

Terms of Reference (TOR)

National Partner Personnel Service Agreement (N-PPSA)

I. Position Information

Job Title: Programme Analyst, Women's Economic Empowerment
UN Entity: UN Women
Unit/Office/Project: Viet Nam
Duty Station: Ha Noi

Level: N-PPSA 9
Type: Regular **Location:** Office
Position Number:
Expected Duration: 01 year

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. Its Country Strategy Note for 2022-2026 and the upcoming SN 2027-2031 are aligned to the UN Sustainable Development Cooperation Framework (CF) 2022-2026 and the UNCF 2027-2031. The SN focuses 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".

Under the Outcome 1 of the UN Women Viet Nam SN 2027-2031 "By 2031, people in Viet Nam, especially those at risk of being left behind, are empowered to shape and benefit from a more inclusive, sustainable and gender-responsive economy driven by green and digital transformation, industrialization, innovation, productivity and decent work", UN Women focused on 3 outputs:

Output 1.1.1: Public and private sector actors have strengthened capacity to develop and implement gender-responsive laws, policies and standards that expand market opportunities for women-owned businesses through the Women's Empowerment Principles (WEPs), gender-responsive finance and procurement, and digital, green and innovation-driven transformation

Output 1.1.2: Women-owned and women-led businesses, especially those from vulnerable groups, are better equipped with the knowledge, skills, resources and support services to engage in green and climate-resilient livelihoods and leverage innovation and technology for business growth.

Output 1.1.3: Public and private sector actors have increased capacity to create decent work and business opportunities in the care economy to enable women's full and equal economic participation.

Reporting to Programme Manager on Women's Economic Empowerment, the Programme Analyst contributes to the effective management of UN Women programmes in Women's Economic Empowerment, with focus on economic analysis on the cost and benefit of transforming the care system of Vietnam, public and private partnerships for care services that are accessible, affordable and offer decent work, and promoting social norm change for reducing and redistributing unpaid care work. This role involves providing substantive inputs to programme design, formulation, implementation and evaluation. The Programme Analyst guides and facilitates the delivery of UN Women programmes by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develops enhancements if necessary. The Programme Analyst works in close collaboration with country and regional level programme and operations team, UN Women technical experts in, Government officials, UN agencies, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under portfolio.

III. Scope of Work

1. Contribute technically to the development of programme strategies in the area of Women's Economic Empowerment (WEE), with focus on care economy

- Provide substantive inputs to the design and formulation of investment case for transforming care system in Vietnam, public and private sector partnerships and business development in care sector; and
- Identify areas for support and intervention related to the programme.

- 2. Provide substantive technical support to the implementation and management of the WEE thematic area programme**
 - Provide technical inputs to the annual workplan and budget;
 - Lead the implementation of programme activities;
 - Lead the coordination of the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners;
 - Review, coordinate and monitor the submission of implementing partner financial and narrative reports; and
 - Train partners on Results Based Management and monitor implementation.
- 3. Provide technical assistance and capacity development to project/programme partners**
 - Coordinate and provide technical support in the implementation of programme activities; Develop technical knowledge products;
 - Maintain relationships with national partners to support implementation and expansion of the WEE programme; and
 - Identify opportunities for capacity building of partners and facilitate technical/ programming support and trainings to partners, as needed.
- 4. Provide technical inputs to the monitoring and reporting of the programme/project**
 - Monitor progress of implementation of activities and finances using results based management tools;
 - Draft reports on monitoring missions, programme results s, outputs and outcomes; and
 - Provide substantive inputs to the preparation of donor and UN Women reports.
- 5. Provide substantive technical inputs to the management of people and finances of the WEE thematic area programme**
 - Monitor budget implementation and make budget re-alignments/ revisions, as necessary;
 - Provide substantive inputs to financial reports; and
 - Supervise consultants, Programme Associates and Assistant.
- 6. Provide substantive inputs to building partnerships and resource mobilization strategies**
 - Provide substantive inputs to resource mobilization strategies; analyze and maintain information and databases;
 - Prepare relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles; and
 - Participate in donor meetings and public information events, as delegated.
- 7. Provide technical support to inter-agency coordination on WEE thematic area to achieve coherence and alignment of UN Women programmes with other partners in the country**
 - Provide substantive technical support to the Representative and Programme Management Specialist on inter-agency coordination related activities by drafting background reports and briefs.
 - Participate in UN interagency collaboration on economic transformation and relevant joint programmes
- 8. Provide substantive inputs to advocacy, knowledge building and communication efforts**
 - Develop background documents, briefs and presentations related to WEE thematic area;
 - Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products; and
 - Coordinate the development of knowledge management methodologies, and products on WEE thematic area.
- 9. 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: N/A

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 women economic empowerment, especially on care economy.
- Ability to identify and analyze trends, opportunities and threats to fundraising

V. Minimum Qualifications	
Education and Certification:	• Master's degree or equivalent in Economics, Development Economics, Public Policy, 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	• At least 5 years of progressively responsible work experience in socio-economic policy development, public-private partnership structuring, social impact investment, • Experience with programme/project implementation with gender equality as a principal objective, project monitoring and evaluation, reporting and capacity building is required. • Experience coordinating and liaising with diverse teams, government agencies and/or international partners. • 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	• Fluency in English is required. • Fluency in Vietnamese is required. • Knowledge of another official UN language is desirable (French, Arabic, Chinese, Russian or Spanish).

VII. Approval
These Terms of Reference (TOR) are approved by: Caroline Nyamayemombe – UN Women Viet Nam Country Representative This certifies the appropriateness of the functions to the N-PPSA contractual modality. Signature: Date of Signing: