online safety; and
 - Governance of technology and AI.
 - Verify relevant data on digital access, skills, education, employment, research, innovation and leadership.
 - Check the accuracy of national strategies, laws, policies and institutional mandates concerning technology, digital transformation, science, innovation, cybersecurity and AI.
 - Check consistency with Chapter 3 on technology-facilitated GBV and Chapter 4 on employment and economic transformation.
 - Provide detailed comments and proposed revisions using Track Changes.
 - Strengthen the chapter's gender-responsive recommendations on digital inclusion, skills, employment, leadership, safety and technology governance.
- **Task 5. Technical review of Chapter 8 on Climate Change and Green Growth**
 - Review the analysis of:
 - Climate vulnerability and adaptation;
 - Disaster risk reduction and resilience;
 - Livelihoods and income security;
 - Climate-induced migration;
 - Environmental protection;
 - Water and natural-resource security;
 - Women's participation in climate decision-making;
 - Green jobs and skills;
 - Energy transition;
 - Green finance; and
 - Just-transition policies.
 - Verify relevant climate, environmental, disaster, livelihood, migration, employment and energy data.
 - Check the accuracy of relevant national policies, strategies, institutional mandates and implementation arrangements.
 - Identify inaccurate, unsupported or insufficiently contextualized claims.
 - Provide detailed comments and proposed revisions using Track Changes.
 - Strengthen recommendations for gender-responsive climate action, green growth and a just transition.

- **Task 6. Cross-chapter coordination, consultation and revision**
 - Review the relationships and check consistency among Chapters 4, 5, 7 and 8 and the rest of the report
 - Participate in coordination meetings with the Team Leader and other national reviewers.
 - Participate in technical discussions or consultations with relevant national institutions, as requested by UN Women.
 - Revise the assigned chapters based on comments and decisions agreed by UN Women.
 - Clearly document comments that have not been incorporated and the reasons for their proposed disposition.
- **Task 7. Final verification and handover**
 - Conduct a final review of Chapters 4, 5, 7 and 8 after agreed comments have been addressed.
 - Verify that revisions have been accurately incorporated.
 - Check the consistency of data, terminology, citations, recommendations and cross-references.
 - Ensure that no new factual or analytical inconsistencies have been introduced.
 - Complete the source and data-verification records.
- **Deliverables**

Tasks and Deliverables	Expected due date and payment
1. Written inputs to Chapters 4, 5, 7 and 8 with track changes and comments, including data/source verification.	15 December 2026
2. Final revision of Chapters 4, 5, 7 and 8 incorporate UN Women and other agencies comments, cleared by UN Women.	100% of the total payment

Working arrangements

- The consultant will report to the UN Women Viet Nam Programme Management Specialist and work under the technical coordination of the national Team Leader for CGEP quality assurance.
- The consultant will work closely with designated UN Women technical colleagues, CGEP authors and editors, other national reviewers and relevant national institutions as requested.
- The consultant is responsible for the technical quality and timely completion of the assigned chapters. The Team Leader will consolidate cross-chapter issues and conduct final overall quality assurance.
- UN Women will make final decisions on contested comments, substantive positioning, report content and formal national validation or clearance.

- The consultant may participate in technical meetings with national institutions at UN Women's request but may not transmit the report for clearance or represent that clearance has been obtained without written confirmation from UN Women.
- The assignment is home-based. The consultant must be available for online coordination and in-person meetings in Ha Noi as agreed.

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:

- Strong technical credibility in gender-responsive economic policy, digital transformation and/or climate and green growth.
- Ability to interpret economic, labour-market, technology, climate and environmental data and explain limitations.
- Strong knowledge of Viet Nam's economic, digital, science and technology, climate, energy and green-growth policy context.
- Ability to analyse interconnections among structural transformation, employment, technology, climate resilience and gender equality.
- Excellent analytical, drafting, editing and stakeholder-engagement skills in Vietnamese and English.

IV. Required Qualifications

Education and Certification:

- Advanced university degree (Master's degree or equivalent) in economics, development studies, public policy, labour studies, technology/innovation policy, environmental studies, climate change, gender studies or another directly relevant field.

Experience:

- At least 15 years of progressively responsible experience in gender equality, economic development, technology/digital transformation, climate change, green growth or related public-policy fields in Viet Nam.

- Demonstrated experience conducting gender analysis or technical review of national reports, policies, research or programmes.
- Substantial expertise in at least two of the three assigned areas and demonstrated ability to review the remaining area; strong combined expertise across economic, digital and green transformation is preferred.
- Strong knowledge of Viet Nam's economic, labour-market, digital, science and technology, climate, environmental, energy and/or green-growth policies and official data sources.
- Familiarity with CEDAW, the SDGs, the Paris Agreement, the Sendai Framework and just-transition principles is an advantage.
- Excellent written and spoken Vietnamese and English are required.

V. Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
• Advanced university degree (Master's degree or equivalent) in economics, development studies, public policy, labour studies, technology/innovation policy, environmental studies, climate change, gender studies or another directly relevant field.	20
• At least 15 years of progressively responsible experience in gender equality, economic development, technology/digital transformation, climate change, green growth or related public-policy fields in Viet Nam.	30
• Substantial expertise in at least two of the four assigned areas and demonstrated ability to review the remaining area; strong combined expertise across economic, digital and green transformation is preferred.	30
• Strong knowledge of Viet Nam's economic, labour-market, digital, science and technology, climate, environmental, energy and/or green-growth policies and official data sources.	10
• Familiarity with CEDAW, the SDGs, the Paris Agreement, the Sendai Framework and just-transition principles is an advantage.	10
TOTAL	100

V. How to Apply

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