

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
An international consultant to develop a monitoring and evaluation framework (MEF)
of the National Programme on Prevention and Response to GBV period 2021-2025

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Country Office in Viet Nam
Purpose of consultancy:	<p>Under the framework of UNFPA supported project to the Ministry of Labour-Invalids and Social Affairs (MOLISA) for the period from 2017-2021, UNFPA has been providing technical and financial support to the Gender Equality Department (GED)/MOLISA to develop the National Programme on Prevention and Response to GBV 2021-2025, which was approved on 28 December 2020 under decree 2232/QĐ-TTg. To ensure full implementation, rigorous monitoring, and independent evaluation of the new Programme, GED/MOLISA requested UNFPA to support for the development of an M&E framework (MEF).</p> <p>In this regard, UNFPA is seeking an international consultant as a team leader to work closely with a national consultant who will be recruited by GED/MOLISA to develop an M&E framework of the National Programme on prevention and response to GBV period 2021-2025. Also this M&E framework will contribute to monitoring the relevant Sustainable Development Goals (SDGs) indicators (5.2.1 and 5.2.2).</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the supervision of UNFPA Viet Nam Programme Specialist on Human Rights and Gender, the selected consultant will carry out the following tasks:</p> <ul style="list-style-type: none"> • To review key documents including the National Thematic Programme on Prevention and Response to GBV 2016-2020, the new National Programme on Prevention and Response to GBV 2021-2025, the National Study on Violence Against Women in Viet Nam 2019, the Essential Services Package for GBV survivors and its implementation in Viet Nam, MEF of the National Action Plan on Prevention and Control of Domestic Violence 2014-2020, the Law on Gender Equality, the Law on Domestic Violence Prevention and Control (DVPC), Vietnam SDGs, and relevant policy and programme documents; • To develop a structure proposal for the M&EF with a list of indicators for review by UNFPA Viet Nam and MOLISA, ensuring they are SMART (specific, measurable, adaptable, relevant and time-bound) within Vietnam's context and SDGs indicators; • To draft the M&E framework based on the agreed indicators and M&E framework structure for review by UNFPA and MOLISA; • To attend the consultation workshops and any meetings with national and international stakeholders (if any); and • To finalize the M&E framework of the National Programme on Prevention and Response to GBV period 2021-2025 upon the agreement of UNFPA. <p>Final product: An M&E framework (MEF) for the National Programme on Prevention and Response to GBV 2021-2025 in English.</p> <p>The M&E framework is an important document for monitoring the progress as well as measuring the impact of the National Programme on Prevention and Response to GBV period 2021-2025. The key target audience of the M&E framework are National Assembly, Party Agencies, Government Office, MOLISA and relevant ministries/organisations who are responsible for implementing the program, UN Agencies, and development partners including CSOs working on GBV in Viet Nam.</p>
Duration and working schedule:	20 working days from 20 th February to 15 th April 2021
Place where services are to be delivered:	Desk-based at the consultant's location
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will deliver the followings: <ul style="list-style-type: none"> ○ A structure of the M&E framework ○ A list of indicators ○ Draft of the M&E framework based on the agreed structure and indicators ○ Final M&E framework in English

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The International consultant will work for 20 days during the period from 20th February to 15th April 2021</p> <table border="1" data-bbox="475 165 1471 1308"> <thead> <tr> <th data-bbox="475 165 995 228">Tasks</th> <th data-bbox="995 165 1251 228">Number of working days</th> <th data-bbox="1251 165 1471 228">Deadline (By)</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 228 995 721">i) Review key documents including the National Thematic Programme on Prevention and Response to GBV 2016-2020, Law on Gender Equality, Law on DVPC, VSDG of Vietnam, National Programme on Prevention and Response to GBV 2021-2025, National Study on Violence Against Women in Viet Nam 2019, Essential Services Package for GBV survivors and its implementation in Viet Nam, M&E Framework of the National Action Plan on Prevention and Control of Domestic Violence 2014-2020 and relevant policy and programme documents.</td> <td data-bbox="995 228 1251 721">05</td> <td data-bbox="1251 228 1471 721">28th February 2021</td> </tr> <tr> <td data-bbox="475 721 995 842">ii) Develop a structure proposal for the M&E framework with a list of indicators for review by UNFPA and MOLISA</td> <td data-bbox="995 721 1251 842">06</td> <td data-bbox="1251 721 1471 842">8th March 2021</td> </tr> <tr> <td data-bbox="475 842 995 904">iii) UNFPA and MOLISA to provide comments to the consultant</td> <td data-bbox="995 842 1251 904"></td> <td data-bbox="1251 842 1471 904">12th March 2021</td> </tr> <tr> <td data-bbox="475 904 995 1061">iv) Draft the M&E framework based on the agreed indicators and M&E framework structure for review by UNFPA and MOLISA, ensuring SMART indicator principles</td> <td data-bbox="995 904 1251 1061">07</td> <td data-bbox="1251 904 1471 1061">25 March 2021</td> </tr> <tr> <td data-bbox="475 1061 995 1124">v) UNFPA and MOLISA to provide comments to the consultant</td> <td data-bbox="995 1061 1251 1124"></td> <td data-bbox="1251 1061 1471 1124">5th April 2021</td> </tr> <tr> <td data-bbox="475 1124 995 1245">vi) Finalize the M&E framework of the National Programme on Prevention and Response to GBV 2021-2025 as cleared by UNFPA Viet Nam.</td> <td data-bbox="995 1124 1251 1245">2</td> <td data-bbox="1251 1124 1471 1245">15th April 2021</td> </tr> <tr> <td data-bbox="475 1245 995 1308">Total</td> <td data-bbox="995 1245 1251 1308">20</td> <td data-bbox="1251 1245 1471 1308"></td> </tr> </tbody> </table>	Tasks	Number of working days	Deadline (By)	i) Review key documents including the National Thematic Programme on Prevention and Response to GBV 2016-2020, Law on Gender Equality, Law on DVPC, VSDG of Vietnam, National Programme on Prevention and Response to GBV 2021-2025, National Study on Violence Against Women in Viet Nam 2019, Essential Services Package for GBV survivors and its implementation in Viet Nam, M&E Framework of the National Action Plan on Prevention and Control of Domestic Violence 2014-2020 and relevant policy and programme documents.	05	28 th February 2021	ii) Develop a structure proposal for the M&E framework with a list of indicators for review by UNFPA and MOLISA	06	8 th March 2021	iii) UNFPA and MOLISA to provide comments to the consultant		12 th March 2021	iv) Draft the M&E framework based on the agreed indicators and M&E framework structure for review by UNFPA and MOLISA, ensuring SMART indicator principles	07	25 March 2021	v) UNFPA and MOLISA to provide comments to the consultant		5 th April 2021	vi) Finalize the M&E framework of the National Programme on Prevention and Response to GBV 2021-2025 as cleared by UNFPA Viet Nam.	2	15 th April 2021	Total	20	
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Supervisory arrangements:	The selected consultant will work under the supervision of UNFPA Viet Nam Programme Specialist on Human Rights and Gender and closely contact with the assigned staff of UNFPA to update on the progress made, and possible obstacles via email, telephone, zoom or skype. The consultant is expected to work closely with the national consultant as a team lead.																								
Expected travel:	None																								
Required expertise, qualifications and competencies, including language requirements:	<p>Educational background</p> <ul style="list-style-type: none"> ✓ Master's degree in Social Science, Programme Management or relevant area <p>Experience</p> <ul style="list-style-type: none"> ✓ At least 10 year experience working in programme development and management, programme monitoring and evaluation and results-based management ✓ Familiarity with social, political and cultural context of Viet Nam ✓ Understanding Viet Nam Government structures and interventions on gender and GBV in Viet Nam ✓ Strong gender analysis skills. ✓ Relevant research skills, especially in legal aspects are needed. ✓ Familiar with UN work and in-depth knowledge of the UN system. ✓ Demonstrated ability to deliver quality results within strict deadlines. <p>Language requirements</p> <ul style="list-style-type: none"> ✓ Excellent written and oral communication skills in English. 																								

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will:</p> <ul style="list-style-type: none"> • Provide the necessary logistic arrangements to selected consultant to complete the assignment, mentioned in this TOR. • Provide all necessary background documents. • Assign one national programme officer to work with the consultant.
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> • Interested consultants are requested to register into the UNFPA global consultant roster: https://consultantroster.unfpa.org/web/consultant-roster/faqs • The consultant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the ICC <ol style="list-style-type: none"> 1. BSAFE, <i>Link: https://training.dss.un.org/course/category/6</i> 2. Fraud and Corruption Awareness and Prevention <i>Link: https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</i> 3. PSEA (Prevention of Sexual Exploitation and Abuse) <i>Link: https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1</i> <p>An Individual Contract (IC) will be signed with the consultant for the duration from 20th February to 15th April 2021</p> <p>One-time payment of the consultancy service will be made to the consultant upon the acceptance of UNFPA's Programme Specialist on Human Rights and Gender on the final M&E framework.</p> <p>Payment of the consultancy fee will be reduced by 10% if the submission of the final products are delayed by more than 20 days.</p> <p>Payment is based on all-inclusive rate (inclusive of all applicable tax and insurance, and other subsidies, if any).</p> <p>COA: VNM09U31/FPA90/GBVPROU24/PU0074/64000</p>