

TERM OF REFERENCE

Consultancy: TOT training on Capacity building for women in applying green and circular economy

Deadline: 07 July, 2025 (Vietnam time)

1. Background information

The "*Enabling women in Central of Vietnam to improve their lives and protect the environment and natural resources by applying green and circular economy*" project (in short, "Women & Circular Economy" project) will contribute to increasing the participation of women in Da Nang city and Quang Nam province in the green and circular economy. Despite playing a vital role in managing natural resources and driving economic development in local communities, women often lack access to the necessary knowledge, skills, and resources. By creating a comprehensive environment for women to understand about the green and circular economy, as well as equipping them with a capacity-building programme and also a sustainable funding mechanism, women will not only improve their access to decent jobs in this field to gain income, but also get encouraged to develop their entrepreneur to improve their role in the areas.

This project is implemented by GreenViet Biodiversity Conservation Centre ([GreenViet](#), Vietnam) – the lead, [Visible Impact](#) (Germany), and Centre for Social Research and Development ([CSR](#), Vietnam). The project is funded by the Delegation of the European Union to Vietnam.

Currently, GreenViet is seeking for a local expert to conduct a ToT (training of trainers) training for 30 exemplary local women at the project sites, support and guide them to become multipliers of knowledge within their communities.

2. Project Description

Overall objective	Capacity building for women in applying green and circular economy to contribute to economic improvement, environmental protection and natural resources.
Specific objectives	<p>The specific objectives of the project are:</p> <ul style="list-style-type: none"> • 300 women in three communes Hoa Bac, Hoa Vang District, and Tho Quang, Son Tra District, Da Nang City, and Tu Commune, Dong Giang District, Quang Nam Province will have decent jobs with local businesses through the implementation of green economy/circular economy. Their income will increase by at least 30% by the end of project; • 70% of local people and authorities of 23,500 people who live in Hoa Bac, Tu, and Tho Quang communes are aware of/communicated about the green/circular economy and its role in protecting natural resources, and forest biodiversity by the end of the project; • A sustainable funding mechanism is established to support women-led projects in the green/circular economy is established and run in the project areas by the end of the project.
Project duration	48 months, 1 January 2025 – 31 December 2028

Target groups	<ul style="list-style-type: none"> • Women affiliated with the Women's Unions and Youth Unions, situated in three communes within Da Nang City and Quang Nam province: Hoa Bac commune, Tho Quang ward, and Tu commune; especially ethnic women. • Women are members of production groups and cooperatives in the three project communes/wards. • Local people and authorities who live in Hoa Bac commune and Tho Quang ward (Da Nang city) and Tu commune (Quang Nam province)
Country covered	Vietnam
Target location	Hoa Bac commune & Tho Quang Ward (Da Nang City) and Tu commune (Dong Giang District, Quang Nam province)
Project beneficiaries	<ul style="list-style-type: none"> • Women affiliated with the Women's Unions and Youth Unions, situated in three communes within Da Nang City and Quang Nam province: Hoa Bac commune, Tho Quang ward, and Tu commune; especially ethnic women • Women are members of production groups and cooperatives in the three project communes/wards. • Local people and authorities who live in Hoa Bac commune and Tho Quang ward (Da Nang city) and Tu commune (Quang Nam province)
Expected results	<ol style="list-style-type: none"> 1) 300 women in Hoa Bac, Tu communes, and Tho Quang ward will be trained on green/circular economy; 2) 90 women from project site will receive Asset Base Community development (ABCD) training to help them discover their asset for green/circular economy; 3) Women-led Hoa Bac eco-agricultural and community-based tourism cooperatives will be equipped with the necessary skills to run their businesses in the direction of a green/circular economy, ultimately increasing income for 115 women by 30%; 4) 135 Co Tu ethnic women in the Tu commune will be given rights to own and take charge of the agriculture production process in the direction of a green/circular economy, leading to a 30% increase in their income by the end of the project 5) 50 women in Tho Quang ward will secure decent jobs with a 30% increase in income, while also expanding their network and market to promote and sell products produced in the green/circular economy 6) 02 business initiatives on the green/circular economy in Da Nang and Quang Nam province will receive financial and technical support to run their start-up business 7) Local Commune Funds will be established to mobilise and secure two billion VND for green/circular economic initiatives in the regions.

3. Purpose of the consultancy assignment:

3.1 Consultant will conduct 02 ToT training courses: (will be held in September 2025)

First training: The consultant will coordinate with an existing international expert and a national gender expert from the recruitment agency to equip **30** local women from the 3 project sites in Da Nang City and Quang Nam province (15 from Hoa Bac, 10 from Tu and 5 from Tho Quang communes) with *foundational knowledge and practical training skills on green and circular economy principles and its roles in environmental sustainability through a participatory, gender-sensitive*. The ToT training is designed not only to provide theoretical knowledge on green

and circular economy but also to equip participants with practical skills in organizing, delivering, and evaluating training sessions. This ensures that the trained women are capable of effectively transferring knowledge and skills to others in their communities (3 days/training course).

Second training: The consultant will coordinate with an existing national gender expert from the recruitment agency to coach and guide 30 local women from the first training to practice their training capacity in a demo course, and help them to develop the training plan for the communities. (3 days/ training course).

3.2 The consultant will coordinate with an existing gender expert to coach 30 trained women to conduct 10 training sessions for 300 women in their communities (Hoa Bac: 4 sessions for 115 women, Tu: 4 sessions for 135 women, Tho Quang: 2 sessions for 50 women), each lasting 1,5 days, in October – December 2025.

4. The ToT training's detailed information

The ToT training includes 2 phases.

The ToT training – Phase 1 is led and conducted by 1 international expert on green and circular economy and 2 local experts (one on green & circular economy and the other one is gender expert). This 3-day training will take place in Da Nang city from 4 to 6 September 2025. This training focuses on basic knowledge of the green & circular economy, its roles, and training skills.

The ToT training – Phase 2 will focus on practice, where the 30 local trained women will conduct demo training sessions themselves and receive direct feedback from the local experts. This 3-day training will take place in Da Nang city within the week from 22 – 27 September 2025 and will be conducted by the two local experts.

5. Scope of work and responsibilities

The local expert on green and circular economy will be responsible for:

- 1) Developing the training agenda *and* training materials, handouts for the ToT training – Phase 1, in partnership with the international expert, the local gender expert and the project team;
- 2) Developing the training agenda *and* training materials, training guide-line for the core trainers – Phase 2, in partnership with the local gender expert and the project team;
- 3) The training agenda and materials, handouts should be *based on the findings and insights of the project's baseline study report* (expected to be available mid-June 2025) to meet the actual needs of the local trainees as well as the project's objectives;
- 4) The training agenda and training materials (in Vietnamese) should focus on:
 - Basic concepts and key principles of green and circular economy relevant to the contexts of Vietnam, in general, and of Da Nang and Quang Nam, in particular;
 - Local applications in (1) agriculture, (2) aquaculture, (3) waste management, and (4) ecological tourism;
 - Practical training skills and tools, as well as relevant case studies of applying green & circular economic models in Vietnam.
- 5) Delivering/attending 6 full-day in-person ToT training workshops in Da Nang (3 days for Phase 1 and 3 days for Phase 2);
- 6) Supporting and guiding the 30 trained local women to conduct 10 in-person training sessions for 300 women in their communities (Hoa Bac: 4 sessions for 115 women, Tu: 4 sessions for 135 women, Tho Quang: 2 sessions for 50 women);
- 7) Facilitating interactive and participatory learning methods (group work, role play, games, discussions, etc.);
- 8) Preparing and conducting pre- and post-training assessments, in partnership with the international expert and the local gender expert;
- 9) Providing training reports, including participant feedback, lessons learned, and recommendations.

6. Deliverables

The following deliverables are expected from the consultant:

No.	Deliverables	LOE (day)	Timeline
1	Finalised training agenda and training materials, handouts for the ToT training (including Pre-Post assessment form) – Phase 1	3	1 week before the training
2	Finalised training agenda and materials, training guide-line for core trainers (including Pre-Post assessment form) – Phase 2	3	1 week before the training
4	Delivering/attending 6 full-day in-person ToT training workshops in Da Nang (3 days for Phase 1 and 3 days for Phase 2) and at least 3 action plans from the participants completed.	6	Phase 1: from 4 to 6 September 2025 Phase 2: within the week 22 – 27 September 2025
5	A training brief report of the ToT training – phase 1 (in English and Vietnamese) with key results, participant evaluation, recommendations, and a few photos.	2	Within 1 week after the training is completed
6	A training brief report of the ToT training – phase 2 (in English and Vietnamese) with key results, participant evaluation, recommendations, and a few photos.	2	Within 1 week after the training is completed
7	Finalised 10 training agendas, and 01 training material for communities	5	1 week before the training
8	Attending, supporting and guiding the 30 trained local women to conduct 10 in-person training sessions (1,5 day/training session) for 300 women in their communities (Hoa Bac: 4 sessions for 115 women, Tu: 4 sessions for 135 women, Tho Quang: 2 sessions for 50 women)	15	October – December 2025
9	A training report (in English and Vietnamese) of the 10 training sessions with key results, evaluation of the trainers, evaluation of the participants, recommendations, and a few photos.	3	Within 2 weeks since the last training session
	TOTAL OF LOE (level of effort)	39	

7. Expected timeframe

No.	Task/Deliverables	Estimated deadline
1	Finalise and publish TOR of the consultant recruitment	17 June 2025
2	Select the external consultant and sign contract	08 July 2025
3	Online kick-off meeting with the other experts and the project team	10 July 2025
4	Desk study and prepare for the training agenda & materials	Mid-July to August 2025
5	ToT training (2 phases)	September 2025

6	10 training sessions	October – December 2025
7	Online closing meeting with the other experts and the project team	December 2025

8. Consultant expertise requirements

The consultant should meet the following criteria:

- Relevant degree(s) in environmental sciences or development studies or business studies
- At least 5 years of relevant experience in green and circular economy and value chain development
- At least 10 years of relevant experience in designing and delivering *participatory & interactive* training (especial ABCD, SWOT, Group discussion), ideally using ToT methodology
- Experience in working with local women, especially ethnic women
- Understand Vietnam policies on green and circular economy
- Excellent communication and written skills in English and Vietnamese
- Experience in working and collaborating in international projects, especially EU-funded projects
- Priority is given to those who have trained or worked in Quang Nam province or Da Nang city.

9. Budget and Payment

The maximum budget is **VND 200,000,000** (in words: Two hundred million Vietnamese Dong). GreenViet Center will make full payment under the Contract after the consultant has submitted all required deliverables in accordance with this Terms of Reference and the deliverables have been approved by GreenViet.

The consulting fee is inclusive of all related expenses, such as labor costs, travel expenses, per diems, and applicable taxes, etc.

10. Deadline and submission of expression of interest (EoI)

GreenViet invites interested consultants to submit the following EoI documents by **07 July 2025**:

- 1) Expression of interest outlining how the consultant meets the selection criteria and his/her understanding of the ToR (max. 1 page)
- 2) Financial proposal (detailed number of expert days and suggested daily rate)
- 3) CV of the consultant
- 4) At least 02 example of similar pieces of work completed recently (eg. a training report or training material in English and/or Vietnamese, etc.)

The EoI shall be sent to Email: info.euproject@greenviet.org with title “Women and Circular Economy – Local.