



*Hanoi, 13<sup>th</sup> Nov 2024*

## **INVITATION FOR PROPOSALS**

### **Participation of Communities in Local Rural Development**

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Oxfam confederation currently has 21 member organizations working in 79 countries. We share 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 contributes to a shift from the current growth-based development model to a Human Economy that cares about People and the Planet.

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.

**Oxfam in Vietnam would like to invite interested organisations to submit the project proposal that supports awareness and participation of communities in rural local development.**

**Eligibility of applicant organisations:** Vietnamese mass organisations and local NGOs, legally established and operating in accordance with the laws of Vietnam, having at least 12 months of experience up to the time of submission of the initiative. Relevant experience and activities in support awareness raising and participation of communities in local rural development, particularly in enhancing the transparency and accountability of public resources mobilization and use.

**Relevance:** All initiatives must be implemented the following activities: (1) supporting local people to have better understanding on local rural development policy and programme; (2) support communities 's participation in local rural development policies and programmes, (3) support local initiatives that promote people's participation in

decision-making processes relating to local rural development programme and policy. Innovative solutions for effectively reaching people are preferred. Proposals targeting women, ethnic minorities and the poor are particularly encouraged.

**Duration of the Initiative implementation:** within 12 – 30 months.

**Implementing areas:** All project activities should take place in the provinces of Quang Tri, Thai Nguyen, and Hoa Binh.

**Funding amount per Initiative:** Oxfam will fund maximum 3 initiatives with funding amount for each initiative/project is between minimum of 1.040.165.070 VND and maximum of 1.642.365.900 VND (equivalent to EUR 38,000 – EUR 60,000, according to Inforeuro in Nov 2024). The total budget for the call is EUR 156,986.

[https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro\\_en](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en)

This small grant is feasible and adequate for the applicant to implement the proposed activities and achieve the proposal objectives. Overall administrative costs (including salary of accountant, admin officer) account for a maximum of 10% of the total sub-grant. Overall operation costs (human resource and administration) account for a maximum of 25% of the total sub-grant.

**Evaluation criteria for sub-grant application:** Proposals of the initiative will be reviewed and approved by the Oxfam in Vietnam. Eligible applications will be evaluated and selected based on the criteria: relevance, feasibility and budget relevance, effectiveness and impacts. The final award decision and grant contractual agreement will be based on the evaluation results and be dependent on the project permit approval by the relevant government body. Oxfam in Vietnam reserve the right to take final decisions for awarding.

**Application:** The interested organisations, which is eligible with above ELIGIBILITY, would submit:

- A copy off their official registration documents and organisational structure;
- A proposal prepared according to templates (in annex 3 and 4)

with digital copy sent to email address: [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org), and print copy to Oxfam in Vietnam – No. 22, Le Dai Hanh, Hai Ba Trung district, Hanoi before 17:00, on 04/12/2024.

**Information provision:** To provide detailed information about the Call and address any questions, Oxfam will organize online seminars on 26<sup>th</sup> Nov 2024 via the Zoom Meeting platform, from 15h00 to 16h30. To join the seminars, please register your participation by sending an email to [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org), before 17:00 on Nov 24<sup>th</sup>, 2024. After we receive your registration, we will send you the Zoom link.

We look forward to receiving the proposal from your organisation.

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*We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

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

Annex 1: Evaluation criteria for initiative applications

Annex 2: Project design specifications and Budget estimating requirements

Annex 3: Project Proposal template

Annex 4: Budget template

## Annex 1: Evaluation criteria for initiative applications

Criteria for Initiative assessment are categorized into groups as the following steps. Accordingly, the evaluation and selection process will be initiated step-by-step. Proposals that do not meet the requirements in the previous step will not be shortlisted for the next one.

No.	Step in the grant selection process	Criteria	Result
1	Eligibility of the Initiatives	<ol style="list-style-type: none"> <li>1. Organisations submitting Initiatives are allowed to operate in province(s) where the Initiative will be implemented (based on the operating registration issued by an authorized agency or according to the law)</li> <li>2. Organisations submitting Initiatives are legally established and operating in accordance with Vietnamese law (has a license or operating registration issued by an authorized Vietnamese agency).</li> <li>3. Organisations submitting Initiatives must have social visions and relevant experiences of at least 12 months of experience counting to the submission deadline</li> <li>4. Content of the Initiatives must be suitable to the priority topics of the grant call</li> <li>5. Activities of the Initiative must be implemented in one or more of the focus provinces, and appropriate to the socio-economic situation in implemented area(s).</li> <li>6. The Initiative's budget must follow the project's budget range.</li> <li>7. Initiatives submitted by a cooperative group of Organisations (with multiple implementers), must have clear evidence of consultation among partners and mutual agreements about the Initiative's content.</li> <li>8. Organisations submitting Initiatives will be able to obtain project permit from relevant governmental bodies</li> </ol>	Initiatives that do not meet any one of these criteria will be rejected.

2	Quality Assessment	<p>1. Relevance:</p> <ul style="list-style-type: none"> <li>- Content of Initiative is suitable to the policies/ programmes of the Vietnam government and Vietnamese law</li> <li>- Content of Initiative is relevant to the applicant's experiences</li> <li>- Initiative is timely and feasible.</li> </ul> <p>2. Effectiveness:</p> <ul style="list-style-type: none"> <li>- Initiative has clear objectives.</li> <li>- Activities are designed in a logical manner to achieve the objectives.</li> </ul> <p>3. Efficiency:</p> <ul style="list-style-type: none"> <li>- Initiative achieves its maximum efficiency compared with budget spent.</li> <li>- Each budget line of the Initiative is calculated reasonably and ensures synergy among different components (direct cost for beneficiaries versus management and indirect cost).</li> <li>- Initiative's spent budget is subjected to auditing procedures that are in line with Vietnamese law to ensure transparency.</li> </ul> <p>4. Impact:</p> <ul style="list-style-type: none"> <li>- Initiative has impacts on people, and policy development or its implementation at local and national level</li> </ul> <p>5. Sustainability:</p> <ul style="list-style-type: none"> <li>- Ability to maintain results after the Initiative ends.</li> <li>- Ability to connect the Initiative's activities and results with activities of relevant stakeholders (especially the activities of state management agencies) in the justice system).</li> </ul>	Initiatives are scored against 5 criteria on a scale of 1-50 (maximum 10 points for each criterion)
3	Prioritizing	1. Proposal shows innovation/creativity	Initiatives that meet any one of these criteria will be rewarded 4 points.
4	Selection	1. There will be a 03 initiatives being selected in this grant call	Highest-scoring proposals are selected.

		<ol style="list-style-type: none"><li>2. The selection of Initiatives considers the relative balance among contents and project location provinces</li><li>3. Selected proposals will be further assessed to ensure that budgets are established according to EU and Oxfam cost norms.</li></ol>	
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## **Annex 2: Project design specifications and Budget estimating requirements**

**Project design specifications:** In addition to the normal requirements of a project such as background/necessity of the project, objectives, results to be achieved, activities and expected budget, all applications must include the following content:

- A gender analysis: analyzing the state of gender equality for the topic and within the local context and elaborate how the project would contribute in promoting gender equality.
- A plan to cooperate with provincial and local stakeholders (including state and non-state Organisations ). This is especially important in the case of applicants whose representative office is based outside the province where activities will be conducted.
- A communications plan of how project results will be shared with beneficiaries, authorities and other stakeholders.

### **Budget estimating requirements**

Project's budget must be estimated according to below forms with these requirements:

- Cost norms: Budgets can be developed based on the applicant's cost norm, as long as these norms do not exceed local costs in development cooperation with Vietnam as specified in UN-EU guidelines ([https://www.eeas.europa.eu/delegations/vietnam/eu-un-cost-norms-2022\\_en?s=184](https://www.eeas.europa.eu/delegations/vietnam/eu-un-cost-norms-2022_en?s=184)) - updated version of 2022, hereby referred as UN-EU cost norms). In case the applicant does not have any available cost norms, budget should be based on actual local costs or with reference to either the government, Oxfam, or UN-EU cost norms.
- Operation cost (human resources and administration): not exceed 25% of total budget. Operation cost should be presented in detailed breakdown.

The following costs are considered ineligible for a project's budget:

- Activities that directly support income, livelihood or economic development generation of beneficiaries
- Construction or capital improvement costs.
- VAT.
- Purchase of vehicles or any equipment valued over VND 20 million.
- Currency exchange losses
- Performance-based bonuses & additional salaries borne from funding for this Initiative.

**Timeline for applications and approval process:** Applications must be submitted to [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org) before **17:00 on 04/12/2024** in Vietnamese or English. Interested Organisations can send their inquiries to [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org) before **17:00 on 24/11/2024**.

**Annex 3**

**PROPOSAL APPLICATION FORM**

**1. SUMMARY OF THE PROJECT**

<b>Name of the Initiative</b>	
<b>Proposal submission unit</b> (Vietnamese Organisation in charge in case of group application – attach establishment decision or working registration)	
<b>Contact point</b> and position of the person in-charge	
<b>Address</b> (including address, phone number and email address)	
<b>Co-applicant</b> (in case of group application)	
<b>Beneficiaries</b> (Select one group or more, estimate the number of direct beneficiaries)	<input type="checkbox"/> Women <input type="checkbox"/> Ethnic minorities <input type="checkbox"/> Poor people (near poverty) <input type="checkbox"/> Others (specify) _____  <b>Total number of beneficiaries:</b> _____
<b>Implementing areas</b> (Select from focus provinces in the Grant Call)	
<b>Project duration</b> Estimated starting date is the date from the project permit approval date	
<b>Project summary</b> (maximum 100 words)	
<b>Budget proposed in VND and EUR</b> (attach with proposed budget form)	



**1. What is the specific problem that the project/initiative wishes to address?**  
(maximum 300 words - ½ page)

**2. Provide a gender analysis for issues that the project/initiative wishes to address.** (maximum 200 words – 1/3 page)

**3. What methods and approaches will be used in the project/initiative to solve the problem?** (maximum 200 words – 1/3 page)

**4. What results (changes) are expected to achieve by the end of the project?**  
**Please specify, bullet points allowed** (maximum 300 words – ½ page)

**5. What activities will the project implement, and what are the results/outputs for these activities?** (Add more space if necessary. One output could be listed for multiple activities. All outputs must address above-mentioned results)

#	Activity	Output	Duration
	<i>[Example: Training on ..... for female leaders in the community]</i>	<i>[Example: 30 women are improved with their capability]</i>	<i>[Example: Jan 2025]</i>
1			
2			
3			
4			
5			

**6. What are the organisation's relevant experiences? How will the organisation use those experiences in this project?** (maximum 200 words -1/3 page)

**7. How will the organisation coordinate with other governmental and non-governmental organisations in project implementation?** (maximum 200 words -1/3 page)

**8. Describe new and creative elements of the project (maximum 200 words -1/3 page)**

**9. How will women and other beneficiary groups participate in the process of designing, implementing and monitoring projects? What are the different impacts the project will have on women and men? (maximum 200 words – 1/3 page)**

**10. What are the risks and challenges in project implementation? How to solve them? (maximum 300 words – ½ page, add more lines if necessary)**

#	Risk	Describe the obstacles and challenges	Solution to minimize the risk
1			
2			
3			
4			

**11. How will the project documentation and the communication of project results to beneficiaries, local authority and other related parties be conducted? (maximum 200 words – 1/3 page)**

**12. Present methods and plans to ensure the long-term effectiveness and impact of the project on the beneficiary group in particular (maximum 300 words – ½ page)**

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**13. List of key personnel involved in project implementation (no more than 5 personnel) . Attach a brief resume for each officer (maximum 2 A4 pages per resume).**

<b>Full name</b>	<b>Qualifications and experience related to the proposed area</b>	<b>Role in the project</b>

**14. List of documents attached to the Proposal Application**

Note: These are compulsory documents for assessing the initiative's eligibility

- Establishment decision or working registration
- Operating direction of the organisation (if any)
- Proposed budget (in Excel and according to the available form)
- Latest organisation's audit report (if any)

Annex 4

**PROPOSED BUDGET FORM**

Please refer to the Grant Call before completing this budget form. The proposed budget form must be prepared using Excel and attached with the above proposal application form.

Content	Proposed Budget (VND) and (EUR)		
	Unit	Price	Total
	d	b	e = d*b
<b>1. Allowance (Total allowance includes social insurance, health insurance and other related personnel cost)</b>			
<b><i>Total allowance budget</i></b>			
<b>2. Travel</b>			
<b><i>Total travel budget</i></b>			
<b>3. Equipment and supplies</b>			
<b><i>Total equipment and supplies budget</i></b>			
<b>4. Office expenses</b>			
4.1 Office rental			
4.2 Administrative costs, stationery,			
4.3 Cost of electricity, water, phone, etc.			
<b><i>Total office expense budget</i></b>			
<b>5. Other costs and services</b>			
5.1 Bank fees			
<b><i>Total budget for other costs and services</i></b>			
<b>6. Project costs</b>			
<b>6.1 Result 1 Activities</b>			
<b>6.2 Result 2 activities</b>			
<b>6.3 Result 3 activities</b>			
<b><i>Total project activities budget</i></b>			
<b>7. Total project budget for the entire project (1- 6)</b>			