

I. Contract Overview

Reference Number:	ToR-VNM-2025-026
Consultancy Title:	Team member - Country Gender Equality Profile
Location:	Home Based
Travel:	Travel to Ha Noi for consultation
Practice Area:	Gender Equality, Technology, Digital transformation
Category (Eligible applicants):	External
Post Type and Level:	National consultant VNM4
Starting Date:	10 November 2025
Duration of Contract:	22 working days from November 2025 – June 2026

II. Consultancy Assignment

1. Background/Context

The United Nations Entity for Gender Equality and the empowerment of Women (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.

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.

In Viet Nam, UN Women is implementing the Country Strategy Note (SN) for 2022-2026 which is aligned to the [UN Sustainable Development Cooperation Framework \(CF\) 2022-2026](#) in Viet Nam and contributes to the development objectives of Viet Nam’s Socio-Economic Development Plan and the National Strategy for Gender Equality. It 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:

- 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.
- 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.

- 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.

The first [Country Gender Equality Profile of Viet Nam](#) (CGEP) was produced in 2021. This new CGEP will capture the progress made in the past five years, new emerging challenges and impacts of the recent government restructuring with regards to the promotion of gender equality and women's empowerment (GEWE) at country level. Specifically, this 2nd profile should provide clear recommendations for the achievement of GEWE goals in the framework of the country's upcoming 5-year national socio-economic development plan 2026-2030. The profile will also guide prioritization within the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2027-2031.

The CGEP elaboration process will encompass the collection and collation of the most recent relevant and available quantitative and qualitative data on GEWE at national and sub-national level, and highlight the existence of relevant gaps in data production and management systems as well as the availability of quality GEWE data across the sectors. Recommendations from the Universal Periodic Review, the concluding observations of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) Committee, the findings of the 30th Beijing Declaration and Platform for Action national review, and the 2025 progress report of revised Vietnam Sustainable Development Goals (SDGs) indicators and targets will be used as key sources of data for the CGEP elaboration process.

The 2025 CGEP for Viet Nam will be developed in parallel with the mid-term review of Viet Nam National Strategy on Gender Equality (NSGE) 2021-2030: the CGEP will thus constitute a valuable input for both quantitative and qualitative analysis to support the review of GEWE targets within the NSGE as well as for Viet Nam's reporting on SDG 5 and other SDGs' targets.

A scoping of new data, research and analysis from 2021 will provide directions on the areas that can be updated from the 2021 version, incorporating requirements of the new generation of CGEPs within the framework of the GEAP.

The CGEP will assess the status of women and men, boys and girls, and provide clarity on systemic barriers to gender equality and the empowerment of diverse women and girls across different areas of social economic development of Viet Nam. It will include a rigorous analysis and understanding of existing power dynamics, structures and mechanisms that prevent or support women and girls' equal and effective participation in all spheres of life. The analysis will use an intersectional lens and be applied across relevant sectors.

The CGEP will be a joint knowledge product for the government, UN System, development partners and civil society in Viet Nam. To support this participatory and inclusive process, efforts will be made to coordinate, consolidate and validate the analyses through consultations with key stakeholders, including public sector officials, women's rights organizations and other representatives of civil society, academia and the private sector. For enhanced coordination and ownership of process, a CGEP Advisory Group has been established comprising thematic experts within the UN, government, development partners and non-state actors.

The timeline of the report is from October 2025 to June 2026 tentatively.

In this context, the UN Women Viet Nam Country Office is seeking a senior national consultant to draft Chapter 10, with a focus on key gender issues in technology and digital transformation in Viet Nam. The consultant will work closely with the UNESCO team on the section related to Artificial Intelligence and its implications for gender equality. The national consultant will work in a team and under technical guidance of the International Consultant – the team leader of the CGEP.

The consultant will report and work under the overall guidance of the Country Representative, and in close collaboration with the Programme Management Specialist and thematic technical specialists within UN Women at country, regional and global level. Administrative support will be provided by a Programme Associate, who will be the point of contact on the contract and payment issues.

2. Description of Responsibilities/ Scope of Work

The successful performance of the incumbent will effectively contribute to the development of a high-quality Country Gender Equality Profile update for Viet Nam.

The national consultant will work closely with the CGEP team leader throughout the drafting and finalization of the chapter to ensure that the section on *Technology, Digital Transformation, and Artificial Intelligence* aligns with the overall CGEP approach and contributes to a coherent and high-quality final report.

The consultant is also expected to coordinate with the UNESCO team, who will lead the section on Artificial Intelligence, to ensure the development of an integrated and cohesive Chapter 10.

The suggested outline for the Chapter:

Chapter 10: Technology, Digital transformation and Artificial Intelligence

Legal and policy framework

- Review of legal and policy framework on science and technology, digital transformation and artificial intelligence to analyze gender inclusive aspects

Current status on the following areas, including analysis of the constraints and opportunities for closing gaps in technology, digital transformation and AI, including but not limited to:

- Female participation /representation in STEM: Education/training and workforce in this sector
- Women's leadership in the public governance of science, technology, innovation and digital transformation: National data at high level of leadership and analysis of barriers to women in advancement to the strategic positions in the sector.
- Gender digital divide in access, usage, ownership, and proficiency of digital technologies

Analysis of potential economic and social impact of advancing advance gender equality in technology, digital transformation and AI in Viet Nam

Game changing actionable recommendations at policy and operational level to better improve gender equality in fields of technology, digital transformation and artificial intelligence (e.g policy and institutions,

education and capacity, creating a supportive and inspiring environment, ...)

Specifically, the consultant is expected to perform the following functions and activities:

Step 1: Report drafting (17 working days)

- Further define the Chapter outline, based on the inputs from the international consultant.
- Conduct a desk review and secondary data analysis on the Chapter's topic.
- Draft a maximum of 15 pages of the chapter based on the agreed outline, following the approach guidance and principles.
- Keep close coordination with UNESCO team in drafting the chapter.
- Closely update the team leader of the progress of the writing.
- **Deliverable due: 30 November 2025.**

Step 2: Report revision, consultation and launch (5 days)

- Revise and finalize the chapter based on comments from the team leader, Advisory Group and validation workshop.
- Participate in meetings and consultation and present the Chapter.
- Prepare a ppt on the report findings.
- Prepare a half-page Executive **Summary** of the Chapter.
- Present the findings and recommendations at the **national dissemination and launch workshop.**
- **Deliverable due: 30 June 2026**

3. Guiding principles:

In undertaking this assignment, the consultant will be guided by the following principles.

- **International norms and standards:** The CGEP must be framed according to the global norms and standards on gender equality and women's empowerment (GEWE), including the 2030 Agenda for Sustainable Development and the Sustainable Development Goals, the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Universal Periodic Review (UPR), the Beijing Declaration and Platform for Action (BPfA) and the outcome documents of its reviews, the Programme of Action of the International Conference on Population and Development (ICPD), relevant UN Security Council resolutions, Women, Peace, and Security (such as Resolution 1325 and 1820), Agreed Conclusions of the Commission on the Status of Women (CSW) as well as other significant commitments to GEWE made in the Addis Ababa Action Agenda, the Paris Agreement on Climate Change, the Sendai Framework for Disaster Risk Reduction, the Quito Declaration on the New Urban Agenda, Generation Equality Forum, the Pact for the Future, and other recent intergovernmental outcomes.
- **National ownership and national capacities:** CGEPs are to be generated in a manner that strengthens national capacities and systems for implementing and monitoring the advancement of international, national and regional commitments on GEWE. As such, national ownership and/or buy-in is to be sought for as much as possible for the CGEPs to be produced.
- **Leadership and accountability:** The success of this initiative hinges on the active participation of UN entities and broad stakeholder engagement. Under the overall leadership of the UN Resident Coordinator, UN Women will provide technical guidance and work with the Gender Theme Group and CGEP Advisory Group to ensure inter-agency implementation and oversight, including financial contributions for this gender equality profile.

- **Intersectional approach¹ and leaving no one behind (LNOB):** LNOB is a central value of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs). It represents the unequivocal commitment of UN Member States to end discrimination and exclusion and reduce the inequalities and vulnerabilities that leave people behind.² The discrimination and inequalities that people face is often multiple and intersecting. As such, the CGEP will adopt an intersectional approach and consider the reality for people experiencing diverse forms of intersectional discrimination including Rohingya women.

4. Deliverables

Items / Deliverables	Schedule	Payment Milestone
Deliverable 1: - Final Chapter Outline. - Draft Chapter 10 on Technology, Digital transformation and Artificial Intelligence (15 pages)	15 December 2025	80%
Deliverable 2: - Presentation for consultation - Chapter 10 on Technology, Digital Transformation and Artificial Intelligence (15 pages) - Executive summary of Chapter 10 (a half page)	30 June 2026	20%

5. Consultant's Workplace and Official Travel

This is a home-based consultancy which may require minimal travel. The consultant will be requested to attend meetings and workshops related to the work online.

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

¹ Please see the [Intersectionality resource guide and toolkit](#)

² [Universal Values, Principle Two: Leave No One Behind](#)

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:

- Strategic planning with long-term vision and work planning development at organizational level
- UN result based management knowledge and skills
- Technical credibility in gender mainstreaming in UN systems planning.
- Excellent negotiation skills
- Strong analytical and interpersonal skills;
- Excellent writing, editing and presentation skills.

IV. Required Qualifications

Education and Certification:

- Master's degree or equivalent in social sciences, gender and development or a related field is required.

Experience:

- At least 20 years of progressively responsible work experience in gender equality in Viet Nam.
- Proven experience in leading research on gender equality in technology and digital transformation in Viet Nam.
- Proven experience in producing high quality report on gender equality in Viet Nam. Previous experience in drafting a Country Gender Equality Profile is an advantage.
- Excellent analytical skills with strong drive for results and capacity to work independently.
- Excellent communication and writing skills; (Samples of previous work will be required.)

V. Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
At least 20 years of progressively responsible work experience in gender equality in Viet Nam	30
Proven experience in leading research on gender equality in technology and digital transformation in Viet Nam	30
Proven experience in producing high quality report on gender equality in Viet Nam. Previous experience in drafting a Country Gender Equality Profile is an advantage.	20
Excellent English communication and writing skills; (Samples of previous work will be required.)	20
TOTAL	100

V. How to Apply

Interested candidates are requested to submit electronic applications no later than dd mm 2025 Ha Noi time via UN Women E-recruitment system.

Submission package includes:

- Personal CV;**
- A cover letter (maximum length: 1 page)
- Shortlisted candidates will be required to provide samples of previous work.

***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.)