

| Terms of Reference | |
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| Position Title: | Consultants/consulting firms to conduct capacity-building training (TOT) for local trainers in areas related to clean growth, women's economic empowerment, and skills for guiding and supporting the project's beneficiary groups, especially ethnic minority women in the related areas. |
| Location: | Hanoi and Yen Bai, Vietnam |
| Period of Assignment: | From January to 31 st March 2025 |
| Reporting To: | Team Leader |
| Project | SMEs Promote Resilience, Inclusion, and Innovative Transformation (SPRINT) |
| Activity code | Combined 1222 and 1231 |
| Background: | <p>SMEs Promote Resilience, Inclusion, and Innovative Transformation (SPRINT) is funded by Global Affairs Canada (GAC), with an implementation period from 2024-2029. The SPRINT is implemented in Yen Bai province, and managed by Cowater International.</p> <p>Cowater International is a leading global development consulting company founded in 1985. Headquartered in Ottawa, Cowater International has successfully delivered a portfolio of over 2,500 projects and assignments in more than 95 countries. Cowater works with governments, private sector actors, and communities to implement projects that support socio-economic development, institutional strengthening, environmental improvements, and advancing equal opportunities for all.</p> <p>https://www.cowater.com/en/home/</p> <p>Introduction of SPRINT Project:</p> <ul style="list-style-type: none"> - The goal of the SPRINT: Enhanced socio-economic well-being of Ethnic Minority Women (EMW) through clean growth in the agriculture sector in Yen Bai province of Vietnam. - SPRINT's two main outcomes aim to: (i) Improved performance of EMW-focused MSMEs, cooperatives, and producers in gender-responsive and climate-resilient value chains in the agriculture sector; (ii) Increased influence of EMW in clean economic growth in the agriculture sector. <p>With the overarching objective of enhanced socio-economic wellbeing of EMW through clean growth in the agriculture sector in Yen Bai, SPRINT targets the following two main outcomes of working with 20,000 women, especially EMW working in Micro, Small, and Medium Enterprises (MSMEs), cooperatives, and producer groups within agri-food values chains; through awareness raising and application of low carbon and resilience agriculture production, renewal and efficient energy; raising awareness around gender-specific barriers; and innovation for clean, adaptive and inclusive growth (e-commerce platforms; Clean Growth Challenge Grant; learning events and knowledge dissemination).</p> <p>The SPRINT project targets five districts (Mu Cang Chai, Tram Tau, Luc Yen, Van Yen, Van Chan) and Yen Bai City in Yen Bai Province. The main project stakeholders are Yen Bai Provincial People Committee (PPC), Provincial Cooperative Alliance (PCA), Women Union (WU), Department of Agriculture and Rural Development (DARD), Department of Natural</p> |

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| | Resource and Environment (DONRE), Department of Industry and Trade (DoIT). The SPRINT project's direct beneficiaries are ethnic minority women (EMW)-focused MSMEs, cooperatives, and producer groups working in the agricultural sector. |
| The objective of the consultancy | To conduct capacity-building training (TOT) for a group of approximately 50 local trainers in areas related to clean growth, women's economic empowerment, and skills for guiding and supporting the project's beneficiary groups, especially ethnic minority women in the mentioned areas. |
| Scope of work/Tasks | <ul style="list-style-type: none"> - Research project documents and other relevant materials to obtain specific and updated information for the task; - Develop training materials for the local trainer team; - Conduct teaching for 2 TOT (Training of Trainers) classes (each class lasting 2 days) for 50 local trainers (25 people per class) in Yên Bái province; - Participate and provide technical support and technical supervision for 3 training classes (each class lasting 2 days) conducted directly by the trained local trainers for the targeted beneficiary groups; - Write a report on the work results. |
| Deliverables | <ol style="list-style-type: none"> 1. Developed A set of training materials designed in slide format (according to the project's template) for local trainers/coaches, covering the knowledge and skills mentioned in the "objectives" section, accompanied by illustrative videos, images, and real-life stories (from Yên Bái province) in the relevant field. The structure of these materials needs to be agreed upon in advance with the project focal person; 2. Developed one (01) video clip (with both audio and text) guiding trainer/coach skills. The instructions should be presented step-by-step, concisely, and accompanied by easy-to-understand and appropriate illustrative images/icons. This video should be a maximum of 5 minutes long; 3. Conducted 2 TOT (Training of Trainers) classes (each class lasting 2 days) for 50 trainees (25 trainees per class) in Yên Bái province. The training method should minimize one-way theoretical teaching and instead use practical exercises, specific situation simulations, games, etc., to create a lively atmosphere with active participation from the trainees; 4. Provided technical support and supervised the technical quality of 3 training classes (each class lasting 2 days) conducted by the trained local trainers/coaches for the project's beneficiary groups; 5. Completed one (01) consultancy service result report (no more than 5 pages, excluding appendices). This report should include information on the activities carried out, pre- and post-evaluation results of the 2 TOT classes, lessons learned, and recommendations for the project. |

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| How to apply | Interested consultants, please send the following documents to the email Recruitment@sprint-vietnam.com <ul style="list-style-type: none"> - Letter of interest - Consultant CVs - Technical proposal and financial proposal |
| Deadline of application | By 4pm on Feb 06, 2025 |
| Consultant qualification requirements | <p>For the Gender Consultant:</p> <ul style="list-style-type: none"> - University degree in social sciences, gender, and development and related fields. - At least 10 years of experience in developing training materials and conducting training in areas related to gender integration in professional work; and women's economic empowerment. - Training skills with participatory methods, especially with staff working in state agencies, and mass organizations at provincial, district, and commune levels. - Experience working/training with groups of businesses/cooperatives/producers, especially ethnic minority women. - Excellent written and verbal communication and reporting skills in English and Vietnamese - Knowledge of gender issues in agriculture and climate change. <p>For the Smart and Climate Resilient Agriculture Consultant:</p> <ul style="list-style-type: none"> - University degree in agriculture, environment, gender, and development. - At least 10 years of experience developing training materials and conducting training in smart agriculture, climate adaptation, and gender integration. - Training skills with participatory methods, especially with staff working in state agencies, and mass organizations at provincial, district, and commune levels. - Experience working/training with groups of businesses/cooperatives/producers, especially ethnic minority women. - Excellent written and verbal communication and reporting skills in English and Vietnamese - Knowledge of gender issues in agriculture and climate change. |
| Recruitment process | Competitive tendering will be applied |

Deliverables, Completion Deadlines, and Language

| No | Deliverables | Completion deadline | Languages |
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| 1 | A set of training materials designed in slide format (according to the project's template) for local trainers/coaches, covering the knowledge and skills mentioned in the "objectives" section, accompanied by illustrative videos, images, and real-life stories (from Yên Bái province) in the relevant field. The structure of these materials needs to be agreed upon in advance with the project focal person | By Feb 15, 2025 | Vietnamese |
| 2 | Developed one (01) video clip (with both audio and text) guiding | By Feb 18, | Vietnamese |

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| | trainer/coach skills. The instructions should be presented step-by-step, concisely, and accompanied by easy-to-understand and appropriate illustrative images/icons. This video should be a maximum of 5 minutes long | 2025 | |
| 3 | Conducted 2 TOT (Training of Trainers) classes (each class lasting 2 days) for 50 trainees (25 trainees per class) in Yên Bái province. The training method should minimize one-way theoretical teaching and instead use practical exercises, specific situation simulations, games, etc., to create a lively atmosphere with active participation from the trainees; | By Feb 28, 2025 | Vietnamese |
| 4 | Provided technical support and supervise the technical quality of 3 training classes (each class lasting 2 days) conducted by the trained local trainers/coaches for the project's beneficiary groups; | By Mar 20, 2025 | Vietnamese |
| 5 | Completed one (01) consultancy service result report (no more than 5 pages, excluding appendices). This report should include information on the activities carried out, pre- and post-evaluation results of the 2 TOT classes, lessons learned, and recommendations for the project. | By Mar 23, 2025 | Vietnamese and English |