



## TERMS OF REFERENCE

### **Consultancy to develop a funding direction paper, period 2023-2028, for the Program “Gender Equality and Women’s Agency”**

#### **Background Information**

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.

Gender equality and women’s agency is one of the key programs in Oxfam in Vietnam, as stipulated in Oxfam in Vietnam Country Strategy Paper 2020-2025, following twin track approach: gender mainstreaming and targeted gender standalone initiatives to address key issues affecting specific groups of people based on their gender. To contribute to completion of gender equality and women’s agency goal, there includes 04 key sub-outcomes, including addressing harmful gender norms, promoting women’s economic empowerment, gender-related policy influencing, and advancing women’s leadership. The program has had a number of gender mainstreaming projects and is developing future funding directions towards more intensive gender standalone work to directly contribute to 04 sub outcomes mentioned above.

#### **The overall objective includes:**

- To develop a funding direction paper for Gender Equality and Women’s Agency program, covering the period 2023-2028

#### **Specific objectives include:**

- To conduct a systematic literature review of emerging and concurrent gender-related issues in Vietnam, under 04 sub-outcomes, over the last 10 years;

- To identify and analyze current donors’ interests and funding trends to address emerging and gender-related issues in Vietnam;
- To suggest specific themes, under 04 sub-outcomes, based on key findings of donors’ interest analysis;
- To document successful and widely applicable models by Oxfam and other organizations working on these themes over the last 10 years and still possibly effective in the upcoming context 2023- 2028 and beyond, and
- As a result of all analysis above, to develop three project ideas, in consultation with Oxfam staff and possibly relevant partners. Project idea details include but not limited to: brief problem statement, description of the theory of change to address the problem, stakeholders involved (including consortiums from current and potential networks, gender related partners organisations, service providers, women’s organisations and feminist alliances. etc.). The budget scope for each idea is estimated at around EURO 700,000 to EURO 1mil, lasting 4-5 years.

### Deliverables

- An inception presentation with specific and comprehensive tools and methodologies, sample, timeframe and budget;
- A presentation of key findings and recommendations to be used in validation and sharing meetings
- A high quality research report in English should not exceed 40 pages with standard academic font: Times New Roman, 12pt size, A4 page, 1” margins all around (excluding Annexes and photos) which is developed in a clear and concise writing style.

### Duration and timelines

No	Deliverables	Details	Proposed timeframe
1.	An inception presentation	Submission and acceptance of review design, including methodologies, tools, plans, budget	4th week of Jan 2023
2.	Fieldwork	Fieldwork (interviews, survey...) is conducted	Feb 2023
3.	Draft report	A draft report is provided to Oxfam	Third week of Feb 2023
4.	Validation workshop	A consultation workshop/ meeting is held to review the draft report.  A PowerPoint presentation is submitted and used as material for the workshop	First week of March 2023

No	Deliverables	Details	Proposed timeframe
5.	One-day writing workshop with Oxfam staff and possibly partners	A one day working workshop is held to complete three project ideas  Project idea details include but not limited to: brief problem statement, description of the theory of change to address the problem, stakeholders involved (including consortiums from current and potential networks, gender related partners organisations, service providers, women's organisations and feminist alliances. etc.).  The budget scope for each idea is estimated at around EURO 700,000 to EURO 1mil, lasting 4-5 years.	Second week of March 2023
6.	Final report	Submission and acceptance of final report	Forth week of March 2023

### **Oxfam in Vietnam support**

- To provide consultants with all relevant papers and Oxfam sources of information, including but not limited to, Oxfam country strategy paper 2020-2025, Oxfam Country Operational Plan 2020-2023, Oxfam learning hubs, Oxfam view and voices sites, Oxfam policy and practices sites, etc.
- To provide consultants with list of donors and a descriptive report of their interests
- To connect consultants with key information interviews, if relevant
- To mobilise relevant Oxfam staff to engage during focus group discussion and validation meetings

### **Required competences**

- At least a master's degree in development/social sciences or equivalent; PhD is preferred;
- Have in-depth understanding and strong experience in developing funding strategy for non-governmental organizations, with a particular focus on gender equality;
- Have strong systematic literature review and reporting skills in English, and
- Have strong presentation and facilitation skills.

## **Submission of Interests**

Interested individuals should send their proposal for the task including a CV, brief technical proposal, consultancy rate, and other fees to complete the task, including Personal Income Tax or VAT.

Oxfam in Vietnam will recruit based on the quality of proposal, applicant's experience, and the proposed budget.

Applications should be submitted via e-mail (in Vietnamese or English) to the following addresses: [hr.vietnam@oxfam.org](mailto:hr.vietnam@oxfam.org), with the subject line "[Your name] Gender funding paper", no later than 10 February 2023.

**SAFER RECRUITMENT:** 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 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. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

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