

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT NATIONAL THEMATIC EXPERTS FOR THE CPE

| TERMS OF REFERENCE (to be completed by Hiring Office) | |
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| Hiring Office: | UNFPA Vietnam Country Office |
| Purpose of consultancy: | <p>Following the UNFPA evaluation policy requirement of conducting a Country Programme Evaluation (CPE), in accordance with the technical guidelines of the UNFPA Evaluation Handbook, the CPE in 2025 will examine the 10th Country Programme (2022 – 2026) of UNFPA in Vietnam.</p> <p>The CPE aims to provide the UNFPA, national stakeholders & rights-holders, and a wider audience: (1) an independent assessment of the relevance, coherence, effectiveness, efficiency and sustainability of UNFPA support; (2) an assessment of the role played by the UNFPA Vietnam in the coordination mechanisms of the UNCT to enhance the United Nations' collective contribution to national development results, and (3) key conclusions from past and current cooperation and actionable recommendations for the next programme cycle.</p> <p>The CPE, conducted by a group of independent evaluators, also aims to enhance UNFPA Vietnam's capacity in result-based management (RBM) and to implement organization-wide strategies that foster a culture of evaluation and improve evaluation practices.</p> <p>UNFPA Vietnam is seeking to hire national thematic experts on (1) Sexual and reproductive health and rights - SRHR, (2) Gender equality and women's empowerment - Gender, and (3) Population dynamics.</p> |
| Scope of work: <i>(Description of services, activities, or outputs)</i> | <p>The national experts will hold the overall responsibility for the design and implementation of their thematic area of the evaluation, being involved in all phases of the CPE, from the design and development of evaluation tools to data collection, reporting and dissemination of results.</p> <ol style="list-style-type: none"> The SRHR expert will provide expertise on integrated sexual and reproductive health services, HIV and other sexually transmitted infections, maternal health, adolescent health, and family planning. S/he will contribute to the methodological design of the evaluation and take part in the data collection and analysis work, with overall responsibility of contributions to the evaluation deliverables in her/his thematic area of expertise. S/he will provide substantive inputs throughout the evaluation process by contributing to the development of the evaluation methodology, evaluation work plan and agenda for the field phase, participating in meetings with the CPE manager, UNFPA Viet Nam CO staff and the ERG. S/he will undertake a document review and conduct interviews and group discussions with stakeholders, as agreed with the evaluation team leader. The gender expert will provide expertise on the human rights of women and girls, especially sexual and reproductive rights, the empowerment of women and girls, engagement of men and boys, as well as GBV and harmful practices. S/he will contribute to the methodological design of the evaluation and take part in the data collection and analysis work, with overall responsibility for contributions to the evaluation deliverables in their/thematic area of expertise. S/he will provide substantive inputs throughout the evaluation process by contributing to the development of the evaluation methodology, evaluation work plan and agenda for the field phase, participating in meetings with the CPE manager, UNFPA Viet Nam CO staff and the ERG. S/he will undertake a document review and conduct interviews and group discussions with stakeholders, as agreed with the evaluation team leader. The population dynamics expert will provide expertise on population and development issues, such as census, ageing, migration, the demographic dividend, and national statistical systems, ageing and social protection policies. |

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| | <p>S/he will contribute to the methodological design of the evaluation and take part in the data collection and analysis work, with overall responsibility of contributions to the evaluation deliverables in her/his thematic area of expertise. S/he will provide substantive inputs throughout the evaluation process by contributing to the development of the evaluation methodology, evaluation work plan and agenda for the field phase, participating in meetings with the CPE manager, UNFPA Viet Nam CO staff and the ERG. S/he will undertake a document review and conduct interviews and group discussions with stakeholders, as agreed with the evaluation team leader.</p> <p>Working under the supervision of the UNFPA's CPE manager and in coordination with the evaluation team leader, the consultant will contribute to producing standard outputs and deliverables, including but not limited to those specified below:</p> <p>Design phase</p> <ul style="list-style-type: none"> • Design report- version 1 and PowerPoint presentation • Design report - version 2 • Final design report (see Evaluation Handbook, section 2.4.4) with stakeholder map, site selection, and field work agenda. <p>Field phase</p> <ul style="list-style-type: none"> • Photos (see Evaluation Handbook, Section 3.2.5) • Evaluation matrix • PowerPoint presentation for the debriefing meeting with CO and ERG <p>Reporting phase</p> <ul style="list-style-type: none"> • Consolidated evaluation matrix • Evaluation report - version 1 and PowerPoint presentation • Recommendations worksheet • Evaluation report - version 2 • Final CPE report (see Evaluation Handbook, section 4.5) with PowerPoint presentation and audit trail <p>All the deliverables will be developed in English.</p> |
| Duration and working schedule: | Each consultancy will be for 35 workdays from May to November 2025 (7 months). |
| Place where services are to be delivered: | The consultant will conduct most of their work remotely, occasionally visiting the UNFPA Vietnam CO for workshops and technical meetings. |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | <p>The consultant will submit all deliverables and related documents/materials via email to the CPE manager, with a copy stored on Google Drive for future access.</p> <p>The evaluation team shall deliver UNFPA a hard copy of the report, including the tasks completed by the team members during the reporting period and the link to the deliverables and materials by the deadline below.</p> <ul style="list-style-type: none"> - Final Design report: 30 May 2025 - Draft evaluation report version 1: 30 August 2025 - Final CPE report: 30 November 2025 <p>Upon receiving a satisfactory report and payment request for the consultancy fee, UNFPA will proceed with the payment.</p> |
| Monitoring and progress control, including reporting requirements, periodicity, format and deadline: | <p>The CPE manager will be responsible for monitoring the consultant's work and its progress. He will work closely with and support the consultant every week to ensure the quality of their work within the deadline as outlined in this TOR.</p> <p>The CPE manager is the UNFPA focal point in reviewing the deliverables and the report submitted to provide comments and feedback to the consultant. Communication will primarily be via email, telephone, and Google Meet.</p> |
| Supervisory arrangements: | <p>The consultant will report to the CPE manager and the evaluation team leader.</p> <p>The CPE manager will manage and monitor the overall progress of the evaluation, and consultancy payments will be released upon approval by the CPE Manager.</p> |

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| Expected travel: | Travel is required for the field work and will be determined based on needs identified notably during the data collection phase. |
| Required expertise, qualifications and competencies, including language requirements: | <p>The competencies, skills and experience of the consultant should include:</p> <ol style="list-style-type: none"> 1. SRHR expert <ul style="list-style-type: none"> - Master's degree in public health, medicine, health economics and financing, epidemiology, biostatistics, social sciences or a related field. - 5-7 years of experience in conducting evaluations, reviews, assessments, research studies or M&E work in the field of international development. - Substantive knowledge of SRHR, including HIV and other sexually transmitted infections, maternal health, and family planning, adolescent SRHR. - Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm. - Ability to consistently integrate human rights and gender perspectives and disability inclusion in all phases of the evaluation process. - Solid knowledge of evaluation approaches and methodology and demonstrated ability to apply both qualitative and quantitative data collection methods. - Excellent analytical and problem-solving skills. - Experience working with a multidisciplinary team of experts. - Excellent interpersonal and communication skills (written and spoken). - Work experience in/good knowledge of the national development context of Viet Nam. - Familiarity with UNFPA or other United Nations organizations' mandates and activities will be an advantage. - Fluent in written and spoken English and Vietnamese. 2. Gender expert <ul style="list-style-type: none"> - Master's degree in women/gender studies, human rights law, social sciences, development studies or a related field. - 5-7 years of experience in conducting evaluations, reviews, assessments, research studies or M&E work in the field of international development. - Substantive knowledge on gender equality and the empowerment of women and girls, GBV and other harmful practices, such as female genital mutilation, early, child and forced marriage, and issues surrounding masculinity, gender relationships and sexuality. - Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm. - Ability to consistently integrate human rights and gender perspectives and disability inclusion in all phases of the evaluation process. - Solid knowledge of evaluation approaches and methodology and demonstrated ability to apply both qualitative and quantitative data collection methods. - Excellent analytical and problem-solving skills. - Experience working with a multidisciplinary team of experts. - Excellent interpersonal and communication skills (written and spoken). - Work experience in/good knowledge of the national development context of Viet Nam. - Familiarity with UNFPA or other United Nations organizations' mandates and activities will be an advantage. - Fluent in written and spoken English and Vietnamese. 3. Population dynamics expert <ul style="list-style-type: none"> - Master's degree in demography or population studies, statistics, social sciences, development studies or a related field. - 5-7 years of experience in conducting evaluations, reviews, assessments, research studies or M&E work in the field of international development and/or humanitarian assistance. - Substantive knowledge on the generation, analysis, dissemination and use of housing census and population data for development, population dynamics, migration and national statistics systems. |

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| | <ul style="list-style-type: none"> - Good knowledge of humanitarian strategies, policies, frameworks and international humanitarian law and humanitarian principles, as well as the international humanitarian architecture and coordination mechanisms. - Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm. - Ability to consistently integrate human rights and gender perspectives in all phases of the evaluation process. - Solid knowledge of evaluation approaches and methodology and demonstrated ability to apply both qualitative and quantitative data collection methods. - Excellent analytical and problem-solving skills. - Experience working with a multidisciplinary team of experts. - Excellent interpersonal and communication skills (written and spoken). - Work experience in/good knowledge of the national development context of Viet Nam - Familiarity with UNFPA or other United Nations organizations' mandates and activities will be an advantage. - Fluent in written and spoken English and Vietnamese. |
| Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | <p>UNFPA will:</p> <ul style="list-style-type: none"> - Coordinate to organise induction meetings for the consultant selected - Provide inputs and/or support in sharing documents and materials prepared by the consultant for comments - Facilitate and support logistics for technical meetings with partners in the UNFPA premises upon request. - Share with the consultants the relevant document and support access to the available sources of information during data collection - Provide administrative support for travel when requested. |
| Other relevant information or special conditions, if any: | <ul style="list-style-type: none"> • An individual consultant contract (ICC) will be signed by the consultant and UNFPA. • Interested consultants may register for the UNFPA global consultant roster: https://consultantroster.unfpa.org/web/consultant-roster/faqs. • The consultant is requested to complete the following online training courses and submit the certificates to UNFPA before signing the ICC: <ol style="list-style-type: none"> 1.BSAFE, (https://training.dss.un.org/course/category/6) 2.Fraud and Corruption Awareness and Prevention (https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html) 3.PSEA (Prevention of Sexual Exploitation and Abuse) (https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1) • The consultant must have their own laptop. • The consultant required to work from UNFPA premises and/or travel must submit a health statement 'fit for work and travel' from a certified physician/doctor before signing the ICC. • Payment in Vietnamese Dong, applied the UN exchange rate at the time of contract signing, will be made three times upon receiving the CPE manager's acceptance of the deliverables and consultancy report. • COA: VNM10AY0-CPDDEVMON.PU0074.FPA90 |