



TERMS OF REFERENCE (TOR)

Baseline Study: Greening our Rice: Gender-Just, Low-Carbon, Rice Value Chains in Vietnam (Go-Rice)

1. Project overview

Project	Greening our Rice: Gender-Just, Low-Carbon, Rice Value Chains in Vietnam (Go-Rice)
Project Location	Mekong Delta Region (Tra Vinh, An Giang, and Soc Trang provinces)
Ultimate Outcome	Enhanced well-being of rice producers, especially women and vulnerable groups through an inclusive and low carbon rice supply chain development in the Mekong Delta of Vietnam
Work Requested	Conducting a baseline study
Timeframe	May – August 2025

2. Background

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 for People and the Planet.

Vietnam is the world's third-largest rice exporter, producing 7.6 million tons in 2023 on 7 million hectares, ensuring food security for 90% of the population and employing 15-16 million farmers (GSO, 2024). However, rice farming is responsible for 49.5% of GHG emission in agriculture sector in Vietnam. Small-scale farmers, particularly women and EM, face challenges due to limited resources and climate-smart agriculture (CSA) knowledge, further hindered by gender biases.

At COP26, Vietnam committed to net-zero emissions by 2050 and a 27% reduction by 2030 under its Nationally Determined Contributions (NDCs). Contributing to this objective, the government launched the One Million Hectare of High Quality and Low Carbon Rice Program (2023-2030) (1M Hectare Rice Program), which requires roughly USD 2.7 billion in funding (MARD, 2024). This budget is expected to be mobilised from financial institutions, the public, private, and development sources. Therefore, transforming the rice sector for sustainability is crucial and requires collaboration between governments, the private sector, communities and international partners.

In this context, Oxfam in partnership with five partners will implement **Greening our Rice: Gender-Just, Low-Carbon, Rice Value Chains in Vietnam (Go-Rice)** during the period of 2025-2030. The project aims to improve the well-being of rice producers, particularly women and ethnic minorities (EM), through inclusive and climate smart rice production (CSRP) in the Mekong Delta, particularly Tra Vinh, An Giang, and Soc Trang provinces. The project partners will include the Institute of Agriculture and Environment (IAE), Vietnam Chamber of Commerce and Industry (VCCI), and the Departments of Agriculture and Environment (DAE) in the three project provinces. The project aligns closely with Vietnam's national priorities, particularly the "1M Hectare Rice Program", which is aimed

at reducing carbon emission, protecting the environment, improving rice quality and maintaining Vietnam's competitiveness in the global rice market.

Programming Vision and Approach

This project aims to improve the socio-economic and environmental well-being and climate resilience of small-scale rice producers—particularly women and ethnic minorities (EMs)—in the Mekong Delta (MKD) region of Vietnam by facilitating a transition to low-emission, climate-smart rice production..

The project will create an impact through three interrelated pillars:

1. Pillar 1: Increasing gender-responsive rice production by encouraging targeted rice producers and enterprises to adopt CSA practices
2. Pillar 2: Enhancing the leadership and decision-making power of women and ethnic minorities involved in climate-smart rice production.
3. Pillar 3: Strengthening collaboration and inclusive policy frameworks for gender-responsive climate-smart rice production

Overall, this project will enhance the well-being of small-scale rice producers, with particular emphasis on women and EMs within the rice supply chain in the Mekong Delta. The transition to low-emission practices will address three principal development needs:

1. Economic well-being: Increasing incomes through the adoption of CSA practices
2. Social inclusion: Promoting greater leadership and participation of women and EM farmers in rice value chains utilizing CSA practices.
3. Environmental well-being: Reducing emissions and chemical use while supporting ecosystem sustainability.

A baseline survey for GoRice project will be conducted at the early stages of project implementation. This survey aims to establish a clear reference point for all indicators, inform strategic planning, refine baseline values and indicators during the Project Implementation Plan (PIP) stage, and improve the accuracy and relevance of monitoring and evaluation throughout the project lifecycle.

3. Purpose of the Assignment

The baseline study will provide an independent assessment to establish, review and validate the project outcome indicators and set baseline values for the outcome indicators as detailed in the project's Performance Measurement Framework (PMF) at the start of the project. The baseline study aims to engage individuals and stakeholders from the communities who will directly benefit from the GoRice project interventions.

The primary audience for the baseline includes Oxfam, Global Affairs of Canada (GAC), implementing partners, local and national stakeholders, including government authorities.

Oxfam expects the consultant(s) leading the baseline study to use a gender lens. In its work, Oxfam seeks to apply a [Feminist Approach to Monitoring, Evaluation, Accountability and Learning \(FMEAL\)](#). The successful consultant(s) should reflect FMEAL foundations in their proposal and subsequent work.

4. Objectives

Oxfam and its partners envision a feminist baseline survey to collect baseline data against key criteria and indicators to establish baseline data on the socio-economic status, inclusion, and climate-smart agricultural practices of small-scale rice producers—especially women and ethnic minorities—in the Mekong Delta to inform project planning and measure progress over time.

The specific objectives of the mission are to:

- ✓ Assess current rice farming practices and the extent to which small-scale farmers—particularly women and EMs—are aware of, have access to, and use climate-smart agriculture (CSA) practices.
- ✓ Identify key barriers (e.g., socio-economic, gendered, ethnic, institutional) that limit the participation of women and EMs in climate-smart rice production initiatives.
- ✓ Identify specific social, cultural, economic, and institutional factors limiting women and ethnic minorities' ability to assume leadership roles and participate meaningfully in decision-making processes within climate-smart rice production initiatives.
- ✓ Establish baseline data on income levels, farm productivity, emissions practices, and input use to track economic and environmental changes.
- ✓ Understand current levels of leadership, decision-making power, and representation of women and EMs in rice production groups, cooperatives, and local governance related to agriculture and environment.
- ✓ Analyse the key barriers hindering targeted rice producers and enterprises from adopting gender-responsive CSA practices and participating in rice carbon projects, including knowledge gaps, financial constraints, limited technical capacities, and market access challenges.
- ✓ Existing level and quality of collaboration among multi-stakeholders, including Canadian partners, to mobilize resources for supporting targeted rice producers, and enterprises in CSRP
- ✓ Current status in the policy and institutional frameworks supporting gender-responsive CSRP and rice carbon projects.
- ✓ To provide recommendations for project design and implementation.

Note: Consultants are required to work closely with the teams conducting Climate Vulnerability Assessment, and Value Chain Analysis to ensure joint scheduling of fieldwork, alignment of research tools, and coordination of all related tasks.

5. Methodology

The baseline study will incorporate both qualitative and quantitative data collection methods in line with feminist research methods.

The survey is intended to provide initial baseline data on indicators in the PMF of the GoRice project. The consultant (s) will propose a strategy to select the statistically representative sample of direct reach within a project's implementation area to ensure a 95 percent confidence interval, a 5 percent margin of error, and a 50 percent response distribution. The consultant will propose sample size, methodology and research tools that are best suited to the baseline survey objectives and local context. These will be fully developed and finalized in consultation with the project management team (Oxfam and partners).

The survey study participants will be mainly women and men rice producers, including those from the ethnic minorities who are above 18 years old, from the districts and communities where the Go-Rice project will be implemented. Individuals will be the smallest unit of the sampling framework. The consultant, with the help of Oxfam and partners, will create a sampling framework of the potential participants from the latest national census database in the project's working areas to be sampled for the baseline survey. The sample size for the survey will be calculated based on the sampling framework.

Oxfam is open to discussing **qualitative methods** with the successful consultant(s) (for example, drawing on the principles of desk review, key informant interview and focus group discussions). Oxfam will prioritize methods that highlight the role of community stakeholders and facilitate bringing new voices to the centre of this work, including transferring power to participants of this project. We would look favourably on the use of a qualitative method that the project team could replicate in future project monitoring and evaluation. The baseline evaluation process should be participatory, incorporating perspectives of different stakeholders, including but not limited to,

women and men rice producers, community leaders, traditional leaders, enterprises/ private sector actors, financial institutions, investors, consumers, local government institutions, local/national partners.

Guiding Principles and Values

The successful consultant(s) should include and address all potential ethical issues related to this review in their proposal and subsequent inception report. Additionally, the successful consultant(s) are expected to undertake the baseline study with high respect given to transparency, cost-effectiveness, local culture, gender transformative potential, and collaboration with a range of stakeholders.

6. Key Activities and Timeline

The baseline study will start upon signing of the contract between Oxfam and the successful consultant(s) or an otherwise agreed-upon date. The exact due dates for all deliverables will be finalized with Oxfam prior to submitting the inception report, so long as the dates continue to fall within the broad start and finish dates of the consultancy.

The timeframe for the baseline survey is expected to be from May to August 2025. The consultants will be expected to provide a detailed study schedule against the following time slots:

**Note that the timelines below could change as a result of travel and activity restrictions associated with any unexpected situation.*

Key Activities	Timeline
Start date of contract	Week 2, May 2025
Internal meetings with Oxfam	Week 2, May 2025
Inception phase <ul style="list-style-type: none"> Undertake a thorough desk review, including reviewing of current logical framework and project documents of the GoRice project; Develop research/learning questions that will determine the scope of the baseline study Develop baseline quantitative data collection tools, and Indicators Data Analysis Plan. Develop FGDs and KII tools Develop a sampling framework and sample size Submit an inception report Discuss and finalize details with Oxfam 	Week 2 of May – week 1 of June, 2025 Inception report by 6 th June
Data collection & Analysis <ul style="list-style-type: none"> Enumerator training and pilot test Consultants will conduct the baseline qualitative data collection, and work with Oxfam MEL Specialist to monitor and review the quantitative data collected to identify and fix any data errors. Conduct data analysis for both qualitative and quantitative indicators based on the indicator data analysis plan and other indicators required for disaggregation as per the PMF Provide comparisons (where possible) on results against secondary data Submit the final cleaned dataset and final analysis table results by indicators in MS Excel Submit a final qualitative dataset and analysis in MS Word/ excel documents. 	June – mid July 2025 Data collection completed by 10 th July Data analysis and draft reporting between 1 – 31, July

Key Activities	Timeline
<i>Draft report</i> <ul style="list-style-type: none"> Present initial findings to Oxfam country teams and partners Engage in discussions with Oxfam about revisions to the report Submit a draft report to Oxfam 	Presentation of initial findings: 1 st August Draft report submission: 5 th August
<i>Final report</i> <ul style="list-style-type: none"> Submit the final report and a summary report to Oxfam 	Oxfam will provide feedback on the draft report by 15 th August Final Report and by 20 th August.

7. Deliverables

The following are the expected deliverables:

- Inception report
- Baseline survey instruments including design of methodologies, data collection tools and forms; protocol including sample size, the study methodology, data collection tools, detailed fieldwork plan, analysis plan, and quality control plan.
- A presentation on key findings in English.
- A baseline survey report in English (and Vietnamese), including annexes following the agreed outline/ template that meet donor requirement.
- A completed set of monitoring and evaluation tools for the project MEL activities.

Baseline data must include a narrative explanation of the data collection process, analysis, and limitations. All indicators related to women and girls must be ethnicity and sex-disaggregated.

The final report is required to be submitted to GoRice project team in both English and Vietnamese language in electronic format, fully formatted with all figures, tables and maps included within the text.

8. Requirements for consultants

The consultancy may consist of a team of professionals with complementary skills, and gender diversity. The team should meet the following qualifications:

- University degree (Master's or higher preferred) in social sciences, aquaculture, environment, economics, natural resource management, or other relevant fields.
- Proven experience, with the team leader having at least 10 years of demonstrated experience in MEL for development projects, including designing and operating result-based MEL systems in contexts related to agricultural value chains, rural development, or socio-economic development.
- Experience utilizing feminist MEAL principles and practices.
- Proven expertise in designing and conducting mixed-method research, feminist research, including strong quantitative and qualitative data collection and analysis skills.
- Experience in conducting baseline surveys and assessments, with familiarity in the rice/agriculture sector in Vietnam, especially in the Mekong Delta.
- Good understanding of inclusive and sustainable value chain development and social issues in rice production is an advantage.
- Commitment to equal opportunity and gender equality with demonstrated experience in integrating gender and diversity issues into program MEL system.

- Ability to facilitate collaboration with diverse stakeholders across multiple levels and contexts.
- Strong analytical, written, and verbal communication skills in both English and Vietnamese.
- Proven ability to deliver high-quality outputs on time.

9. Submission of Proposals

The Proposal should be specified in terms of:

- The consultant team or company's profile and CVs, and related experience.
- A technical proposal outlining all expected objectives that provides a detailed description and explanation of proposed methodologies, sampling framework, data collection tools, detailed workplan, field survey and quality control plan, team composition, qualifications, roles and responsibilities of each member, and any other resources that the consultant(s) will make available to execute the assignment.
- A financial proposal that specifies the number of working days, daily rate and logistic costs.
- Sample baseline report for development projects done by the consultant team/ firm.

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.

How to Apply: The Proposal should be submitted in English by email with subject mentioning "GoRice – Baseline study" to HR.Vietnam@oxfam.org.

The closing date for application: 11 May 2025.

We regret that only short-listed applicants will be contacted for an interview.