

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

**An international consultant
for the review of 10-year implementation of the Gender Equality Law
(December 2017 – December 2018)**

TERMS OF REFERENCE (to be completed by Hiring Office)													
Hiring Office:	UNITED NATIONS POPULATION FUND COUNTRY OFFICE IN VIET NAM												
Purpose of consultancy:	<p><i>The overall objective:</i></p> <p>The overall objective of this consultancy is to review the Gender Equality Law and the implementation of the Law since it has come into effect from 2007 to 2017, and to provide recommendations for the Law amendment and supplementation.</p> <p><i>The specific objectives of this consultancy are to:</i></p> <ol style="list-style-type: none"> 1. To provide an independent review of: <ul style="list-style-type: none"> • The appropriateness of the Law with the international treaties; • The appropriateness of the Law with other related Vietnamese laws; • The implementation of the Law since it has come into effect from 2007 to 2017; 2. To identify the gaps that need to be taken into account in the revision of the Law as well as the gaps to be addressed to ensure better implementation of the Law; 3. To provide recommendations for the amendment and supplementation of the Law. 												
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The review will cover all specific objectives of this consultancy assignment, focus on:</p> <ul style="list-style-type: none"> • Reviewing the contents of the Law on Gender Equality to see if it is appropriate with the international treaties and relevant Vietnamese laws. (Please see Annex 1 for the suggested list of relevant Vietnamese laws that need to be reviewed). • Reviewing the implementation of the Gender Equality Law since it has come into effect from 2007 to 2017. • Identifying the enabling factors and challenges in the implementation of the Law in reality; • Identifying the gaps to be taken into account in the revision of the Law as well as the gaps to be addressed for better implementation of the Law; • Providing recommendations for the amendment of the Law. 												
Duration and working schedule:	<p>The international consultant will work during December 2017 to 31st December 2018 according to the following timeframe:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Tasks</th> <th style="text-align: center;">Location</th> <th style="text-align: center;">No. of working days</th> <th style="text-align: center;">Deadline</th> </tr> </thead> <tbody> <tr> <td>Desk review of related documents</td> <td style="text-align: center;">Home based</td> <td style="text-align: center;">10</td> <td style="text-align: center;">3rd week of Dec 2017</td> </tr> <tr> <td>Develop a draft detailed technical proposal including review design, methodologies</td> <td style="text-align: center;">Home based</td> <td style="text-align: center;">03</td> <td style="text-align: center;">4th week of Dec 2017</td> </tr> </tbody> </table>	Tasks	Location	No. of working days	Deadline	Desk review of related documents	Home based	10	3 rd week of Dec 2017	Develop a draft detailed technical proposal including review design, methodologies	Home based	03	4 th week of Dec 2017
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Develop a draft detailed technical proposal including review design, methodologies	Home based	03	4 th week of Dec 2017										

	and tools, implementation process, and outline of the review report			
	Revise detailed technical proposal	Home based	0.5	2 nd week of Feb 2018
	Finalise technical proposal and prepare a detailed work plan for the review	Home based	01	1 st week of Mar 2018
	Develop survey tools	Home based	02	3 rd week of Mar 2018
	Revise survey tool	Home based	0.5	3 rd week of Apr 2018
	Finalise survey tools	Hanoi and Home based	01	3 rd week of May 2018
	Field trips	Hanoi and selected provinces	10 (*)	4 th week of Jun 2018
	Data entry and analysis	Home based	06	4 th week of Jul 2018
	Prepare power point presentation on preliminary findings (in English and Vietnamese)	Home based	02	4 th week of Aug 2018
	Write draft report	Home based	08	2 nd week of Oct 2018
	Revise and finalise review report	Home based	05	End of Nov 2018
	Deliver presentation at the dissemination workshop	Hanoi	1 (*)	1 st week of Dec 2018
	Estimated total		50	

(*) *International consultant is required to have a mission in Viet Nam*

Note: During the development of the review report, second or third drafts of the report may be required based on the quality of the draft report.

Place where services are to be delivered:	Home-based and Hanoi, with possible field visits to selected provinces.
Delivery dates and how work will be delivered (<i>e.g.</i> electronic, hard copy etc.):	<p>The final products are:</p> <ul style="list-style-type: none"> • A set of data of the review; • The final review report.

	<p>In addition, the international consultant (with support from a national consultant) is required to provide the following deliverables during the implementation of the assignment:</p> <ul style="list-style-type: none"> • A technical proposal that addresses all the requirements of this TOR, including an outline of the report and a detailed work plan; • Clean transcripts of interviews ready for analysis (the collected data will be submitted in an Excel spreadsheet for storage and potential other usages by the UNFPA); • Draft and final review reports; • A PowerPoint presentation on the key findings of the review and recommendations. <p>All of the above deliverables will be submitted in English.</p> <p>The technical proposal, outline report, power point presentations, and final report will be submitted to UNFPA by email. The power point presentation on key findings of the review and recommendations will be presented by both international consultant and national consultant at the dissemination workshop organised by MOLISA.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<ul style="list-style-type: none"> • The selected international consultant will work under the supervision of UNFPA Gender Team Leader and Leader of Gender Equality Department - MOLISA, and will contact with an assigned staff of UNFPA to update on the progress made, and possible obstacles via meetings, email or telephone. • A national consultant will also be recruited. The international consultant will collaborate with the selected national consultant to do this assignment. The international consultant will act as the team leader and be responsible for leading the development of technical proposal, preparation of detailed work plan, document review, development of survey tools, conducting interviews with UN agencies and international development partners, developing and ensuring quality of the power-point presentation and review report. In addition, the international consultant will take the key role in reviewing the appropriateness of Gender Equality Law with the international treaties. • The national consultant will be responsible for assisting the international consultant to develop technical proposal, detailed work plan, review documents, interview UN agencies and international development partners, develop survey tools, power point presentation, and review report. The national consultant will translate the technical proposal, survey tools, pre test and field trip reports, PP presentation, draft and final review report etc., from English into Vietnamese and vice versa.
<p>Expected travel:</p>	<p>Travel may be required and travel expenses will be covered by the UNFPA Country Office.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><i>The international consultant (team leader) should have the following experience and qualifications:</i></p> <ul style="list-style-type: none"> • Educational background: <ul style="list-style-type: none"> ✓ Master’s degree in Law, preferably International Human Rights Law • Experience <ul style="list-style-type: none"> ✓ At least 10 year experience working in the area of gender and the law, particularly related gender based violence. ✓ At least 10 year experience in advising on formulation of laws from a gender equality perspective.

	<ul style="list-style-type: none"> ✓ At least 10 year experience in criminal justice and law reform from a gender perspective. ✓ At least 10 years experience in monitoring and evaluation and/or results based management. ✓ Knowledge of Viet Nam government processes, national strategies, national plans for gender and gender based violence, and international frameworks. ✓ Knowledge of the social and political context of Viet Nam. • Competencies <ul style="list-style-type: none"> ✓ Strong gender analysis skills. ✓ Relevant research skills, especially in legal aspects are needed. ✓ Understanding of the One UN reform context and in-depth knowledge of the UN system. ✓ Excellent written and oral communication skills in English. ✓ Demonstrated ability to deliver quality results within strict deadlines. • Language requirements <ul style="list-style-type: none"> ✓ Fluency in spoken and written English is essential.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p><i>UNFPA Country Office (CO) will:</i></p> <ul style="list-style-type: none"> • provide background documents to selected consultant for desk review; • provide the necessary logistic arrangements to selected consultant to complete the assignment, mentioned in this TOR; • assign one focal point from Viet Nam CO to work with the consultants during the mission; • monitor the progress and quality of the consultancy assignment; • provide comments to the technical proposal, survey tools, training manual, PP presentation and reports before they are finalized. <p><i>Project Management Board of MOLISA will:</i></p> <ul style="list-style-type: none"> • provide background documents to UNFPA for consolidating; • establish Advisory Board to provide technical support to selected consultants to complete the assignment, mentioned in this TOR; The Advisory Board consists of five members who are national gender experts in different areas such as law, labour, gender based violence etc., • organize consultation workshops on technical proposal, study tools and preliminary findings; • provide the necessary logistic arrangements and support the liaison for selected consultants to conduct meetings with relevant stakeholders and field work; • assign one focal point from Gender Equality Department to work in collaboration with UNFPA during the mission.
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> • An individual consultant contract (ICC) will be signed with the selected consultant at an agreed consultancy rate. For working days in locations out of the consultant's place of residence, travel expenses including Daily Subsistence Allowance (DSA), terminal allowances, air ticket will be settled by UNFPA and follow UN regulated cost norms; • Payment is based on all-inclusive rate (inclusive of all applicable tax and insurance, and other subsidies, if any) and made as follows: <ul style="list-style-type: none"> ○ First instalment: 13 working days after receipt of the draft detailed technical proposal including review design, methodologies and tools, implementation

	<p>process, and outline of the review report;</p> <ul style="list-style-type: none">○ Second instalment: 23 working days after receipt of the power point presentation; and○ Final instalment: The remaining working days upon satisfactory acceptance of the final report (in English).
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Note: *Please see the detailed TOR for further information.*