



TERMS OF REFERENCE

Consultancy to promote knowledge sharing and learning on Sustainable Finance

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.

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

1. Background

The Fair Finance Vietnam (FFV) initiative managed by Oxfam in Vietnam aims to promote the Environmental – Social – Governance (ESG) adherence in policies and practice of financial institutions (FIs) including Vietnamese commercial banks, investors, development banks, etc, thereby contributing to achieving the Sustainable Development Goals (SDGs) and reaching the environmental commitments in the Paris Agreement (COP 21) and in COP26 and others.

FFV provides recommendations and engages with financial institutions and other stakeholders to promote sustainable finance such as more transparency and accountability of Financial Institutions, better adherence of ESG criteria in policies and practice. FFV is looking for **a competent organisation to support the organization of an event for knowledge sharing and learning on Sustainable Finance towards Sustainable Development.**

2. Scope of work

The consultancy organization will work with Oxfam to support the organization of one knowledge sharing and learning event to multi-stakeholder on sustainable finance towards sustainable development in Vietnam

3. Output

One knowledge sharing and learning event to multi-stakeholders on sustainable finance towards sustainable development

Narrative and financial reports once the task is completed.

4. Timeline

March to April, 2023

The detail plan will be discussed between FFV and the consultancy team

5. Required competence:

- Good profile in event organization, facilitation of learning with multi-stakeholders, raising awareness, especially training and learning events, and with track records of previous work
- Good experience in working with, in cooperation and engagement with multi-stakeholders such as the private sector, regulators, mass media
- Proved experience and understanding in sustainable finance, sustainable development, ESG
- Ability to work under pressure and in a multi-organizational team

6. Submission of Interests

Interested agencies should send the following information:

- Portfolio of the consultancy team, showcasing relevant experience, previous works, notable clients
- CV(s) of the team members in charge, with relevant experience
- A proposal with the components as described in the Scope of work and a work plan with clear outputs and indicators
- A proposed budget plan, including consultancy rate, travel expenses, and other fees to complete the task, including VAT

Oxfam in Vietnam on behalf of FFV will recruit based on the proposed budget and the creativity of the proposed idea. Candidates should present your proposals in a clear and thorough manner.

7. Contact

Applications should be submitted via e-mail (in Vietnamese or English) to the following addresses: hr.vietnam@oxfam.org, with the subject line “[Your name] FFV”, no later than 8h on 16 March 2023.

For further information and clarification, please contact Ms Trang Hoang at trang.hoangthu@oxfam.org

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.

We regret that only those candidates selected for an interview will be contacted.