



## TERMS OF REFERENCE

For service provider to organise training and networking activities on topic

“Capacity building for gender-focused organisations in Vietnam”

### 1. Background

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. There are currently 21 member organizations working in 87 countries. We have a vision of a just and sustainable world. A world where people and the planet are at the center of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.

Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states and responsible private sector and that it is fundamental to Vietnam’s development. Oxfam in Vietnam aims to influence the current growth-based development model to shift to a Human Economy Development Model, putting people and the planet before profits.

The inequalities between women and men remain a significant challenge in Vietnam. Gender focused civil society organizations (CSOs) play a major role in advancing women’s rights and gender equality. In this context, Oxfam will implement a series of activities on the topic “Capacity building for gender-focused organisations in Vietnam”. These activities will serve the following target audiences:

- 30 women’s rights and gender equality organisation, or in short, gender focused organisations. Expected outcome: 30 targeted gender-focused organisations will become more capable, accountable, resilient and compliant in changing contexts.
- 30 influential journalists who express the needs to write on gender related issues. Expected outcome: 30 targeted journalists contribute to improve public understanding about gender-focused organisations and their contribution to gender equality and development in Vietnam.
- Local government agencies. Expected outcome: Local government agencies understand the concept of gender mainstreaming and are able to practice gender mainstreaming in policy formulating process.

Therefore, Oxfam is looking for a competent local non-government organisation to provide services on organising related training, coaching and other activities to promote a more sustainable development of women’s rights and gender equality organisations in Vietnam.

The organisation will also be required to submit timely and high-quality narrative and financial report according to Oxfam’s requirements.

## 2. Scope of work

The service provider will work with Oxfam staff in charge to plan and implement the following activities:

Activity code	Activities	Deliverables & timelines
1.1	Training and cross-sharing events for legal awareness, financial and managerial compliance with Government's laws and policies	2 event is organized March & April 2023
1.2	Training on fundraising, workshop on code of conduct for CSOs and transparency and accountability, and digital rights skills (safety, access)	2 event is organized March & April 2023
1.3	Legal and financial advice, assistance and coaching	16 tailor-made coaching sessions From March to September 2023
1.4	Developing a comprehensive handbook for NGOs on how to operate in Vietnam (legal framework, tax regulations, best practices, contacts, etc.)	1 handbook is developed From March 2023 to September 2023
1.5	Setting up digital platforms, document lessons learnt for networking & capacity building hub for CSO actors	Digital platforms are set up From March to September 2023
2.1	Training journalists on gender related issues and narratives of CSO in promoting gender equality and social development	2 events March 2023
2.2	Support journalist and CSO network to develop and implement public influencing plan (including editing of a video on the contribution of gender-focused CSOs to social development)	1 public influencing plan From April to August 2023
3.1	Follow up with application of guideline on gender mainstreaming in health epidemic related policy formulation (at least 2 offline meetings and other online meeting between commune and experts)	A guideline on gender mainstreaming March to September 2023
	Reporting	10 October 2023

### 3. Roles and Responsibilities

- Selected service organisation will work closely with Oxfam to ensure timely and quality services as described above.
- Oxfam will support the service organisation by providing relevant documents and technical support as needed.

### 4. Required skills and working experiences

- Strong expertise on gender equality and women's rights in Vietnam;
- Intensive working experiences on organising training and networking activities with both gender focused organisations and journalists;
- Be part of at least one active network/alliances working on gender issues, for example gender-based violence network, etc..
- Proven ability to provide some direct trainings on above topics for gender-focused organisations and journalists;
- Strong working experience with Vietnamese government agencies, especially at the local levels
- Strong records on timely and high quality project narrative and finance reporting following requirements of international organisations;
- Working experiences with Oxfam is preferable.

### 5. How to apply

The technical and financial proposal should be submitted to Oxfam **no later than 27 January 2023** to the following email address: [hr.vietnam@oxfam.org](mailto:hr.vietnam@oxfam.org). **Subject:** 'Name of organization\_Capacity building for gender-focused organisations in Vietnam'.

*Oxfam is committed to preventing any type of unwanted behavior 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.*