

Terms of Reference

Position Title:	Consultant(s)/ Consulting firm to deliver capacity building trainings for Agents of Change¹
Location:	Yen Bai province
Period of Assignment:	July 2025 – November 2025
Reporting To:	Project Coordinator/GEWEE Focal
Project:	SMEs Promote Resilience, Inclusion, and Innovative Transformation (SPRINT)
Activity Code:	1233.3

1. Background

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.

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.

(Website: <https://www.cowater.com/en/home/>)

• Introduction of SPRINT Project:

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.

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

¹ Individuals who were selected through jointly agreed criteria by SPRINT and local stakeholders, representing diverse groups in Yen Bai including private sector actors, KOLs (especially EM women) and respected community members.

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).

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 Environment (DAE), 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.

To achieve these objectives, the project provides training and capacity-building activities, focusing on financial literacy, gender-responsive business practices, and clean growth strategies for MSMEs/coops/ producer groups owned by women/EMW/or with many female workers/or with many ethnic minority households, focusing on project prioritized value chains: chayote, tea, bamboo shoots, indigenous apple, cinnamon, and sticky rice.

2. Purpose of the Consultancy

To contribute to the achievement of:

- **Intermediate Outcome 1200:** Increased influence of EMW in clean economic growth in the agriculture sector
- **Immediate Outcome 1230:** Increased capacity of key public, private and community actors, including the WU, PCA and DAE, and other relevant Government agencies, to promote the socio-economic empowerment of EMW

The SPRINT project will implement the following 01 sub-activity through this consultancy:

- **Sub-Activity 1233.3:**

Conduct training for Agents of Change: Conduct at least 05 on-site training sessions (each lasting 2 days) for 100 Agents of Changes on skills to positively influence and encourage inclusive and sustainable changes for EMW.

3. Expected Result

By the end of the assignment, the following results are expected:

- 100 Agents of Change demonstrate improved knowledge and practical skills related to gender equality, inclusive leadership, and sustainable development.
- After the training, each participant develops and begins implementing a tailored action plan to promote socio-economic participation empowerment of EMW, especially in the agriculture sector. They will apply key competencies, such as communication, critical thinking, and collaboration to influence positive change within their networks and act as committed Agents of Change.

4. Training Expected Modules, Structure and Methodology

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4.1. Expected Training Modules

The training will be encouraged to focus on, but not be limited to, the following key modules that support the development of core competencies required for Agents of Change:

- **Inclusive Leadership and Gender Equality**
 - Equip participants with the knowledge and skills to challenge gender norms, apply inclusive leadership principles, and address the specific barriers faced by ethnic minority women (EMW) in socio-economic contexts, especially in agriculture sector
- **Advocacy, Communication, and Collective Action**
 - Strengthen participants' ability to engage stakeholders, mobilize support, and lead collective action for inclusive and sustainable development, with a focus on promoting the EMW's participation and leadership.
- **Sustainable Development and Problem Solving**
 - Support participants in promoting low-carbon, climate-resilient practices while developing practical solutions to local challenges, particularly those affecting EMW

4.2. Training Structure and Methodology

The consultant (s) will design and deliver 05 participatory, context-appropriate 2-day on-site training courses for 100 selected Agents of Change (20 participants per course), in close coordination with local trainers² and the SPRINT project team.

Each training will be an interactive, experience-based learning event tailored to the participants' roles and local context. Key features include:

- **Approach:** Sessions will follow adult learning principles, using group work, real-life case studies, reflective discussions, and scenario-based activities.
- **Tools:** Blended facilitation methods including slides, handouts, short videos, and storytelling will be used to enhance engagement and understanding.
- **Methods:** Interactive techniques such as brainstorming, role plays, peer exchanges, and action planning will be applied throughout.
- **Inclusion:** Content and delivery will be gender-responsive and culturally sensitive, promoting the active participation of both women and men from ethnic minority communities.

The consultant (s) and local trainers will ensure that the training strengthens participants' leadership and equips them to act as Agents of Change within their MSMEs/ cooperatives/ producer groups and communities.

5. Specific Tasks and Deliverables

Note: Deliverables submitted by the consultant will be in Vietnamese

² Individuals with relevant experience, selected by the project based on clear criteria to work alongside the consultant. Their understanding of the local context supports effective activity implementation and enables them to provide follow-up assistance to participants after the activity.

No.	Specific Task	Detailed Description	Deliverable	Timeline
1	Develop Training Materials and Engage Local Trainers	<ul style="list-style-type: none"> - Develop training materials including agenda, session outlines, pre- and post- test and training materials - Provide orientation and technical guidance to selected local trainers (identified by the project) to equip them with the necessary knowledge and facilitation skills for training delivery - Coordinate with the project team to ensure the participation of local trainers and the provision of appropriate allowances in line with the SPRINT Cost Norms 	<p>Training agenda and materials (slides, handouts, pre- and post-tests)</p> <ul style="list-style-type: none"> - 1-day orientation and coaching session for local trainers 	07/2025 - 08/2025
2	Deliver training sessions	<p>Together with local trainers:</p> <ul style="list-style-type: none"> - Facilitate 05 localized, interactive on-site training courses (20 participants each) - Support participants in developing action plans, provide guidance on effectively applying them in their daily work, and inspire others through practical implementation 	<p>Five 2-day training courses delivered</p> <p>A comprehensive training report including implementation summary, assessment results, participant feedback, and actionable recommendations</p>	08/2025 – 11/2025

6. Consultant Qualifications

Criteria	Required
Education	Bachelor's degree in gender studies, social development, education, or related field; a master's degree is preferred
Experience	- At least 5 years of relevant professional experience in facilitating participatory training, with a focus on gender equality, women's empowerment, and/or ethnic minority communities

	<ul style="list-style-type: none"> - Proven experience working with community leaders, MSMEs/ cooperatives/ producer groups, or local government actors in rural and ethnic minority contexts. - Demonstrated capacity to integrate cultural sensitivity and gender-responsive approaches into training design and delivery
Technical Skills	<ul style="list-style-type: none"> - Proven ability to design and deliver training on gender concepts, power dynamics, and inclusive leadership, with specific understanding of the challenges faced by ethnic minority women (EMW) in agriculture sector - Experience in applying adult learning principles, participatory methodologies (e.g., group work, case studies, peer coaching), and culturally sensitive approaches in training diverse participants - Ability to communicate complex ideas clearly and adapt messages to different audiences, including private sector actors, community members, and youth as well as skilled in guiding discussions, managing group dynamics, and facilitating reflection - Competence in developing practical, context-relevant training content and materials, including slides, facilitator guides, exercises, and handouts tailored to the local context
Language	<ul style="list-style-type: none"> - Fluency in Vietnamese is required. - Working proficiency in English is preferred, particularly for reporting and documentation purposes.

7. Application Process

Competitive tendering will be applied. Interested consultant (s) are invited to submit the following with the subject line [**Consultancy Application _ Sub Activity 1233.3 _ Consultant (s)/ Company Name**] to procurement@sprint-vietnam.com by 17.00pm on 16th July 2025:

- Letter of interest
- Consultant CVs
- Technical proposal and financial proposal
- Examples of previous similar work (optional but recommended)

Note: The financial proposal should be developed based on the above-mentioned scope of work and requirements and is encouraged not to exceed 72,000,000 VND (all applicable taxes included). This amount excludes allowances for local trainers and travel/accommodation expenses for the consultant(s), if incurred during field visits.

Cowater is committed to providing equal opportunities for all applicants. Women, people with disability, and people from minority groups are strongly encouraged to apply. We thank you for your interest in building a better tomorrow with Cowater International.

