

## **TERMS OF REFERENCE**

### **Consultant for Developing a Private Sector Engagement Guideline, Policy and Procedures**

#### **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.

Oxfam recognized private sector as key driving force for economic development as well as driver for improving wellness of the people. Over the last decade, Oxfam in Vietnam has worked with private sector actors in various development projects in different sectors through collaboration and influencing to support and improve their business toward more social and environmental sustainability. Oxfam in Vietnam has also partnered with Government agencies to strengthen and facilitate corporate influencing and policy enabling for a more accountable private sector development.

Oxfam in Vietnam is looking for consultant(s) to support the development of PSE guidelines which will be built on Oxfam International's private sector framework, PSE work and experiences of Oxfam in Vietnam and other Oxfam affiliates and respond to the context of private sector development in Vietnam and its related policy settings. The PSE guideline will define Oxfam in Vietnam's role, approaches and guide its staff for an effective and strategic engagement with private sector.

#### **2. Assignment objective**

Overall objective of the assignment is to support Oxfam in Vietnam in developing a set of PSE guideline that defines and formulates key aspects of the PSE guideline and incorporated step-by-step guideline to implementation for staff. The key aspects are, but not necessarily limit to the followings:

- Vietnam private sector related context and policy analysis
- Oxfam in Vietnam's added values in engagement with private sector
- Targeted changes in corporate policy and practice, and enable government policy
- Sectors/ industries in Oxfam in Vietnam's focus
- Types of private sector in Oxfam in Vietnam's focus
- Practical approaches for effective PSE
- Updated/ improved Oxfam in Vietnam's policy and procedures for effective PSE

#### **3. Tasks and methods**

The Consultant will work closely and together with the Oxfam Private Sector Engagement Specialist to complete following tasks with suggested respective methods of implementation. The Consultant and the PSE Specialist will discuss a plan of implementation with clear assignments, roles and expected outputs to guide the whole assignment process.

##### **3.1 Documentation of inputs**

The Consultant will lead the collection of information, analyses and documentation as inputs for incorporating into the PSE guideline. Appropriate methods for conducting these activities could be proposed by the Consultant, but suggested to include:

- Review of relevant PSE documents, country strategy, documents of past, ongoing PSE-related projects, and desk study of Vietnam private sector context and policy
- Talk with relevant staff and teams, i.e. country leadership, PSE specialist, programme's managers, project managers, etc,
- Consultation through facilitating internal seminars with relevant staff and teams.
- Meetings with some Oxfam's key private sector partners to have insights on their motivations in partnership with Oxfam, effective partnership approach, and Oxfam's added values

### 3.2 Development of the PSE guideline

The Consultant will support the Oxfam PSE specialist in writing the PSE guideline with inputs resulted from the task 3.1. Outline of the PSE guideline would consist of the followings:

- Background
  - o Introduction
  - o Purpose of the PSE guideline
- Vietnam private sector context
  - o Vietnam private sector
  - o Private sector related policy
- Oxfam in Vietnam's vision
  - o Vision in the lens of PSE
- Objectives of PSE (as anticipated)
  - o Inclusive and responsible business, and sustainable business models
  - o Sustainable standards, guidelines and laws
  - o Cross-cutting issues
  - o Policy influencing
- Oxfam added values (in private sector partnership)
- Engaged sectors/ industries (with specific case studies and lessons learned)
- Type of private sector (in terms of size, origin, legal registration) (with specific case studies and lessons learned)
- Approach to engagement with private sector
  - o Review of Ol's approaches to private sector engagement
  - o Practical approaches to PSE in Vietnam (with specific examples/ case studies, pros and cons, lessons learned)
  - o Step-by-step guideline to implementation of each approach
- Oxfam PSE principles
- Oxfam policy and procedures for PSE
  - o Risk and opportunity assessment
  - o Ethical screening
  - o Check list for an effective PSE process

### 4. Expected outputs

This assignment is expected to deliver three key outputs as below:

- Documentation of specific inputs/ aspects with careful analyses (as mentioned in parts 2 and 3.1)
- A complete PSE guideline (as mentioned in part 3.2)
- A PowerPoint presentation for sharing of the PSE guideline

### 5. Timeline and deliverables

Activity	Timeline (Feb-Mar 2023)								Expected outputs
	W1	W2	W3	W4	W5	W6	W7	W8	
Reference review and desk study									
Consultation with Oxfam in Vietnam staffs									

Activity	Timeline (Feb-Mar 2023)								Expected outputs
	W1	W2	W3	W4	W5	W6	W7	W8	
and teams, and some key private sector partners									
Analyses and documentation of specific inputs (for the PSE guideline)									Documentation of specific inputs/ aspects with careful analyses
Development of a PSE guideline									A complete PSE guideline
Preparation of a PowerPoint presentation									A PowerPoint presentation for sharing of the PSE guideline

## 6. Consultant Selection Criteria

- Strong knowledge and experience on private sector engagement and influencing, particularly in Vietnam;
- Strong experience in documentation, consultations and facilitation;
- Excellent skills and knowledge on analytical and system thinking;
- Good knowledge and experiences on inclusive business, business for development, corporate social responsibility
- Fluent Vietnamese and good English;
- Proven experience of similar scope and topic is preferable;
- Ability to meet deadlines and prioritize multiple tasks;

## 7. Application

Interested candidate(s) should submit an application including:

- Curriculum Vitae (CV) showing relevant experiences;
- Technical proposal which meets all of the aforementioned tasks and outputs, describing how the assignment will be accomplished including time frame, method, and proposing any initiative for an effective collaboration with Oxfam staff in charge in this assignment;
- A detailed budget estimation including: consultant fee, logistics cost, and other tax included costs for complete products (specify the number of working days and consultant fee);
- If you have done similar work, please submit your portfolio to Oxfam.

Oxfam will select consultant(s) based on the proposal's quotation and creativity of candidates. Please be noted that, Oxfam will contact shortlisted candidate only.

### Application:

The proposal should be submitted in English/Vietnamese by e-mail:

**[HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org) and with the title "PSE guideline"**

**By 17:00 VN time, 06 February 2023**

*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.*