



**TERMS OF REFERENCE
TECHNICAL CONSULTANCY ON CAPACITY SHARING IN
PROMOTING ACCESSABILITY AND GENDER INCLUSION IN PUBLIC FINANCE**

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.

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

Fair for All (F4A) is a global initiative funded by the Dutch Ministry of Foreign Affairs. The main purpose of the global program is to make value chains and trade in 14 countries more inclusive and sustainable. Fair for All in Vietnam is part of this global initiative.

This document describes the Terms of Reference for the technical consultancy to conduct capacity sharing in promoting accessability and gender inclusion in public finance.

2. Scope of work

The consultant organization will work with Oxfam to conduct a review and consultations with related stakeholders on promoting accessability and gender inclusion in public finance as well as to conduct capacity sharing activities with relevant stakeholders to promote that.

This consultation has two objectives assignment:

- Develop a report on national accessability and gender inclusion in public finance process
- Conducting capacity sharing with relevant stakeholders on promoting accessability and gender inclusion in public finance

3. Deliverables and schedules

- One draft report on national accessability and gender inclusion in public finance process, to be done before Feb 15th, 2024.



- Consultations with the participation of relevant stakeholders, to be done before May 15th, 2024.
- One final report on national accessibility and gender inclusion in public finance process, to be done before June 30th, 2024.
- Capacity sharing with relevant stakeholders on promoting accessibility and gender inclusion in public finance, to be completed by Dec 31st, 2024.

4. Timeline

01/09/2023 - 31/12/2024

The detailed plan will be discussed between Oxfam and the consultant team.

5. Required competence

- Expert knowledge on public finances
- Strong experiences in research and capacity sharing
- Adhere to Oxfam's principles and values
- Had prior experience working with multi-stakeholders in consultation process

6. Submission of Interests

Interested agencies should send the following information:

- The organization portfolio showcases relevant experience, previous works, notable clients
- CV(s) of the team members in charge, with relevant experience
- A brief proposal with the components as described in the Scope of work
- A proposed budget plan for above activities, including activities organizing expenses (travel, accommodation per diem and other expenses), consultancy rate, and other costs/fees to complete the task, including Personal Income Tax or VAT

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

The proposal should be submitted by e-mail to hr.vietnam@oxfam.org.

Deadline for submission of application: CoB **06 August 2023**

Please note, only short-listed candidates will be notified. Thank you!

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.