



TERMS OF REFERENCES (TOR)

TRAINING TO SUPPORT FOR COOPERATIVES FOR BETTER FARMER'S REPRESENTATION

"Building Capacity towards Sustainable Development for Cashew Nut Industry in Vietnam"

1. Introduction

The project "Building capacity towards sustainable development for cashew nut industry in Vietnam" is funded by the Ethical trade Norway, NorgesGruppens Sustainability Fund and participating companies in the food industry. It focuses on the Vietnamese cashew industry started as part of the Ethical Trade Norway Program for the period 2017-2020 on "Ethical Trade in Global Supply Chains".

2. Project objectives

The overall objective is to contribute to sustainable change in working standards and environmental stewardship in the Vietnam cashew nut supply chain.

The specific objectives:

1. Provide a long-term solution to enhance the knowledge of the cashew farmers about good agricultural, labour and environmental practices.
2. Build sustainable and traceable supply chain linkages between farmers, processing firms and buyers.
3. Improve the working conditions in the cashew supply chain.
4. Improve the coordination and dialogue among cashew processors towards developing a more enabling environment for the cashew sector.

3. Objective of the training

In line with the objective 2 of the project is to build sustainable linkages between farmers, processing firms and buyers, the training course aims to enhance knowledge and skills in operating cooperatives for representatives of cooperatives and Binh Phuoc Farmers' Association as well.

Expected results:

1. To design a training program and syllabus on
 - Overview of cooperatives and cooperative principles and laws
 - Leadership, group dynamics and management skills
 - Cooperative executive board heads are provided with in-depth knowledge and skills on operating cooperative groups, including basic steps to operate cooperatives, and

skills to mobilize and encourage cooperative members to actively participate in cooperative activities.

- The role of cooperatives in achieving increased traceability in the cashew nut supply chain
- Some key elements of the role of the cooperative during pre-harvest, during harvest, and post-harvest periods.

2. To organize training program to train 20 participants who are representatives of the commune cooperatives.

4. Consultant's responsibilities'

The Consultant's responsibilities include:

- (a) Prepare and submit a detailed work plan with methodology of the training applied participatory approach, training modules and training program schedules.
- (b) Develop customized training modules in Vietnamese and deliver them to the participants.
- (c) Organize and conduct training program for about 20 participants from partners in Binh Phuoc in a venue to be determined by SDRC and the ETN. The duration of the training program will be 2-3 days.
- (d) Undertake post-training assessment against the pre-training assessment.
- (e) Seek feedback from participants to evaluate the effectiveness and impact of the training.
- (f) Submit training reports, along with printed and electronic copies of detailed training modules in Vietnamese, participants' feedback and pre- and post- test assessment results.

5. ETN and SDRC's responsibilities

The ETN & SDRC will:

- (a) Monitor and supervise the work of the Consultant and review the progress of the work.
- (b) Provide inputs to questionnaire for pre-test and post-test assessments as well as to training modules.
- (c) Provide technical assistance and feedback as necessary.
- (d) Provide support for engaging stakeholders and organizing training program.
- (e) Ensure payment to the Consultant of the agreed amount. Payment will be linked to successful delivery of outputs as per ETN rules and regulations.
- (f) Perform any other tasks as described in the contract document.

6. Time-frame

The consultant will implement all the activities under this ToR spread over the period from March - October 30, 2024. The 2 training courses is to be conducted in 2 periods, the 1st training course planned to be completed by May 30th, 2024 and the 2nd training course planned to be completed by November 30th, 2024.

7. Key deliveries

The consultant will deliver the following outputs

No.	Output	Time-line
(a)	Detailed work plan with methodology of the training applied participatory approach, training modules and training program schedules	March 15-30, 2024
(b)	Preparation for the training	April 1-30, 2024
(c)	The 1 st training delivered to 20 participants	May 15, 2024
(d)	Training report submitted, along with printed and electronic copies of detailed training modules in Vietnamese, participants' feedback and pre- and post- test assessment results	May 30, 2024
(e)	The 2 nd training delivered to 20 participants	October 30, 2024
(f)	Training report submitted, participants' feedback and pre- and post- test assessment results	November 15, 2024

ETN will have the copyright to the training syllabus and program that is developed.

8. Eligibility criteria

The consultant should have:

- At least a Master's degree, preferably in Cooperatives, Community Development or Social sciences;
- Minimum seven years of experience on Cooperatives establishment and minimum three years of working experience (or three to four assignments) with development partners and INGOs;
- Experience in working with Government officials and civil society; excellent working knowledge of English and computer literacy;
- Extensive experience in preparing relevant training modules; working experience with non-governmental organizations.
- A minimum understanding and knowledge of the cashew nut supply chain

9. Submission of proposal



ETN & SDRC invites Technical and Financial Proposals from qualified organizations/Individuals to implement the assignment specified by this ToR. A cover letter that shows your motivation and explains why you are the most suitable for the work and a detailed budget must be prepared and submitted.

The payment will be made in Vietnamese Dong according to the final agreement/contract based on the ToR and your proposal.

The interested organizations are requested to submit their CVs and Proposals (English versions) electronically to the email address of Project Manager: Rikke Mohn Halvorsen (Ms): rikke@etiskhandel.no and the Project coordinator: Do Bich Diem (Ms), diem.do@sdrc.org.vn (Mob: 0907.726.499) **no later than March 15, 2024.**

Please use ‘Proposal for Training to Binh Phuoc Cooperatives representatives’ as the subject of e-mail.