



## VIETNAM WOMEN IMPROVING LIVES AND LEADERSHIP (WILL) TERMS OF REFERENCE FOR CONSULTANT ON MENTORING VISITS

### 1. Background

The Vietnam-WILL project proposes an innovative, integrated approach to building the capacity of CSOs and public agencies serving the needs of women in the fields of health, education, disability and economic development. WILL proposes to build the capacity of civil society to advocate on behalf of women as a means of preventing conflict between the needs of women and the state, and involve women in conflict prevention through the development of civil society. The project's geographical focus is Hanoi and Hoa Binh Province. As the capital, the Hanoi region has the greatest concentration of civil society organizations and government agencies and hence is a vital administrative node for the project. Hoa Binh also provides a major pool of migrant labor for the capital and it faces many gender-based issues. WILL is unique in Vietnam in its application of organizational capacity building, networking, and advocacy training to the development of women leaders and the governance of civil society organizations and public agencies, bringing together these often mutually antagonistic groups to create alliances within a capacity-building context.

**Project Goal:** Key mobilizes – Vietnamese women leaders, CSOs, and government agencies – are able to promote and strengthen women's rights and substantive participation in conflict prevention, transitional processes, and decision-making.

#### **Project Objectives:**

**Objective 1: Supporting Key People.** Leaders of CSOs and public agencies serving women are equipped to more effectively mobilize, organize, and advocate on behalf of their constituencies with local institutions (civil society, government).

**Objective 2: Supporting Institutions.** CSOs and public agencies serving women can effectively conduct community outreach; facilitate dialogue, and identify a grievance for action by key mobilizes.

**Objective 3: Linking Key Mobilizes.** Leaders of CSOs serving women are capable of advocacy on behalf of their beneficiaries with institutions (civil society, government) to effect policy change and actions.

**Kenan in Vietnam has had a close coordination with 2 strategy partners:** IDEA and CSDS to implement capacity building activities in year 1 and mentoring activities in year 2.

To help leaders and key staff of CSOs to maintain knowledge and skills acquired from training courses to apply into daily performance and to form a more strong coalition between CSOs within Vietnam WILL project through mentoring visits to each CSO in year 2, Kenan find a gender consultant who work parttime with CSDS and Kenan in year 2 of the project.

#### **Terms of Reference for consultant:**

**Overall responsibility:** The consultant will be responsible to provide technical supports for the leaders and staff of 23 CSOs in Hanoi and Hòa Bình to apply the knowledge and



tools to find out the women and girls' issues resulted from gender inequality in the fields and to suggest solutions to address these issues.

**Specific roles:**

1. Conducting mentoring visits (face to face and through email/phone) for leaders and staff of 23 CSOs in Hanoi and Hoa Binh to apply technical tools and skills into their daily performance
2. Providing technical advices for advocacy activities of WILL project such as forum, advocacy trips and development of concept note related to women and girls' issues caused by gender inequality
3. Provide technical supports to 23 CSOs to develop small proposal or sub-grand proposal based on their initiatives/ideas to address women and girls in the fields

**Scope of work**

	<b>Tasks</b>	<b>No of hours/day</b>	<b>Note</b>
<b>1</b>	Conducting 60 mentoring visits for leaders of 23 CSOs in Hanoi and report writing	10 days	4 days/quarter
<b>2</b>	Conducting 60 mentoring visits for staff of 23 CSOs in Hanoi and report writing	5 days	1 day/quarter
<b>3</b>	Provide technical supports and facilitate 6 advocacy trip	6 days	2 days/quarter
<b>4</b>	Provide technical supports and facilitate 1 national advocacy forum	1 days	In May in Hanoi
	<b>Total</b>	<b>22 days</b>	

**Requirement for the Consultant:** The Consultant is expected to meet the following requirements:

- At least 5 years with experience and expertise on capacity building, mentoring and coaching
- Deep understanding on gender equality and right based approach
- At least 10 years working experiences in the development projects related gender and women/girls
- Knowledge on organization development, leadership, fund raising and proposal and project management...
- Experience working with CSOs network and governmental organizations in Vietnam
- Strong communication/facilitation skills and excellent English language.



**Contractual Time and Rate for the Consultant:**

- Contractual time: Part time Job from January 2016 to September 2016
- Consultant will be paid the transportation cost within Hanoi and Hoa Binh by CSDS

For trips to Hoa Binh, Kenan in Vietnam will covered the costs of transportation, accommodation and meals based the financial policies for partners of Kenan Vietnam after consultant submitted fully related reports and evidences regulated by Kenan Vietnam.

- Application will be send to email address [mai@kenan-asia.org](mailto:mai@kenan-asia.org) before 07/01/2016.