**CONSULTANT TERMS OF REFERENCE**

| **I. Contract Overview** | |
|---|---|
| **Reference Number:** | *TOR-VNM-2026-026* |
| **Consultancy Title:** | **National Consultant to Support CGEP Dissemination and National Action Month on Gender Equality and Prevention and Response to GBV 2026** |
| **Location:** | Home-based |
| **Travel:** | Travel required |
| **Practice Area:** | Ending violence against women and girls |
| **Category (Eligible applicants):** | External |
| **Post Type and Level:** | National Consultant<br>VNM2- UN-EU Cost Norm 2022 |
| **Starting Date:** | 15 November 2026 |
| **Duration of Contract:** | 15 November 2026 –31 December 2026 |

**II. Consultancy Assignment**

**1. Background/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.

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 upcoming CF 2027-2031 and is focused 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".

**UN Women upcoming SN 2027-2030's priorities are:**

**SN Outcome 1 (CF Outcome 2):** *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 transformation, industrialisation, innovation, productivity and decent work.*

**SN Outcome 2 (CF Outcome 4):** *By 2031, people in Viet Nam, especially those at risk of being left behind, benefit from and contribute to a more just, safe and inclusive society based on good 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 Viet Nam's international commitments.*

In Viet Nam, UN Women works with government institutions, non-governmental organizations, women's organizations, development partners, United Nations agencies, academia, the media, youth networks and private sector partners to advance gender equality and women's empowerment.

UN Women Viet Nam produces evidence and knowledge products to support policy dialogue, advocacy and evidence-based decision-making on gender equality. A key flagship knowledge product is the **Country Gender Equality Profile (CGEP)**, which provides evidence and analysis on the situation of gender equality in Viet Nam and can support policy dialogue and advocacy with government and other stakeholders.

In parallel, the **National Action Month on Gender Equality and Prevention and Response to Gender-Based Violence** 2026 provides an important opportunity to strengthen public awareness, stakeholder engagement and coordinated advocacy on gender equality and ending violence against women and girls.

Against this background, UN Women Viet Nam seeks to recruit a **National Consultant to Support CGEP Dissemination and National Action Month Coordination**. The consultant will provide short-term, hands-on coordination and communications support to translate CGEP findings into accessible advocacy materials and support UN Women's participation in and contribution to activities under the National Action Month.

## 2. Description of Responsibilities/ Scope of Work

The objective of the consultancy is to provide short-term implementation and coordination support for:

1. **dissemination and advocacy of the Country Gender Equality Profile (CGEP); and**
2. **UN Women's engagement in the National Action Month on Gender Equality and Prevention and Response to GBV.**

Under the overall guidance of the UN Women Viet Nam Country Representative and direct supervision of the Communications and Advocacy Analyst, the consultant will undertake the following tasks.

**Task 1. CGEP Dissemination and Advocacy**

The consultant will:

- Develop and maintain a practical dissemination and advocacy plan for the CGEP based on UN Women's approved priorities;
- Extract and package approved CGEP findings, data and recommendations into accessible communications and advocacy materials for different audiences;
- Draft and coordinate production of key messages, factsheets, presentations, social media content and partner dissemination materials;
- Support preparation and coordination of CGEP dissemination/launch activities, including invitations, participant coordination, event materials and follow-up;
- Coordinate inputs and comments from relevant UN Women colleagues and partners and facilitate revision and finalization of materials; and
- Track dissemination through UN Women and partner channels and consolidate available results and documentation.

**Task 2. National Action Month Coordination and Communications**

The consultant will:

- Develop and maintain an implementation and coordination plan for UN Women-supported activities under the National Action Month;
- Coordinate UN Women inputs and follow up with relevant partners and stakeholders on agreed activities and communication products;
- Draft and adapt key messages, social media content, event materials, invitations, talking points and other advocacy materials based on approved UN Women positions;

- Support localization and dissemination of relevant UN Women/UNiTE materials in the Viet Nam context;
- Support the organization and documentation of agreed events and public engagement activities;
- Maintain activity, partner and content trackers to monitor implementation;
- Collect and organize approved photographs, quotations, communication materials and relevant documentation from activities; and
- Prepare a concise results summary documenting activities, participation, dissemination results, lessons learned and follow-up actions.

**Task 3. Coordination and Final Documentation**

The consultant will:

- Maintain regular coordination with the Communications and Advocacy Analyst and relevant programme colleagues;
- Follow up on production and delivery of approved communications products and event materials;
- Maintain an organized electronic repository of final approved products and supporting documentation; and
- Prepare a final summary of outputs, dissemination results, lessons learned and recommendations for follow-up.

## 3. Consultant's Workplace and Official Travel

The consultancy is due to start on 15 November 2026 and end on 31 December 2026

This is a home-based consultancy with minimal requirement to present in person at the UN Women Office in Viet Nam (VCO) for meetings (schedule to be agreed later with supervisor) and international travel. The consultant is required to undertake regular update meetings with the Programme Management Specialist.

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.

The total number of working days allocated under this retainer contract shall not exceed 350 working days during the three-year contract period. UN Women does not guarantee that the full 350 working days will be utilized. Services will be requested and purchased as needed during the term of the Agreement.

The consultant will be engaged under a retainer contract, which facilitates direct engagement depending on organizational needs and consultant availability during the contract period. Services will be requested on an as-needed basis and paid at the pre-agreed daily rate.

The expected number of working days for each assignment/deliverable will be agreed between UN Women and the consultant on a case-by-case basis.

UN Women will not be committed to purchasing any minimum quantity of services, and purchases will only be made where there is an actual requirement and upon issuance of a Purchase Order under this contract. UN Women shall not be liable for any cost in the event that no purchases are made under this retainer contract.

Payment will be made upon satisfactory completion of a deliverable or as agreed between the consultant and UN Women.

## 4. Deliverables

The consultant will provide support from 15 November 2026 to 31 December 2026. Specific priorities and outputs will be agreed with the supervisor.

| Period | Measurable deliverable/output |
|---|---|
| **15–30 Nov 2026** | **National Action Month Coordination and Advocacy Package:** (i) implementation and coordination plan for UN Women-supported activities; (ii) consolidated activity/content calendar and stakeholder coordination tracker; (iii) communication and advocacy materials for agreed activities, including key messages, talking points, invitations and digital content, as required; and (iv) coordination and follow-up with relevant partners and stakeholders for implementation of agreed activities. |
| **1–15 Dec 2026** | **CGEP Dissemination Package:** (i) dissemination and advocacy plan for the CGEP; (ii) key messages and facts package based on approved CGEP findings and recommendations; (iii) at least 6 audience-friendly advocacy/digital products for UN Women and partner channels; and (iv) communication and coordination materials for at least one CGEP dissemination/stakeholder engagement activity, as applicable. |
| **16–31 Dec 2026** | One consolidated report documenting UN Women's support to the National Action Month and CGEP dissemination, including: (i) activities implemented and key outputs delivered; (ii) stakeholders and partners engaged; (iii) communication and dissemination results, including available media and digital reach/engagement data; (iv) key results, lessons learned and challenges; and (v) recommendations for follow-up and future advocacy and dissemination activities. The report will include relevant supporting documentation and links to final communication products. |

**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:

- Good understanding of gender equality, women's empowerment and discriminatory gender stereotypes and social norms;
- Ability to convert technical evidence and normative recommendations into clear and accessible advocacy content;
- Strong organizational, planning and coordination skills;
- Ability to coordinate campaigns, events and multiple deliverables simultaneously;
- Good drafting, editing and storytelling skills;
- Ability to work with government, civil society, youth, media, influencers, private sector actors and development partners;
- Good understanding of digital engagement and campaign dissemination;
- Ability to collect, organize and summarize monitoring and engagement data;
- Ability to identify implementation risks and recommend practical solutions;
- Attention to detail and commitment to accuracy;
- Ability to work independently while coordinating closely with a multidisciplinary team; and
- Ability to work under pressure and meet competing deadlines.

**IV. Required Qualifications**

**Education and Certification:**

- Bachelor's degree in gender studies, social sciences, development studies, international relations, public policy, journalism, public relations, marketing, digital media or another relevant field.

**Experience**

- At least two years of relevant professional experience in advocacy, campaign implementation, knowledge dissemination, public engagement, gender equality, social development or a related field.
- Demonstrated experience supporting the dissemination of publications, research findings, policy recommendations or other knowledge products.
- Experience supporting or coordinating advocacy campaigns, public events or stakeholder engagement activities.
- Experience drafting or adapting content for different audiences and dissemination channels.

- Experience coordinating with multiple stakeholders, such as government institutions, civil society organizations, youth groups, media, private sector actors or development partners.
- Demonstrated understanding of gender equality and women's empowerment issues in Viet Nam.
- Proficiency in standard office and digital collaboration tools.

**Desirable**

- Experience supporting work related to CEDAW, Beijing Platform for Action, CSW, gender data or gender equality policy processes.
- Experience supporting initiatives related to gender social norms, prevention of violence against women and girls, youth engagement or engaging men and boys.
- Experience in media monitoring, digital analytics or social listening.
- Experience coordinating designers, videographers, photographers, translators or other creative service providers.
- Previous experience with the United Nations, international organizations or development organizations.
- Familiarity with basic content-design or multimedia tools is an asset.

**Languages:**

- Fluency in English and Vietnamese is required.

**V. Criteria for Evaluation**

**1. Technical Evaluation Criteria**

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

| Criteria | Maximum points |
|---|---|
| Relevant educational qualifications | 10 |
| Relevant experience in advocacy, campaigns, knowledge dissemination or public engagement | 25 |
| Experience disseminating research, publications, evidence or policy recommendations | 20 |
| Experience coordinating campaigns, events and multiple stakeholders | 20 |
| Knowledge or experience related to gender equality and social norms change | 15 |
| Quality of submitted writing/content samples and language skills | 10 |
| **Total technical score** | **100** |

**VI. How to Apply**

Interested candidates are requested to submit electronic applications no later than 28 Oct 2026, Hanoi time. Submission package includes the following documents:

- Updated CV.
- Letter of interest explaining why you are the most suitable for work
- Reports on related topics (only required for shortlisted candidates)

***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<br>PM in-charge | Hoang Bich Thao | Date: 16 Oct 2026 |
| Certified by<br>Programme Management Specialist | Tran Thi Thuy Anh | Date: 19 Oct 2026 |
| Certified by<br>HR Assistant | Ho Nguyen Van Anh | Date: |
| Approved by Country Representative | Caroline Nyamayemombe | Date: 16 Oct 2026 (attached email) |