



TERMS OF REFERENCE
CONSULTANCY FOR PROJECT DOCUMENTATION BOOK
“Gender Transformative and Responsible Agribusiness Investments in
South East Asia – Phase 2 (GRAISEA 2)” project

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 project "**Gender Transformative and Responsible Agribusiness Investments in South East Asia**" phase two (GRAISEA 2) was carried out from 2018 - 2023 in An Giang, Kien Giang, Soc Trang, Bac Lieu and Ca Mau. The project aims to create opportunities for small-scale producers (SSPs) in the shrimp and rice sectors in Vietnam, by promoting responsible and inclusive business value chains and business practices that enhance women's economic empowerment, and increase resilience to climate change. The GRAISEA 2 project is funded by the Swedish Embassy in Bangkok.

Oxfam in Vietnam coordinates the implementation of the project in partnership with Research Center for Resources and Rural Development (RECERD); Centre for Marine life Conservation and Community Development (MCD), International Collaborating Centre for Aquaculture and Fisheries Sustainability (ICAFIS) and Vietnam Chamber of Commerce and Industry (VCCI).

Throughout five years, the project has significantly improved the capacity of 2680 SSPs, especially women, from 125 SSP groups in five provinces. More than 60 rice and shrimp small and medium enterprises (SMEs) received technical assistance to improve their business model and better comply with sustainable production practices (ASC, organic, GAP etc.) and other international standards; The project strengthened collective actions amongst SSPs and established business linkages between SSPs and companies, including 14 lead firms through promoting their inclusive business practices; improved investment and sourcing policies and contributed to a more enabling policy environment. The project has produced several manuals, guidelines, success stories, and established successful partnerships with various stakeholders.

Oxfam in Vietnam is looking for a consultant team to work with our team to **produce a book that documents the GRAISEA 2 project** from 2018 to 2023.

2. Purpose of the documentation



The GRAISEA 2 project book is a documentation product that records and highlights the project's theory of change, the project interventions, key achievements, lessons learnt and future implications. The book will also include stories of change from the people we work with.

The Book will serve as a communication and knowledge product to prove Oxfam's track record in the field, offering lessons for other projects/organizations to follow suit. It will also be used to strengthen community engagement, inspire other community members and/or businesses to make changes. The book will also be used as evidence to advocate for policy and practice improvement amongst businesses and local authorities towards enhancing women's economic empowerment, inclusive business, and climate resilience in agricultural value chains.

The GRAISEA 2 project book will primarily target the small-scale farmers, private sector, relevant government agencies, development organizations, the media, and donors. The secondary target audience is the public.

3. Required content

a. Key Message:

The Book must convey the **three main themes** of the project's intervention:

- i) Empowerment of small-scale producers and women in rice & shrimp value chains;
- ii) Innovations in farming that are adaptive to climate change risks;
- iii) Responsible, sustainable, and inclusive practices adopted by businesses.

b. Detailed Content:

The book must detail:

- **Key content 1:** Overview of the rice & shrimp landscape before the project interventions (with some spillover impacts from GRAISEA phase 1); the project's approach, theory of change
- **Key content 2:** Summary of the project's interventions and achievements, for example:
 - Highlights of achievements in the GRAISEA 2's reported areas of results:
 - enhanced capacity for Small Scale Producers (SSPs) and Micro, Small, Medium Enterprises (MSMEs) towards sustainable standards
 - fair sharing of benefits and risks in the value chains
 - strengthened collective actions amongst SSPs and established business linkages between SSPs and SMEs/ lead firms through promoting inclusive business practices
 - women's economic empowerment, enhanced women participation in the SSPs groups and in the value chains, with some notable women-led initiatives
 - innovations/models that are adaptive to climate change
 - fair sharing of benefits and risks in the value chains (risk funds)
 - increased market access for both SSPs and MSMEs
 - increased MSME investment and sourcing policies
 - contributing to an enabling policy environment
 - **Key content 3:** Based on discussions with Oxfam, the consultant is to identify around 10 stories of change in both shrimp and rice value chains among women, small-scale producers, enterprises, government agencies and other relevant stakeholders.
- **Key content 4:** Lessons learnt and future implications

4. These key content can be weaved together upon a structure of the book that is discussed and agreed between Oxfam and the consultant team. The book is to be written in informative and storytelling style. **Scope of work**



The consultant will:

- Review, collect and compile existing information from project documents, stories, recordings, videos, and photos;
- Work with the Oxfam’s team and our consultants to understand the project’s theory and interventions, and to discuss on the existing materials
- Propose a structure for the Collection that is informative, meaningful, comprehensive, cohesive, and engaging
- Go on field trips, attend meetings/workshops, meet with individuals/groups to collect further knowledge, stories, and photos;
- Take photos to complement the stories. Edit the photos for communication use. Each story must be accompanied by 3-4 edited photos. All used photos must have meaningful captions;
- Write up content in Vietnamese and English including illustrative photos and finalize the book upon feedback from Oxfam and relevant partners;

5. Tasks and timeline

No	Activities	Deadline
1	Collect and research on all materials provided by Oxfam and partners	W4, May 2023
2	Develop a work plan and outline of the book	W1, June 2023
3	Go on field trips, meetings, interviews	June 2023
4	Write a sample of a small section and discuss with Oxfam for the writing style	W4, June 2023
5	Write sections of the book upon the information availability (simultaneous feedback from Oxfam)	W1, July 2023
6	Complete the first draft	W2 July 2023
7	Final book in Vietnamese	W3, July 2023
8	Final book in English	W4, July 2023

Note: The timeline can be adjustable due to real working conditions and discussions between Oxfam and the Consultant team.

6. Quality/Content Control

- The project book will be written in both Vietnamese and English;
- All information in the book needs to incorporate consents (the consent form will be provided by Oxfam, and sent back to Oxfam upon acquirement of consent), authenticity, sensory, and cultural relevancy factors;
- Oxfam encourages showing the positivity and diversity in the people we work with;
- The book should be around 30 pages (for each language), including text, photos, and references;
- Oxfam owns the copyright and has editorial control over the content and images produced. All information provided to the consultant must be kept confidential.

7. Requirements

- At least five years of professional experience in writing and editing, especially in project documentation, with background in development, value chain, private sector engagement, aquaculture and agriculture is an advantage;
- Proven experience of similar scopes and topics is preferable;
- A natural and professional flair for writing in Vietnamese and English;



- Ability to work with diverse people;
- Able to meet deadlines and prioritize multiple tasks;
- Proactive, resourceful, and meticulous.

8. How to apply

The applicant package must include:

- CVs of each team member, listing related experience
- The team's portfolio, including samples of relevant work
- 01 technical proposal that provides:
 - 02 samples of writing (200 words each) in Vietnamese and English on the topic of GRAISEA 2;
 - work plan and timeline;
 - team members and their qualifications, role/tasks of members;
 - 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
- 02 contacts for references

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.

How to Apply: The Proposal and documents [could be written in English or Vietnamese](#) and should submit by email to HR.Vietnam@oxfam.org with the subject mentioning: "GRAISEA2 – PROJECT DOCUMENTATION BOOK". **The closing date for application: 14th May 2023**

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