

I. Contract Overview	
Reference Number:	<i>TOR-VNM-2025-010</i>
Consultancy Title:	Consultant on Private Sector Engagement for Gender Equality
Location:	Home-based
Travel:	Travel required
Practice Area:	Private sector, Gender equality and Womens empowerment
Category (Eligible applicants):	External
Post Type and Level:	Consultant on Private Sector Engagement for Gender Equality National Consultant VNM3 UN-EU Cost Norm 2022 International consultant (already working and living in Vietnam)- P3
Starting Date:	01 August 2025
Duration of Contract:	01 August 2025–30 July 2026 (one year)

II. Consultancy Assignment	
1. Background/Context	
<p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> (i) 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. (ii) 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; (iii) 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. 	

Viet Nam aims to become a high-income country by 2045 and achieve net zero emissions by 2050. Sustainable financing for gender equality and women’s empowerment is central to the realization of this ambition. Member States at the 68th session of the Commission on the Status of Women (CSW68), agreed that more financial resources are required to reduce poverty among women and girls.

In Viet Nam, the private sector is a key contributor to inclusive and sustainable national economic growth and plays an increasingly important role in the development and promotion of women’s economic empowerment in the workplace, marketplace, and the community, especially in the context of COVID-19 recovery. The private sector is increasingly gaining awareness on the benefits and taking on more accountability for gender equality and women’s empowerment (GEWE) results in Viet Nam. UN Women’s Private Sector Engagement Strategy (PSES) 2023-2025 outlines a framework for engaging with the private sector to advance the achievement of gender equality and women's empowerment (GEWE). The strategy contributes to UN Women's Strategic Plan 2022-2025 by guiding interaction with the private sector to drive transformational changes.

The engagement of UN Women Viet Nam with the private sector is guided by a clear vision and mission that reflect the organization’s commitment to advancing gender equality and women’s economic empowerment. A gender-responsive private sector in Viet Nam that actively promotes and finances gender equality, women’s empowerment, for inclusive economic growth, ensuring women and girls have equal opportunities to lead, thrive, and benefit from sustainable development. UN Women Viet Nam will pursue the following objectives (i) support businesses to become active champions of gender equality and women’s empowerment (GEWE) leading in establishing inclusive workplaces, equitable communities, and sustainable economies that uplift women and girls and contribute to Viet Nam’s development priorities. (ii) mobilize increased resources to benefit women and girls by aligning corporate practices with global and national policy frameworks. UN Women Viet Nam Country Office seeks a national/ international consultant who can increase partnership with responsible, diverse, and inclusive private sector, in support of the full achievement of GEWE by enabling and ensuring women's equal access, participation, voice, agency and safety across all policies and practices, workplace, marketplace and community.

2. Description of Responsibilities/ Scope of Work

The consultant will work under the overall guidance of the Country Representative and direct supervision of the Programme Manager on Women’s Economic Empowerment and in collaboration with other programme managers of other thematic teams to implement the strategy for private sector engagement of UN Women Viet Nam in alignment with UN Women’s global Private Sector Engagement Strategy (PSES) 2023-2025.

In particular, the consultant is expected to undertake the following functions and activities:

Tasks	Deliverables
<p>1. Support identification of large scale private sector companies interested in developing a long-term partnership with UN Women and undertake internal private sector engagement policy and procedures required for partnership, using the developed tools of UN Women. in close collaboration with relevant thematic leads (30 days)</p>	<p>1. At least three (3) Partnership agreements signed with private sector following policy and procedures required for private sector engagement as per UN Women's policy</p>
<p>2. Lead the design and coordinate implementation of the innovative strategies of the UN Women Private Sector Engagement strategy namely (1) Innovation challenge; (ii) corporate gender equality accelerator, (iii)</p>	<p>2. Minutes of Monthly briefing to Country Representative on progress. Activity completion reports</p>

Interactive digital platform; (iv) Employee engagement toolkit; (v) Corporate gender equality dashboard; (vi) Events for pipeline cultivation (90days)	
Total 120 days	

3. Deliverables

Payments for this consultancy will be based on the submission of the deliverables approved by the UN Women Viet Nam WRT Programme Manager before the deadline for payment.

No	Deliverables	Expected completion time (due day)	Payment Schedule
1.	<ul style="list-style-type: none"> Minutes of Monthly briefing to Country Representative on progress of Task 1 and Task 2 	30 October 2025	20% of total contract
2	<ul style="list-style-type: none"> Minutes of Monthly briefing to Country Representative on progress of Task 1 and 2 Completion of one activity of the innovative strategies of the UN Women Private Sector Engagement strategy Completion of the 1st Partnership agreement signed with private sector following policy and procedures required for private sector engagement as per UN Women's policy 	15 December 2025	20% of total contract
3	<ul style="list-style-type: none"> Minutes of Monthly briefing to Country Representative on progress of Task 1 and 2 Completion of one activity from the innovative strategies of the UN Women Private Sector Engagement strategy Completion of the 2nd Partnership Agreement signed with private sector following policy and procedures required for private sector engagement as per UN Women's policy 	30 March 2026	30% of total contract
4	<ul style="list-style-type: none"> Minutes of Monthly briefing to Country Representative on progress of Task 1 and 2 Completion of one activity from innovative strategies of the UN Women Private Sector Engagement strategy Completion of the 3rd Partnership Agreement signed with private sector following policy and procedures required for private sector engagement as per UN Women's policy 	30 July 2026	30% of total contract
	Total number of working days: 120		

4. Consultant's Workplace and Official Travel

The consultancy is due to start on 01 August 2025 and end on 30 July 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 Manager 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 will be mission trips 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:

- Good knowledge and understanding on international commitments on gender equality, including CEDAW, CSW, Beijing Declaration and Platform for Action and SDGs.
- Good knowledge of the private sector context of Viet Nam.
- Strong analytical, writing and presentation skills with strong drive for results and capacity to work independently.
- Ability to provide advice, facilitation, and support.
- Strong planning and organizing skills.
- Strong interpersonal and communication skills.

IV. Required Qualifications

Education and Certification:

- Master’s degree or equivalent in Business, Economics, Gender/ Women’s Studies, Social Sciences, or a related field is required.

Experience:

- At least 8 years of experience in private sector entities, preferred working in the areas of partnership, public relations, business development
- At least 5 years' work experience in public-private partnership development, especially also with larger business and building of multi-stakeholder approaches
- At least 5 years of responsible work experience in the fields of gender equality and the empowerment of women and girls
- Experience in managing government and private sector relations in Viet Nam is an advantage
- Good analytical and writing skills in English.

Languages:

- Fluency in English is required.
- Fluency in Vietnamese is an added advantage

V. Criteria for Evaluation**1. Technical Evaluation Criteria**

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:	Obtainable Score
Master’s degree or equivalent in Business, Economics, Gender/ Women’s Studies, Social Sciences, or a related field is required.	10
At least 8 years of experience in private sector entities, preferred working in the areas of partnership, public relations, business development	25
At least 5 years' work experience in public-private partnership development, especially also with larger business and building of multi-stakeholder approaches	25
At least 5 years of responsible work experience in the fields of gender equality and the empowerment of women and girls	25
Experience in managing government and private sector relations in Viet Nam is an advantage	15
Total Obtainable Score	100

VI. How to Apply

Interested candidates are requested to submit electronic applications no later than 24 June 2024 at 23:59 Hanoi time via the link: [UN Women Consultant on Private Sector Engagement for Gender Equality, Home-based, National & International Consultant - UN Women Careers](http://asiapacific.unwomen.org/en/about-us/jobs)

Submission package includes the documents as follows:

- Updated CV
- Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs> (Please complete all required information).
- Letter of interest explaining why you are the most suitable for the work
- Two reports in English on gender equality and women's economic empowerment or entrepreneurship, market access, financial inclusion as evidence of written skills

***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.)

