



29 September 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultants and individual consultants assigned by consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	Develop the optional course "Gender, gender equality and law" and organize Trainings of trainers for Hanoi Law University lecturers  Team Member 1 (National Consultant): 44 working days
Period of assignment/services (if applicable):	October 2021 – July 2022
Duty Station:	Home-based
Tender reference:	A-210906-Readvertised

1. Submissions should be sent by **email** to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:

**23.59 hrs., Wednesday 20 October 2021 (Hanoi time)**

**With subject line:**

**A-210906 Team Member 1 for training for Hanoi Law University lecturers**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

**Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not

be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

**2. Please find attached the relevant documents:**

- [Term of References](#)..... (Annex I)
- [Individual Contract](#) & [General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)..... (Annex IV)
- [Financial Proposal](#)..... (Annex V)

**3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:**

**a. Technical component:**

- Signed Curriculum Vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant** and **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

**4. Evaluation**

The technical component will be evaluated using the following criteria:

**Team Member 1 - National Consultant**

Evaluation Criteria		Maximum Points
1	Master's degree in law or gender and development	100
2	A minimum of 10 years of work experience in the field of law, gender, gender equality Proven knowledge on gender and law	300
3	Minimum of 10 years of working experience in development course materials and textbooks; experience in teaching gender and/or law; being able to use the learner-centered method.	200
4	Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable	200
5	Good technical advice writing skills. Proven track record of developing and delivering TOT courses (sample in Vietnamese to be submitted)	100

6	Good Vietnamese and English language skills (a sample of a report or document written in English is required).	100
	<b>Total</b>	<b>1,000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

## 5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

*Note:* In order to access the courses, please go to the following link: <https://training.dss.un.org>

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 6. Payment

UNDP shall effect payments to the consultant by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

## 7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

## **ANNEX I**



### **TERMS OF REFERENCE** **TEAM OF CONSULTANTS**

<b>Name of service:</b>	Develop the optional course "Gender, gender equality and law" and organize Trainings of trainers for Hanoi Law University lecturers		
<b>Project:</b>	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
<b>Consultancy:</b>	Two national consultants and one international consultant		
<b>Reporting to:</b>	The Governance and Participation Unit of UNDP		
<b>Duty Station:</b>	Home-based	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	From October 2021 to July 2022		
<b>Start Date:</b>	10/2021	<b>End Date:</b>	7/2022

#### **I. BACKGROUND & PROJECT DESCRIPTION**

Providing equal rights to women and men in all aspects of life is fundamental to achieving gender equality and this was stressed as Agenda 2030 goal 5 on Gender equality and women empowerment. Gender equality laws around the world have contributed to eliminate discrimination against women and to guarantee equal and fair treatment of men and women, so that they can fully exercise their human rights and create opportunities for women and men to participate in political, economic, and social development.

Vietnam has become a signatory to numerous international agreements and treaties on gender equality, women's rights, and women's empowerment, especially the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Beijing Platform for Action and Sustainable Development Goals SDGs and is therefore obliged to incorporate these international instruments into the country's domestic legislation.

The Government of Vietnam has made good progress in women empowerment and gender equality, with the first-ever Law on Gender Equality of Vietnam was enacted in 2016, National Strategy on Gender Equality 2021-30, and the Action Plans on Gender Equality of each five-year period, which created equal opportunities for both men and women, the role and position of women in society have been improved and strengthened. However, there are still significant gaps between the Law on Gender Equality and current laws in Vietnam. In the family sector, the Law on Marriage and Family sets different age of marriage for men and women, stating men should be 20 years of age and women 18 years of age. The distinction between men and women would remain. A gender-neutral perspective in the Law on Persons with Disabilities masks differences based on sex and gender, etc.

To get national targets on gender equality, in addition to gender mainstreaming into laws and policies that plays a strategic measure, it is also important to ensure high quality and availability human resources, who are legal actors, to have systematically gender awareness. Therefore, supporting capacity building on gender equality and law in partnership with relevant justice training institutions will pave a way to strengthen capacity and awareness of legal actors on gender related issues, achieving a more systematic training and knowledge building.

The Hanoi Law University (HLU) is the leading law training institution in Viet Nam. The University offers bachelor, master, and Doctor of Law degrees for both full time and part time students. It is estimated that law graduates

from the University account for more than 60% of legal practitioners working in state agencies, organizations, and enterprises across Viet Nam; and 90% of lecturers at law training institutions in Viet Nam are graduates of the University. The University has a legal clinic that provides structured and monitored opportunities for students to apply knowledge, acquire new skills and practice them under professional supervision. HLU has extensive experience in developing and integrating into the curriculum new courses which are in line with the socio-economic development such as such as “Law on People with Disabilities”, “Law on Gender Equality”, and “Juvenile Justice”

Among the courses related to the rights of disadvantaged groups, the optional course "Law on Gender Equality" was developed and implemented based on the 2006 Law on Gender Equality of Vietnam. For the past 10 years, the course has been offered for students of full-time and part-time training, however, normally in the last year of study. The course material focuses mainly on gender equality legislation in various areas of social life including politics, economy, labor, education and training, science and technology, culture, information, sport, health and especially gender equality in the family. However, basic knowledge on gender related issues and gender tools, that students need to be fully equipped for applying to the process of making and implementing policies are not covered in the course “Law on Gender Equality” or any other courses. Offering knowledge gender related issues and skills to apply gender tools will provide students with the foundation which effectively support them in learning and researching issues related to substantive gender equality promotion and social inclusion in all areas of life, particularly in the Law area. Therefore, to be able to comprehensively equip students with necessary knowledge and skills on these contents, the compilation of course materials on “Gender, Gender Equality and Law” for bachelor students and learners of HLU is extremely necessary. It is envisaged that a continued specialist stream on gender equality for legal professionals will be ensured in the future through availability of training course and good material source on Gender, gender equality and law at HLU.

The EU Justice and Legal Empowerment Programme (EU JULE) implemented by UNDP and UNICEF together with relevant State agencies, academic and educational institutions is designed to strengthen the rule of law through a more reliable, trusted and better accessed justice system, and specifically to increase access to justice for women, children and those groups which face the greatest obstacles in using the justice system to invoke their rights, including ethnic minorities and poor people. Capacity building in legal and justice sector is one of key interventions to achieve the Programme’s objectives.

In response to the need of Ha Noi Law University of development of the course on Gender, Gender equality and Law to the curriculum of Hanoi Law University with the expectation that the course will be included as an academic subject for bachelor level students at Hanoi Law University starting from the 2023 – 2024 academic year, under the EU JULE Program, UNDP will support HLU to commission a team of 2 national consultants and one international consultant to Develop the optional course "Gender, gender equality and law" and organize Trainings of trainers for Hanoi Law University lecturers.

## **II. OBJECTIVE**

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To develop an academic subject on Gender, gender equality and law for bachelor students and learners of HLU (hereinafter referred to as the course) to build awareness and professional knowledge and skills about gender equality among future legal practitioners and will provide sensitization in identifying and dealing with gender issues in their future work, including:

- Development of the syllabus for a new optional two-credit academic course on Gender, gender equality and law for bachelor level.
- Development of training manual and textbook on Gender, gender equality and law
- Conducting trainings for key lecturers, professors, experts, and researchers of Hanoi Law University to build a key resource trainer for the course

## **III. APPROACHES AND METHODOLOGIES**

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The following approaches must be considered during performing the assignment:

1. Ensuring gender sensitiveness:

Due to the nature of the project and the gender and development approach, gender equality and gender sensitiveness aspects should be mainstreamed in the developed training materials and training delivering.

2. Active learning and trainee-centered approaches:

The training materials should be developed to help trainers to perform their tasks more efficiently. A participatory and trainee-centered approaches as well as skill-based training method should be employed and expressed clearly in the training materials.

#### **IV. SCOPE OF WORK**

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This assignment will be carried out by a team of consultants including 2 national consultants and 1 international consultant. The successful team is expected to be responsible for the following tasks:

- **Conduct an introductory specialist training for lecturers at Hanoi Law University**

- 2-day training of trainers (TOT) on gender equality, relevant international human rights law, standards and guidelines, best practice in promoting gender equality in law area, and gender tools applied in the process of making and implementing policies.
- The TOT will be combined with a discussion session on developing the draft syllabus of the course on gender, gender equality and law.

This TOT will serve as an introductory specialist training for lecturers at Hanoi Law University. The participants will then be available in the future to conduct training on Gender, gender equality and law in HLU and other law institutions.

- **Develop an academic subject on Gender, gender equality and law**

- Develop the syllabus for a new academic course on Gender, gender equality and law for bachelor level students of HLU. The syllabus should cover, but not limited to, at a minimum the introduction of the relationship between law and gender and explore different areas where law interacts with, and regulates, gender relations. The syllabus also should introduce some gender tools for improving legislation. It should aim at assisting students to develop gender sensitive legal knowledge with a special focus on expert knowledge of domestic and international standards in gender equality, skills in critical thinking and builds core skills that students need to examine gendered constructions of law and how those constructions lead to inequality and discrimination. The syllabus should be designed in a way that encourages, but not limited to, inquiry-based learning and the use of case study methods. A practicum session is necessary in the syllabus that allows students to apply the acquired knowledge in a State agency, unit, or organization in relation to gender and law as appropriate. It is understood that this new subject may well overlap with other law subjects or components of those subjects. 1-day technical meeting to get official approval from HLU and UNDP for the syllabus of the new academic course will be organized by HLU.
- Develop the training manual and textbook on Gender, gender equality and law that will be used as a principal textbook for teaching the new academic course on Gender, gender equality and law at HLU. The textbook/training materials should be developed with the use of a variety of legal and academic sources, journal articles, and print/audio/visual media publications (Vietnamese and English) on gender equality and law system and should cover important topics that will satisfy the training needs and interests of future legal professionals

- **Facilitate a consultation workshop and a validation endorsement workshop to finalize the textbook and training manual**

- 1-day consultation workshop on final draft of training manual and textbook of the course on gender, gender equality and law.
- 1-day-validation endorsement workshop to get approval from HLU and UNDP on the final training manual and textbook/training materials of the course on Gender, gender equality and law will be organized by HLU.

- **Pre-testing of the textbook/training materials with lecturers and students**

- Conduct a pilot 2-day TOT on learner-centered-methods in teaching of the new academic course, utilizing the content of the new textbook/training materials on Gender, gender equality and law for teaching staff of HLU and selected lecturers of other training institutions. The aim is to equip these teaching staff with the skills and knowledge to deliver the content of the new academic course using innovative ways of teaching in broadening knowledge of law students on Gender, gender equality and law. The consultants should use the feedback from the TOT to provide technical inputs, advice, and recommendations to finalize the syllabus and textbook/training materials of the new academic subject.

- Conduct two-one-day seminars to pilot the training materials for the first- or second-year bachelor students of HLU.
- Based on feedback from the above pre-testing, finalize the training manual and textbook/training materials of the course on gender, gender equality and law and to prepare it for the publication.

#### Specific tasks:

##### 1. National consultant- Team leader (56 working days)

- Take ultimate responsibility for the final products
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and HLU.
- Reporting and closely coordinating with consultant team members, experts, and focal point staff of HLU, UNDP throughout the entire working process.
- Assigning tasks to national consultant team member, ensuring the working progress as committed, coordinating with national consultant team member and HLU in determining training methods and completing products.
- Submitting the final products according to the contract and reports after the meetings and TOT to the focal point staff of HLU and UNDP.
- Coordinating with the focal point staff of HLU to carry out the necessary procedures/formalities in accordance with the regulations of HLU for approval of the course syllabus and materials

No.	Tasks	Number of working days
1.	<b>Desk review</b> of materials related to gender, gender equality and law, and UNDP toolkit of participatory training materials and other existing training methodologies to identify appropriate approaches for the training materials and propose key content of the course, sharing at the 1 <sup>st</sup> TOT for comments of participants; preparing the workplan, assigning team member tasks, share with HLU and UNDP for approval	5
2.	<b>Preparing and conducting the 1st TOT that is combined with a discussion session on developing the syllabus of the course</b> <ul style="list-style-type: none"> <li>- Preparing documents and coordinating the 1st two-day TOT to improve knowledge about gender, gender equality and seek inputs to develop the syllabus of the academic course (including 01 day of preparing materials, 01 day of training/knowledge and 01 day of meeting)</li> <li>- Applying the participatory training methods in developing training materials and delivering the TOT course on gender, gender equality, gender analysis and gender mainstreaming and other relevant tools, which will serve as an introductory specialist training for lecturers at HLU (01 day of preparation)</li> <li>- Collecting inputs and comments from trainees on the key content of the of the academic course, draft preliminary syllabus and share with HLU and UNDP for inputs (1 day)</li> </ul>	4
3.	<b>Developing the syllabus of the course, presenting at a technical meeting with a panel of experts established by HLU</b> <ul style="list-style-type: none"> <li>- Together with national consultant team member, being responsible for developing a syllabus of the course, sharing with national consultant team member, HLU and UNDP to improve the syllabus of the course (2 days)</li> <li>- Presenting the draft syllabus at the one-day-technical meeting held by HLU (in accordance with the regulations of HLU for approval of the syllabus), collecting inputs and</li> </ul>	4

	comments of panel members, independent experts, and participants to finalize the course's syllabus (02 day)	
4.	<b>Developing the 1st draft textbook/training materials for students</b> - Compiling some modules of textbook which the team leader is responsible for (8 days) - Developing the 1 <sup>st</sup> draft textbook using documents and inputs on methods and preparations of international consultants and consolidating the modules compiled by the national consultant team member, ensuring the consistency with the approved syllabus and other professional requirements; sharing with the international and national consultants to seek inputs and comments for improving the first draft (05 days) - Based on comments of the international and national member, revising the first draft, and sharing it with Hanoi Law University and UNDP for comments (02 days)	15
5.	<b>Developing the 2nd draft textbook and training manual</b> - Coordinating with team members to revise the 2nd draft textbook based on comments of HLU, UNDP (2 days) - Compiling the assigned modules training manual of the course (5 days), share with team members and HLU, UNDP for inputs, revising it accordingly (02 days) - Preparing, presenting the 2 <sup>nd</sup> draft textbook and 1st training manual at the consultation workshop organized by HLU and UNDP (01 day)	10
6.	<b>Finalizing the draft of the course's materials</b> - Coordinating with team members to finalize the first draft training manual and the 2nd draft textbook based on the comments of participants in the consultation workshop, UNDP and HLU (02 days) - Preparing and presenting the course materials at the validation endorsement workshop in accordance with the regulations of HLU (02 day); based on the comments of the participants, revising the final version of the course materials accordingly (02 days)	6
7.	<b>Compiling the guidance of using course's materials for 2-day TOT for lecturers of HLU and selected lecturers, experts from other institutions and conducting a two-day TOT</b> - Coordinating with team member and applying the participatory training methods to compile a guidance of using of the course's materials for TOT, including (1) training program, (2) detail guidance on the use of the course materials; (2) Handouts, practice exercises (including detailed practice instructions); (3) visual aids (PPTs, videos, and others if available) (02 day). - Conducting a two-day TOT (02 days) and reporting	5
8.	<b>Coordinating with lecturers of HLU (those participated in the TOT) to prepare and facilitate 2 pre-test classes</b> (maximum 01 day for each class); Writing reports after pilot classes and sharing the results with HLU and UNDP; proposing solutions to overcome any relevant issue.	3
9.	<b>Finalizing the textbook and training manual of the course</b> based on inputs and feedbacks from the TOT for teaching staff and 2 pretest classes for student; submit to HLU and UNDP	4
<b>Total of working days</b>		<b>56 days</b>



## 2, National consultant- Team member (44 working days)

**General responsibilities:** Responsible for tasks assigned by the team leader; collaborating with other team members, HLU and UNDP to complete the products described in section 3 above.

### Detailed tasks:

No.	Tasks	Number of working days
1.	<b>Desk review:</b> Together with the team leader, conduct the desk review of materials related to gender, gender equality and law, and UNDP toolkit of participatory training materials, and other existing training methodologies to identify appropriate approaches for the training materials and propose key content of the course, sharing at the 1 <sup>st</sup> TOT for comments of participants; provide inputs to the workplan prepared by the team leader	3
2.	<b>- Coordinating with the team leader and international consultant to prepare and facilitate the 1<sup>st</sup> two-day TOT</b> , which will serve as an introductory specialist training for lecturers at Hanoi Law University and seek inputs to develop a syllabus for the academic course  <b>- Prepare an initial report of the 1<sup>st</sup> two-day TOT</b> , share with team leader for finalizing the draft preliminary syllabus	3
3.	<b>Finalize the course' syllabus:</b> Providing comments on the syllabus of the course materials developed by team leader and participating in the technical meeting organized by HLU, working with team leader to finalize the course' syllabus	3
4.	<b>Developing the 1<sup>st</sup> draft textbook for students and providing comments on the 1<sup>st</sup> draft of the course's materials</b>  <b>- Compiling the detailed contents of the modules assigned by the team leader by using documents, inputs on training methods and the preparations provided by the international consultant (8 days)</b>  <b>- Providing inputs on the 1<sup>st</sup> draft and sharing with the team leader (02 days)</b>	10
5.	<b>Providing inputs to the 2<sup>nd</sup> draft textbook and training manual</b>  <b>-Coordinating with the team leader and team members to revise the assigned contents of the draft course materials based on the comments of experts, HLU, and UNDP (02 days)</b>  <b>- Compiling the assigned modules of training manual (06 days), share with team leader for consolidation; provide inputs to the draft training manual prepared by the team leader (01 day)</b>  <b>- Participating in consultation workshops for inputs and comments to improve the 1<sup>st</sup> draft of training manual and the 2<sup>nd</sup> draft course materials, submitting the reports after the workshops to HLU and UNDP (01 day)</b>	10
6.	<b>Finalizing the draft textbook and training manual of the course</b>  <b>- Based on the inputs and comments collected at the consultation workshops, improving the assigned contents of the draft textbook and training manual, and submitting these materials to the team leader (01 day)</b>  <b>- Preparing and presenting the course materials at the validation endorsement workshop in accordance with the regulations of HLU (02 day); based on the</b>	7

	<p>comments of the participants, collaborating with the team leader to revise the final version of the course materials accordingly (02 days)</p> <p>- Coordinating with the focal point of HLU to prepare documents and carry out the necessary procedures/formalities in accordance with the regulations of HLU for approval and use of the course materials (2 day).</p>	
7.	<p><b>Coordinating with the team leader to compile the guidance of using course's materials for 2-day TOT</b></p> <p>Work with the team leader in preparing for TOT for lecturers; conducting a two-day TOT (02 days) and reporting"; writing the report after training</p>	4
8.	Coordinating with the team leader to finalize Vietnamese version and English version before sending to international consultants for final proof-reading.	4
<b>Total of working days</b>		<b>44</b>

### **3. International consultant- team member**

<b>No.</b>	<b>Tasks</b>	<b>Number of working days</b>
1	<p>Working closely with the national consultant team, HLU and UNDP in the entire process of developing the course materials.</p> <p>Sharing materials related to the course contents as reference examples for national consultants.</p> <p>Proposing ideas and providing guidance for national consultants on teaching methods and developing course materials. Share the guidance to the national team, UNDP and HLU</p>	3
2	<p>Working closely with the national team to provide inputs and comments on the following materials for completing training of trainers' materials:</p> <p>(1) The course materials (6 days)</p> <ul style="list-style-type: none"> <li>- Syllabus of the course</li> <li>- Teaching agenda</li> <li>- Training materials for students</li> <li>- Training manual</li> </ul> <p>(2) TOT materials (2 days)</p> <ul style="list-style-type: none"> <li>- Detailed outline of TOT materials</li> <li>- Training agenda</li> <li>- A set of training materials including materials for trainees and materials for trainers, pre- and post-training evaluation forms, report templates, etc.</li> </ul> <p>(3) Develop the summary of each chapter/module per the approved syllabus (2 days)</p>	10
3	Working with national consultants to prepare TOT programs, developing training materials and remotely facilitating a 2-day TOT, which is combined with a discussion session on developing outline of the course on Gender, gender equality and law	5

	Remotely participating in internal meetings and technical meetings and a consultation workshop with consultants, HLU, and UNDP (if necessary)  Facilitating remotely the TOT course on guiding the use of the course materials of the course “Gender, gender equality and the law” for lecturers of HLU and selected lecturers from other training institutions	
3	Edit/proofread the final draft in English prepared by national consultants	5
<b>Total of working days</b>		<b>23</b>

## V. DELIVERABLES & IMPLEMENTATION TIMELINE

**Final products** include as follow:

- The approved syllabus of the course “Gender, Gender Equality and Law”.
- The textbook for LLB students and the training manual of the academic course on “Gender, Gender Equality and Law” which are approved by Hanoi Law University and integrated into the curriculum (an optional course of 2 credits).
- Teaching materials for the 02 training courses for HLU lecturers (including trainers' materials, handouts, training need assessment and post-training assessment forms, and post-training report forms, PPT slides and visual aids (if any).
- Agenda and training documents prepared for 02 pilot classes for HLU's students
- Reports, minutes of technical meetings, workshop, seminars.

*All knowledge products of this Activity are available in 2 languages: English and Vietnamese*

### **Implementation Timeline**

No	Deliverable	Target due date
1	01 work plan, The first TOT materials The approved syllabus is submitted.	October, 2021
2	01 first draft of the textbook is submitted and shared with HLU and UNDP for inputs and comments.	October-December 2021
3	Presentations on the draft textbook and training manual at the consultation workshop and the validation endorsement workshop organized by HLU.	February 2022
4	Final training materials of the TOT on the use of course's materials and training report 02 seminars for students to pilot the course's textbook to be organized	May 2022
5	Final course's materials submitted in Vietnamese and English.	25 July 2022

## VI. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

**Estimated number of working days:** 100 days for national consultants and 23 days for international consultant working days from 10/2021 to 7/2022.

**Duty station:** Hanoi and home-based for national consultants. Home based for international consultant.

**Expected places of travel:** None

## VII. PROVISION OF MONITORING & PROGRESS CONTROL

Three consultants shall work collaboratively on this assignment, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and HLU and deliver final products as described in Section V above.

## VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### Administrative Support

UNDP will collaborate with HLU to invite relevant stakeholders to the TOTs, technical meetings, consultation workshops of the course textbook/materials; and students to the seminars for piloting the course textbook.

## IX. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects 01 (one) international consultant and 02 (two) consultants in consultation with DIL.MOJ, with the following expected qualifications:

### 1, National consultant- Team leader

<b>Qualifications</b>	PhD in law, having a degree in Gender and development or and vice versa, is preferred
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"><li>- A minimum of 10 years of work experience in the field of law and/or human rights, especially gender, women empowerment, and development.</li></ul> <p>A minimum of 10 years of working experience in developing syllabus, course materials and textbooks. One training materials developed or co-developed by candidate to be submitted to be submitted)</p> <p>Proven knowledge on gender and law</p> <p>Proven experience in teaching law and/or gender, conducting training-of-trainers, especially experience in using the learner-centered method. A sample in Vietnamese is required</p> <p>Experience working as a consultant, especially as a team leader of a consultant team developing course materials</p> <p>Experience working with academic institutes, universities, and international organizations in the similar assignment(s) and/or legal topics is preferable</p>
<b>Other Competencies</b>	Excellent technical advice writing skills. Proven track record of developing and delivering TOT courses (Sample in Vietnamese and English to be submitted).
<b>Language Requirements</b>	Excellent Vietnamese and English language skills

### 2, National consultant- Team member

<b>Qualifications</b>	Master's degree in law or gender and development
<b>Relevant Professional Experience</b>	<p>A minimum of 10 years of work experience in the field of law, gender, gender equality</p> <p>Proven knowledge on gender and law</p> <p>Minimum of 10 years of working experience in development course materials and textbooks; experience in teaching gender and/or law; being able to use the learner-centered method.</p> <p>Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable.</p>

<b>Other Competencies</b>	Good technical advice writing skills. Proven track record of developing and delivering TOT courses (Sample in Vietnamese to be submitted).
<b>Language Requirements</b>	Good Vietnamese and English language skills (a sample of a report or document written in English is required).

### **3, International consultant- Team member**

<b>Qualifications</b>	Advanced university degree in law, human rights, gender and development, social sciences or related fields;
<b>Relevant Professional Experience</b>	A minimum of 10 years working experience in the field of human rights, gender equality and women empowerment, with a particular focus on justice for women issues
<b>Other Competencies</b>	<p>Proven excellent knowledge of gender equality and international instruments, standards related to gender equality.</p> <p>Proven experience in developing training courses on human rights, gender equality in law aspects, including educational experience of teaching human rights, gender equality and law, women empowerment; a sample is required.</p> <p>Proven experience in conducting training-of-trainers on interactive training methods and topics related to gender equality and the law.</p> <p>Knowledge and experience working with Vietnamese agencies and stakeholders on similar topics would be an asset.</p> <p>Excellent technical advice writing skill in English; Proven track record of conducting research and analysis.</p>
<b>Language Requirements</b>	Excellent English language skills

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## **X. PAYMENT TERMS**

<b>No.</b>	<b>Deliverables as indicated in Section V</b>	<b>Due Date</b>	<b>Payment Amount</b>
1	Deliverable 1 indicated in section V	31 October 2021	20%
2	Deliverable 2 &3 indicated in section V	February 2022	40%
3	Deliverable 4 and 5 indicated in section V	25 July, 2022	40%

## **XI. CONSULTANT PRESENCE REQUIRED ON DUTY**

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

***Guidance:*** In the case of full-time work, please clearly define whether the consultant will be provided with a computer.

## **XII. EVALUATION CRITERIA**

### **National consultant- Team member**

No.	Requirement	Points
1	Master's degree in law or gender and development	100
2	A minimum of 10 years of work experience in the field of law, gender, gender equality Proven knowledge on gender and law	300
3	Minimum of 10 years of working experience in development course materials and textbooks; experience in teaching gender and/or law; being able to use the learner-centered method.	200
4	Experience working with government ministries and international organizations in similar assignment(s) and/or legal topics is preferable	200
5	Good technical advice writing skills. Proven track record of developing and delivering TOT courses (sample in Vietnamese to be submitted)	100
6	Good Vietnamese and English language skills (a sample of a report or document written in English is required).	100

## Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

## Documents for Submission

Applicants will be expected to include the following along with their application:

### 1. Core Documents

**Letter of Confirmation of Interest and Availability** using the template provided by UNDP.

**Current and complete CVs** in English.

**Financial offer** using the standard UNDP template.

## **ANNEX IV**

### **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization



P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

## **Annex V**

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND for National Consultant and USD for International Consultant

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	<b>Total</b>			

\* *Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

**\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.**

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

*(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).*