



TERMS OF REFERENCE

CONSULTANCY FOR PROJECT DOCUMENTATION BOOK

1. Background

Oxfam is a confederation of 21 organizations working together in more than 70 countries. We are part of a global movement for change, empowering people to create a future that is secure, just, and free from poverty.

Oxfam in Vietnam is working to seek transformative changes in policies, practices and beliefs in ways that will fundamentally improve the lives of poor and marginalized women and men and ensure that all citizens have the same opportunity to enjoy their rights. Oxfam in Vietnam current country strategy contributes to shaping the debate on extreme inequality in Vietnam and globally, our three program goals include promoting gender equality and women's agency, social accountability and empowered citizens, and secured livelihoods and resilient communities.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The Justice Initiatives Facilitation Fund of the EU Justice and Legal Empowerment Program in Vietnam (EU JULE JIFF, or hereafter JIFF) is a project funded by the European Union, managed by the Ministry of Justice, and implemented by Oxfam (as JIFF Secretariat) from November 2017 to November 2022. The overall objective of JIFF is to strengthen the rule of law in Vietnam through a more reliable, trustworthy, and better-accessed justice system. The specific objective is to increase vulnerable groups' access to justice, in particular women, children, ethnic minorities and poor people. The project has four results: 1) Increased public awareness and understanding of legal rights and how to invoke these rights; 2) Increased access to legal advice, assistance and representation in administrative, civil, and criminal matters; 3) Improved enabling environment and regulatory framework for legal empowerment and access to justice; and 4) Enhanced integrity, transparency and accountability in the justice sector.

The four results will be achieved through a combination of grant-making to civil society organizations (CSOs), targeted pre- and post-grant capacity development, research, networking, and policy advocacy. Currently, there are 42 grantees (14 in first grant call, 16 in second grant call and 12 in the third call). The estimated completion time for all grantees is 31st October 2022.



The grant made for 42 grantees in 6 focus provinces around the country, amongst the northern, central, and southern regions (namely Hoa Binh, Hanoi, Nghe An, Quang Binh, Dong Thap, and Ho Chi Minh city). Each of the three grant calls over the program period concentrates on multiple thematic areas related to the results. Each grant will be valued between €50,000 - €75,000. The CSO grantees and networks in focus provinces are expected to deliver better quality legal services, undertake more effective, evidence-based advocacy and become more effective organizations. JIFF also promotes networking and collaboration amongst CSOs and policy makers, facilitates evidence-based dialogue on JIFF priority topics, and increases transparency and accountability in the justice sector.

Oxfam in Vietnam is looking for a consultant to work with our team to write a book that documents the project from 2017 to 2022.

2. Purpose of the consultancy

There are two main content in this book:

- Part 1: Summary of the main results of the project (based on log-frame results along with some successful case studies)
- Part 2: Description of the 42 projects (background, main interventions, and the changes in the community)

The book aims to highlight the project process, justice initiatives implemented by the Vietnamese organizations (grantees), and impacts in the four areas of results. The book needs to highlight the achievements with focus on: (i) Increased public awareness and understanding of legal rights and how to invoke these rights and (ii) Improved enabling environment and regulatory framework for legal empowerment and access to justice in both local and central level. It includes but is not limited to changes in people's legal awareness, access to legal advice and assistance services, and representation of project target beneficiaries (vulnerable groups, in particular women, children, ethnic minorities, and poor people) who received support from JIFF as well as grantees.

The target audience of the book: External audience including donors, INGOs, local NGOs, government, and others



3. Tasks and timeline

To complete the product above, the consultant needs to coordinate with the JIFF Secretariat to carry out the following activities:

No	Activities	Time
1	Research: read all materials provided by Oxfam and grantees who participated in the JIFF project from 2017 – 2022	November 2021
2	Developing a work plan and outline of the book	November 2021
	Documenting the first round of grant (field trip if possible and/or online meeting)	December 2021 – January 2022
	Documenting the second round of grant (field trip if possible and/or online meeting)	April - May 2022
3	Documenting the third round of grant (field trip if possible and/or online meeting)	October 2022
4	Complete the first draft	November 2022
5	Organizing consulting meetings with the JIFF team and grantees	November 2022
6	Complete the second draft	November 2022
7	Finalize the writing	December 2022

Time frame

Start date: 15th November 2021

End date: 31st December 2022

Total estimated working time is 98 days, these are including:

- Reviewing project documents and developing work plan and book outline: 3 days
- Document the initiative: 42 initiatives x 1,5 days = 63 days
- Document on capacity building and policy advocacy achievements: 5 days
- Field travel to collect information for case studies: 3 rounds x 3 grantees x 2 days = 18 days
- Collet information and finalize the book: 3 times x 2 days = 6 days
- Meeting with Oxfam to present drafts: 3 times x 1 day = 3 days

Note: The consultant(s) can adjust number of days, which you see suitable in your submitted proposals.



4. Quality/Content Control:

The book will be written in both Vietnamese and English. All information in the book needs to incorporate consents, authenticity, sensory, and cultural relevancy factors.

Oxfam owns the copyright and has editorial control over the content and images produced. All information provided to the consultant must be kept confidential.

5. Requirements

- Fluent Vietnamese and good English is preferable;
- At least five years of professional experience in writing and editing with background in legal aid, legal assistance, development and social issues;
- Proven experience of similar scope and topic is preferable;
- Proven experience in working with international organizations (successful experience in working with UN agencies, INGOs is an added asset);
- Having prior experience with Oxfam's project is an advantage;
- Able to meet deadlines and prioritize multiple tasks;
- Proactive, resourceful, and meticulous.

6. How to apply

The applicant package must include:

- The consultants/company's profile/CVs and related experience
- 01 technical proposal that provides a detailed description and explanation of proposed methodologies, work plan and timeline, team members and their qualifications, role/tasks of members, and any other resources that the consultant will make available to execute the assignment
- 01 financial proposal that specified number of working days required with consultancy rate and proposed budget for logistics
- 03 contacts for references
- Samples of relevant works preferred

The Proposal could be submitted in either English or Vietnamese by email to dung.hoanganh@oxfam.org before **6th October 2021**.

Note: Only those candidates selected for an interview will be contacted