

I. Contract Overview

Reference Number:	TOR-VNM-2026-014
Consultancy Title:	National Consultant to Support the Department of Climate Change (DCC) in Organizing the Viet Nam Pavilion at COP31
Location:	Home Based
Travel:	Travel may require
Practice Area:	Disaster Risk Reduction and Climate Change Adaptation (DRR & CCA)
Category (Eligible applicants):	External
Post Type and Level:	01 National Consultant VNM3 (UN-EU Cost Norm 2022)
Starting Date:	November 01 st 2026
Duration of Contract:	November 01 st 2026– 31 December 2026 (contract period), comprising 22 working days in total, to be used intermittently according to the schedule of tasks. Details on the distribution of working days by task are set out in Section 5.

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 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”. The key priorities of UN Women in the 2022-2026 period are:

- By 2026, people in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam’s effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building, promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources.
- By 2026, people in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work;
- By 2026, people in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved 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 international standards.

Over the last decade, increasing natural hazards, climate-related emergencies, mounting insecurity and crises in Asia and the Pacific are eroding development gains, posing significant challenges in the transition to low-carbon, resilient societies. Even before the COVID-19 pandemic, the world was off-track to meet the transformational environmental,

social and economic changes required to achieve gender equality, address climate change and realize human rights for all. The pandemic set back sustainable development progress while further increasing inequalities. Women and girls, especially those facing multiple and intersecting forms of discrimination, have faced disproportionate fallout.

In Viet Nam, UN Women is a long-standing development partner of the Ministry of Agriculture and Environment (MAE) and its Department of Climate Change (DCC), supporting climate change response, sustainable infrastructure, green growth, disaster risk reduction, and environmental protection, including through the EmPower: Women for Climate Resilient Societies programme.

The thirty-first session of the Conference of the Parties (COP31) to the United Nations Framework Convention on Climate Change (UNFCCC) will be held at the Antalya EXPO Centre, Antalya, Türkiye, from 9 to 20 November 2026, including two days of Climate Summit on 11 and 12 November 2026. COP31 is expected to be the largest climate conference in history, bringing together more than 100,000 representatives from 197 nations, including Heads of State and Government, international organizations, businesses, investors, and scientists.

To elevate Viet Nam's international profile at COP31, the Government of Viet Nam, through MAE and DCC, is organizing a “Viet Nam Pavilion” to showcase the country's achievements, commitments, and efforts in responding to climate change; promote innovative models, green investment opportunities, and low-carbon development; and strengthen networking and cooperation among government agencies, the business community, development partners, and international investors. The Pavilion's overall theme is “Viet Nam: Empowering Resilience, Enabling a Green Future.”

DCC has invited UN Women to partner in the organization of activities of the Vietnamese Delegation at COP31 through technical collaboration, joint initiatives, and cost-sharing support for the implementation and operation of the Viet Nam Pavilion. As part of this partnership, UN Women is seeking to engage a national consultant to provide dedicated technical and coordination support to DCC, working closely with the DCC Secretariat, relevant ministries, development partners (e.g., GIZ, UNDP, WWF), and private sector stakeholders involved in the Pavilion, and helping to ensure that gender equality and social inclusion (GEDSI) considerations are reflected in the Pavilion's programme and events.

UN Women Viet Nam, in collaboration with a regional technical specialist, will support DCC to: (i) co-organize a dedicated side event, tentatively titled “Gender-Responsive Climate Action: Advancing Women's Leadership in Viet Nam's Green Transition,” as part of the Pavilion's programme; and (ii) support the production of high-quality print and digital materials that highlight women's roles and contributions in climate-adaptive agriculture, climate-smart practices, energy transition, and the green economy in Viet Nam — including success stories, infographics, and brochures. These materials will be screened and displayed as part of the Pavilion's exhibition.

Against this backdrop, the recruited consultant will report to the Programme Analyst for Climate Change and Disaster Risk Reduction, UN Women in Viet Nam, with oversight from the Programme Management Specialist and overall management by the Country Representative and will work in close daily coordination with designated focal points from the Department of Climate Change (DCC).

2. Objective

The overall objective of this consultancy is to provide technical and coordination support to DCC in the effective organization of the Viet Nam Pavilion at COP31, in line with the approved Concept Note, ensuring efficient coordination among government agencies, development partners, and private sector stakeholders, and supporting the mainstreaming of gender equality and social inclusion considerations across Pavilion events.

Specific objectives include:

- 1) To support DCC in finalizing the Pavilion's programme, with particular attention to the gender-responsive thematic side event, in coordination with relevant ministries, agencies, and development partners;

- 2) To coordinate with UN Women at regional and country office levels to co-organize a dedicated side event, tentatively titled “Gender-Responsive Climate Action: Advancing Women's Leadership in Viet Nam's Green Transition,” as part of the Pavilion's programme, including:
 - i. preparation of the concept notes and presentations for the event;
 - ii. news items/articles related to the event;
 - iii. working with the UN Women Country Office to consolidate gender-responsive publications/materials to be used and exhibited at the Viet Nam Pavilion;
 - iv. event summaries;
- 3) To support coordination with development partners and private sector stakeholders on logistics, content, speakers, and moderators for confirmed events;
- 4) To provide on-site coordination support to the DCC Secretariat during the operation of the Viet Nam Pavilion at COP31;
- 5) To support the review of proposed events to help ensure gender-responsive and inclusive content and representation (e.g., speaker balance, accessibility considerations);
- 6) To consolidate post-event reporting and prepare a final summary report on the organization and results of the Viet Nam Pavilion.

3. Description of Responsibilities/ Scope of Work

The work will be carried out in three tasks, aligned with the tentative preparation timeline set out in the Concept Note for the Viet Nam Pavilion at COP31.

Task 1: Inception and Coordination Support for Finalizing the Pavilion Programme with Partners (November 2026)

- Review the approved Concept Note and support the development of the draft overall programme and arrangements for the gender-responsive side event of the Viet Nam Pavilion.
- Support DCC in preparing for and participating in the Second Technical Meeting with DCC, including compiling inputs from ministries and development partners.
- Develop an inception report outlining the workplan, coordination arrangements, and a checklist for tracking confirmed events, partners, and logistics.
- Support DCC in liaising with government host agencies, partner host agencies, and cooperating agencies to confirm event details (themes, speakers, moderators, target audiences) for side events.
- Support the review of event proposals to help ensure gender-responsive content and balanced representation of speakers and moderators, in line with UN Women's mandate.
- Contribute to the consolidated communications plan for the Pavilion, supporting visibility and media coverage of gender-relevant events.
- Support DCC in preparing for the announcement of confirmed events and the Third Technical Meeting with DCC (final checking, confirmation, and briefing on all preparations, including the full list of events, stakeholders, and logistics).

Final Deliverables: Inception Report and workplan; summary of the Second Technical Meeting with DCC; finalized Pavilion programme of events (updated Annex 1); consolidated communications plan; summary of the Third Technical Meeting with DCC.

Task 2: Hybrid Coordination Support during COP31 (9–20 November 2026)

- Provide hybrid (remote and on-site) day-to-day coordination support to the DCC Secretariat during the operation of the Viet Nam Pavilion, including liaison with Pavilion Leaders, speakers, and partner organizations.
- Co-organize the gender-responsive side event — “Gender-Responsive Climate Action: Advancing Women's Leadership in Viet Nam's Green Transition” — including on-site coordination of speakers, moderators, and logistics, and preparation of the event summary and related news items/articles.
- Support hybrid logistical coordination for other Pavilion events (in-person and remote arrangements, as needed).
- Support the collection of post-event reports (summary, photos, and video documentation) within 48 hours of each event, as required under the Pavilion's operating arrangements.

Final Deliverable: Daily coordination notes; consolidated post-event reports for events supported, including the gender-responsive side event.

Task 3: Post-Pavilion Summary Report (by 30 November 2026)

- Prepare a summary report on the organization and results of the Viet Nam Pavilion at COP31, covering coordination processes, participation, visibility outcomes, and gender/inclusion dimensions of the Pavilion's events, including the gender-responsive side event.
- Document lessons learned and recommendations to inform future engagement, including preparation for COP31.

Final Deliverable: Final summary report on the Viet Nam Pavilion at COP31, including lessons learned and recommendations.

4. Deliverables and deadlines

No.	Tasks/Activities	Deliverables	Deadline
1	Task 1: Inception and Coordination Support for Finalizing the Pavilion Programme with Partners	Inception Report and workplan; summary of the Technical Meetings with DCC	15 November 2026
1 (cont'd)	Task 1 (cont'd)	Finalized Pavilion programme of events (updated Annex 1); consolidated communications plan; summary of the Third Technical Meeting with DCC	15 November 2026
2	Task 2: Hybrid Coordination Support during COP31	Daily coordination notes; consolidated post-event reports (summary, photos, video documentation) for events supported, including the gender-responsive side event	20 November 2026
3	Task 3: Post-Pavilion Summary Report	Final summary report on the organization and results of the Viet Nam Pavilion at COP31, including lessons learned and recommendations	30 November 2026

Note: This consultancy directly supports DCC's implementation of the Viet Nam Pavilion at COP31, as outlined in the Concept Note endorsed by MAE. Timelines may be adjusted in line with any changes to the official COP31 Presidency schedule or the Pavilion's confirmed space allocation.

5. Timeline for Payment for consultants

The payment will be provided in four instalments upon submission of deliverables with an approval of the Programme analyst on DRR&CCA UN Women Viet Nam as below:

No.	Expected Deliverables	Time (tentative)
1	Task 1: Inception and Coordination Support for Finalizing the Pavilion Programme with Partners - Inception Report and workplan; summary of the Technical Meetings with DCC - Finalized Pavilion programme of events (updated Annex 1); consolidated communications plan; summary of the Third Technical Meeting with DCC	25% 30 November 2026
2	Task 2: Hybrid Coordination Support during COP31 (incl. co-organizing the gender-responsive side event) Daily coordination notes; consolidated post-event reports (summary, photos, video documentation) for events supported, including the gender-responsive side event	75% 15 December 2026
3	Task 3: Post-Pavilion Summary Report Final summary report on the organization and results of the Viet Nam Pavilion at COP31, including lessons learned and recommendations	

Consultant's Workplace and Official Travel

The consultancy is due to start on 14th August 2026 and end on 31 December 2026.

This is a home-based consultancy, with possibility to present at the UN Women Office in Viet Nam (VCO) for meetings and consultations (schedule to be agreed later with supervisor). The consultant is required to undertake regular update meetings with the Programme Analyst and Country Representative. Broader meetings with the VCO programme team or others will be based on demand and time availability of the consultant.

As part of this assignment, there might be missions to selected provinces and cities to undertake required activities.

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:

Coordination and Partnership-Building

- Demonstrates excellent expertise in the supporting NDC, COPs and interpersonal skills and political sensitivity to engage effectively with national counterparts, particularly in structured institutions such as Department of Climate Change under Ministry of Agriculture and Environment
- Coordinates complex multi-stakeholder processes with professionalism and diplomacy.

Reporting and Documentation

- Prepares clear, concise, and well-structured reports in English (narrative and indicator-based).
- Captures and communicates success stories, good practices, and lessons learned.
- Presents information in engaging formats, such as PowerPoint presentations, policy briefs, press release, or donor updates.

Communication and Knowledge Management

- Ensures visibility and branding requirements are met across communication products.
- Supports knowledge exchange between stakeholders and ensures institutional memory is maintained through effective documentation.

Gender Equality and social inclusion mainstreaming

- Demonstrates understanding of gender and social inclusion mainstreaming, etc.

IV. Required Qualifications

National Consultant to Support DCC in Organizing the Viet Nam Pavilion at COP31 (VNM3)

- Holds a Master's degree in gender studies, development studies, communications, environmental/climate change studies, public policy, or a related field;
- At least 07 years of professional experience in gender and climate change programming, communications, or event coordination;
- Demonstrated experience producing knowledge and communications products (e.g., success stories, infographics, brochures, articles) on gender, climate change, or green growth themes;
- Experience coordinating side events, conferences, or public programming, preferably in the context of UNFCCC COP or other major international events;
- Familiarity with Viet Nam's gender equality and climate change policy frameworks and GEDSI mainstreaming principles; experience working with government agencies (e.g., MAE/DCC) and international development partners is an advantage;

- Fluent in Vietnamese and proficient in English (written and spoken), with strong report writing and communication skills.

5. Technical Evaluation Criteria	Obtainable Score
Holds a Master's degree in gender studies, development studies, communications, environmental/climate change studies, public policy, or a related field	10
At least 07 years of professional experience in gender and climate change programming, communications, or event coordination;	25
Demonstrated experience producing knowledge and communications products (e.g., success stories, infographics, brochures, articles) on gender, climate change, or green growth themes;	20
Experience coordinating side events, conferences, or public programming, preferably in the context of UNFCCC COP or other major international events;	20
Familiarity with Viet Nam's gender equality and climate change policy frameworks and GEDSI mainstreaming principles; experience working with government agencies (e.g., MAE/DCC) and international development partners is an advantage;	15
Fluent in Vietnamese and proficient in English, with strong report writing and communication skills;	10
TOTAL	100

Only shortlisted candidates may be contacted for the interview if required.

VI. How to Apply

Interested candidates are requested to submit electronic applications no later than **13 October** 2026, Hanoi time via the E-recruitment system of UN Women uploaded with the following required documents

Submission package includes the documents as follows:

- **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)

*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.)