



TERMS OF REFERENCE
TECHNICAL CONSULTANCY ON COMMUNITIES' COMMUNICATION CAPACITY SHARING
(Re-advertisement)

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.

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 Communication capacity sharing with community groups.

2. Scope of work

The consultant team will work with Oxfam and local partners in facilitating planning, provide trainings as well as provide follow up support after trainings, including:

- Facilitate the development of interactive communication capacity strengthening plan of Oxfam's partners and communities based organizations (CBOs)
- Provide training for Oxfam's partners and CBOs on interactive communication
- Supporting partners and CBOs in developing their communication products

3. Deliverables and schedules

- One communication capacity sharing plan for communities by Sept 30th, 2023.
- At least 2 training sessions and 15 coaching sessions for 4 CBOs and 1 partner by Feb 15th, 2024
- Support 1 partner and 4 CBOs in developing their communication products
- At least 4 final communication products of CBOs are supported by the consultant by June 30th, 2024
- One consultancy report on the implementation and results of the trainings and production progress, March 31st, 2024.



- One consultancy report on the implementation and results of the support/ coaching to CBOs and partners, June 30th 2024

4. Timeline

01/08/2023 - 31/06/2024

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

5. Required competence

- Expert knowledge on interactive communication
- Strong experiences in delivering participatory training/ capacity sharing for CBOs on interactive communication
- Strong experiences in working with diverse communities
- Adhere to Oxfam's principles and values

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, including consultancy rate, travel expenses, 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 September 6, 2023

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

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

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.