



TERMS OF REFERENCE CONSULTANT ORGANIZATION TO CONDUCT FIRMS' COACHING

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 in Vietnam's decent work project is currently supporting firms in the intensive-labour industries to review and integrate labour standards in business and at work. The application of labour standards in business will help enterprises to meet the responsible and sustainable business practices, as requirements of European Union, especially the European-Vietnam Free trade Agreement (EVFTA).

Oxfam in Vietnam is currently looking for a consultant organization to work with our team to conduct customized coaching for firms to support them in improving their policies and conducts in respect of business ethics standards.

2. Scope of work

The consultant organization will work with Oxfam to identify the needs and assess the perception of business leaders on issues of business ethics standards, particularly on the labour standards in garment and electronics' operations and supply chain. Based on the guidelines from UN guiding principles and ILO conventions, the consultant organization will conduct the coaching to three (03) firms in Hai Phong and Ho Chi Minh city that are operating in garment and electronics sectors. These capacity building sessions target leadership of garment and electronics suppliers on how to conduct business ethics for sustainable business development and emphasize the importance of business ethics, diversity and inclusion in business agenda. Key participation include business leaders and human resources managers.

3. Deliverables and schedules

- Three quick assessments on firms' coaching needs and firms' commitment on internal policy changes, to be done in April 2023.
- Three firms' coaching sessions in May 2023.
- One report on the coaching sessions and follow-up on firms' policy changes in early June 2023.

Note: The timeline can be adjustable due to real working conditions and changes, but no later than end of May 2023.

4. Qualification requirements

- Fluent in Vietnamese and/or English;
- At least five years of professional experience in conducting business survey, coaching and/or capacity building; with background in social issues, workers policies is an advantage;



- At least five years' experience in working with/ support industrial relations, existing network(s) with factory workers and businesses is preferable;
- Excellent understanding of the social and political context in Vietnam
- Good knowledge of gender issues in Vietnam and gender mainstreaming approach/ methodologies/ tools
- Proven experience in working with international organizations and having prior experience with Oxfam's project is an advantage;
- Able to meet deadlines and prioritize multiple tasks;
- Proactive, resourceful, and meticulous.

5. **How to apply**

The applicant package must include:

- The consultant organization/company's profile and related experience
- Samples of relevant works
- 01 technical proposal that provides a detailed description and explanation of proposed coaching 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

The Proposal could be submitted by email to hr.vietnam@oxfam.org before **30 March 2023**.

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

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.