

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

A national 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:

The national consultant will work during December 2017 to 31st December 2018 according to the following timeframe:

Tasks	Location	No. 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 and tools, implementation process, and outline of the review report	Home based	01	4 th week of Dec 2017
Translation of draft detailed technical proposal	Home based	Word count basis (**)	2 nd week of Jan 2018
Meeting with Advisory Board on detailed technical proposal	Hanoi	01	4 th week of Jan 2018
Revise detailed technical proposal	Home based	0.5	2 nd week of Feb 2018
Attend the consultation workshop on Technical Proposal of the Review of 10 year implementation of Gender Equality Law that will be organized by MOLISA	Hanoi	01	1 st week of Mar 2018
Finalise technical proposal and prepare a detailed work plan for the review	Home based	01	1 st week of Mar 2018
Finalize the translation of final technical proposal and detailed workplan	Home based	Word count basis (**)	2 nd week of Mar 2018
Develop survey tools	Home based	01	3 rd week of Mar 2018
Translate survey tools	Home based	Word count basis (**)	2 nd week of Apr 2018
Meeting with Advisory Board on survey tool	Hanoi	01	3 rd week of Apr 2018
Revise survey tool	Home based	0.5	3 rd week of Apr 2018
Pre test	Hanoi and selected provinces	03	2 nd week of May 2018

Write pre test report	Home based	01	3 rd week of May 2018
Finalise survey tools	Hanoi and Home based	01	3 rd week of May 2018
Finalize the translation of final survey tools	Home based	Word count basis (**)	2 nd week of Jun 2018
Field trips	Hanoi and selected provinces	(***)	4 th week of Jun 2018
Data entry and analysis	Home based	(***)	4 th week of Jul 2018
Prepare power point presentation on preliminary findings (in English and Vietnamese)	Home based	01	4 th week of Aug 2018
Present preliminary results to UNFPA, MOLISA, Advisory Board and relevant stakeholders at a consultation workshop	Hanoi	01	2 nd week of Sept 2018
Write draft report	Home based	06	2 nd week of Oct 2018
Translate draft report	Home based	Word count basis (**)	1 st week of Nov 2018
Revise and finalise review report	Home based	03	End of Nov 2018
Finalize the translation of final review report	Home based	Word count basis (**)	End of Dec 2018
Deliver presentation at the dissemination workshop	Hanoi	1	1 st week of Dec 2018
Estimated total		34	

(**) National consultant is required to translate all relevant documents for this review (technical proposal, survey tools, draft report, final report, consolidated comments...) from English into Vietnamese and vice versa as necessary. The rate of translation service follows UN-EU established cost norm.

(***) National consultant will lead the data collection in the field trip and data entry. This task will be included in another TOR for a data collection team.

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 (e.g. 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 national consultant (in collaboration with the international 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; • Study tools including questionnaires, interview guidance, sampling frame etc., • Training manual for data collection including the study methodologies, interview guidance, monitoring and supervision for data collection, and data entry/quality assurance; • 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); • A PowerPoint presentation on the preliminary findings of the review; • 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 both English and Vietnamese.</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 the preliminary findings will be presented by national consultant at the consultation workshop organised by MOLISA. 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>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> • The selected national 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. • One international consultant will be recruited and act as the team leader. H/she will 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,

	<p>develop survey tools, power point presentation, and review report. Besides, the national consultant will present at the consultation workshops, conduct the pretest of the questionnaires and field trips, interview national counterparts and representatives of CSOs. Also, reviewing the coherence of the Law with other related Vietnamese laws/policies is a key task of the national consultant. Moreover, 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>
<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 national consultant (team member) should have the following experience and qualifications:</i></p> <ul style="list-style-type: none"> • Advanced university degree in law, women’s rights and/or other social sciences related areas relevant for the assignment. • Work Experience: At least 10 years of professional experience with law enforcement, women's rights, gender equality or related issues is required, including working experience with international organizations. • Specific Professional Knowledge and Experience. • Good understanding of the Vietnamese legal system. • Good understanding of gender based violence problems in Viet Nam. • Experience of detailed legislative reviews. • At least 5 years experience in monitoring and evaluation and/or results based management. • Understanding of the One UN reform context and in-depth knowledge of the UN system. • Proven subject matter expertise in working with governmental officers, victims of gender based violence, and stakeholders. • Proven subject matter expertise in police responses to violence against women. • Fluency in both English and Vietnamese.
<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 consultants 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

	<p>consists of five members who are national gender experts in different areas such as law, labour, gender based violence etc.,</p> <ul style="list-style-type: none"> • organize consultation workshops on technical proposal, study tools and preliminary findings; • provide the necessary logistic arrangements and support the liaison for selected consultant 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: 11 working days after receipt of the draft detailed technical proposal including review design, methodologies and tools, implementation process, and outline of the review report; ○ Second instalment: 13 working days and an amount of translation fee after receipt and delivery of the power point presentation; and ○ Final instalment: The remaining working days and translation fee for national consultant, upon satisfactory acceptance of the final reports (in English and Vietnamese).

Note: Please see the detailed TOR for further information.