



## TERMS OF REFERENCE

OVERVIEW	
<b>Title and brief description of the assignment</b>	Outcomes Documentation of Strengthening Climate Resilience (SCR) Project in Soc Trang, Vietnam.
<b>Assignment location</b>	An Thanh Dong commune, Cu Lao Dung district, Phong Nam commune, A Sach district and Song Phung commune, Long Phu district, at Soc Trang province
<b>Contract start date</b>	June 2025
<b>How to apply</b>	Interested candidates are invited to submit: <ol style="list-style-type: none"><li>1) A proposal describing how to collect the Outcome Documentation (including a budget in a separate file)</li><li>2) Most recent Curriculum Vitae(s)</li><li>3) A written example of an evaluation of relevant work already carried out in line with the assignment.</li></ol>
<b>Application deadline</b>	10 June 2025
<b>Specific considerations</b>	

### 1. PURPOSE OF THIS CONTRACT

The project completed an internal review at the end of June 2025 and the review has recommended the project undertake more documentation of project outcomes and stories to illustrate project impact and lessons learned for both donors and the People We Work With (PWWW), including partners and community members. The consultancy aims to work with Oxfam in Vietnam and project partners to harvest outcomes and develop cases and stories of change for the SCR project against its three project outcomes.

### 2. BACKGROUND AND CONTEXT

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 about People and the Planet.

The Mekong region encompasses a significant portion of the estimated 60 million people who depend on the Mekong River and its tributaries for various essentials like drinking water, food, transportation, and commerce. The Mekong region is vulnerable to the impacts of climate change, and this is exacerbated by the complexity of the governance and management of the river and tributaries. In the year 2024, there is a greater frequency of extreme and unpredictable weather events causing flash flooding, persistent droughts, and changing river water flows that have negatively impacted agricultural production, fisheries, and the use of local forests that local communities have depended on for generations for their livelihoods, food security, cultural heritage, and their very existence.

The Strengthening Climate Resilience in the Mekong Subregion (SCR), spanning from 2022 to 2025, The project is implemented in four countries in the Mekong region (Cambodia, Lao PDR, Thailand, and Vietnam). The SCR is funded by the Australian Department of Foreign Affairs and Trade (DFAT) and its interventions are designed based on the specific context and needs of the respective countries that include interventions such as supporting the community to develop disaster management plans, improving early warning systems, integrating inclusive DRM/CCA into the social economic development plan at the commune level, piloting climate-smart agriculture, and strengthening the technical capacity of the local authorities on inclusive DRM. Oxfam implements the project through partnerships with national and sub-national governments and authorities, academics, and civil society organizations at both national and regional levels.

In Vietnam, Oxfam in Vietnam is managed the project and it's coordinated by Soc Trang DARD (currently is coordinated by DAE) and implemented by Soc Trang Division of Water Resources Management, Farmer Union and Women Union. This project aims to improve the capacity of the riverine communities and local government authorities to minimize the impact of disasters and climate risks by working together to develop locally appropriate and socially inclusive climate change adaptation and disaster risk management plans at 3 communes namely: An Thanh Dong commune, Cu Lao Dung district, Phong Nam commune, A Sach district and Song Phung commune, Long Phu district. At Soc Trang province. The project implements and aims to achieve the following outcomes:

1. Target riverine communities are implementing inclusive Disaster Risk Management and Climate Change Adaptation (DRM/CCA) plans
2. Local authorities are supporting communities to manage disaster and climate-related hazards
3. Improved hydro-meteorological data is used by riverine communities and Disaster Risk Management (DRM) authorities

### 3. SCOPE OF WORK

The delivery is for 8 stories and case studies reflecting and balancing across the three outcomes of the project. These products will cover the following outcomes or evidence requirements:

- Evidence of communities implementing inclusive DRM and/or CCA plans.
- Evidence of local and sub-national authorities are implementing inclusive development plans that are informed by climate and disaster risk information and analysis.
- Evidence of communities demonstrating new/improved/adapted/adapted/adapted/adapted livelihood strategies that promote resilience to disaster and climate change.
- Evidence of local authorities making climate-related information and data available to communities.
- Evidence of local authorities integrating the perspective of women, People with Disability, and marginalized groups into DRM/CCA policies and programs.
- Evidence of local authorities with increased resource allocations for DRM and/or CCA in target communities, in particular climate-smart livelihood options.
- Evidence of authorities using 'improved' hydro-meteorological data to inform their plans and interventions supporting riverine communities.
- Evidence of target communities taking actions to reduce the impact of climate-related hazards based on hydro-meteorological information.
- Evidence of target communities changing or adapting livelihood strategies based on hydro-meteorological information.
- Evidence of target communities, local authorities understanding and using application on hydro-meteorological data (PCTT and Nguon nuoc Cuu Long Apps) and information meets the needs of the target users.

The final selection of stories and products for this consultancy will be reviewed and finalized in consultation with the OiV's Program Officer and Senior Manager, the SCR's Program Management Unit, following MEAL tracking. This process will take place during field data collection planning, as outlined in the methodology above.

### 4. METHODOLOGY

The external consultant will lead the story and case study collection, with necessary support from the Oxfam in Vietnam, to carry out the following tasks:

- **Desk review**  
Project reports, MEAL framework, Indicator Tracking sheets, existing case studies, Mid Term Review report, technical reports.
- **Briefing sessions with Oxfam in Vietnam**  
A series of sessions to discuss and agree on the overall process, schedules, selected stories to document, and expectations.
- **Field data collection plan development and submission**  
In consultation with and technical support from the OiV's Program Officer and Senior Manager, the consultant will develop a field data collection plan that includes a timeframe, methods of data collection, case study/story topics, interviewees, and the format for stories and case studies. The plan will submit for approval by Oxfam.

- **Preliminary Presentation** (Hybrid/online)  
Post the field data collection, the consultant will prepare the draft of the case studies and stories to present to Oxfam (OiV's Program Officer, Senior Management, and partner representatives to outline the outcome of the data collection, including how many products will be developed, format of the case studies and level of confidence in the data. This requires a half-day workshop to validate the data collection.
- **Product delivery**  
Once the consultant completes the draft of each case study and stories, these will submit for Oxfam to review (first draft), amended and resubmitted for approval (second draft).

## 5. DILIVERABLES

- Inception report (field data collection plan) both in Vietnamese and English.
- At least 12 case studies (cases, stories captured through Outcomes Harvesting and story of changes. These should include a mix of formats to ensure comprehensive and engaging documentation:
  - Written narratives providing detailed context, processes, and outcomes.
  - Photographic or photovoice elements to visually represent the outcomes, processes, and participants' perspectives, strengthening the depth, accessibility and authenticity of the case studies.

## Key timeline

The consultant is expected to deliver the following outputs:

Activity / Milestone	Outputs or Deliverables	Timeline
Review the project documents and develop a plan for collecting the information/ data to document the project outcomes harvesting and story of changes.	A plan for collecting information/ data	2 <sup>nd</sup> week of June
Develop questionnaires for interviewees (incl. individual, in-depth interview).	A package of questionnaires	3 <sup>rd</sup> week of June
Interview/ collect primary data/ information at field site (excluding travel days)	A package of collected data and information at project site.	3 <sup>rd</sup> week of June
Analysis data and writing a report	A draft of 08 stories/ outcomes harvesting.	4 <sup>th</sup> week of June
Prepare presentation of 08 stories/ cases	Prepare presentations and presents to PMU, OiV and partners.	4 <sup>th</sup> week of June

Prepare and revise 08 cases/stories after receiving recommendations/suggestions from PMU, OiV and partners.	A completion of package 08 stories.	4 <sup>th</sup> week of June
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## 6. REQUIREMENTS FOR CONSULTANT

The service provider/ consultant/ team candidates should have the following competencies:

- At least five years relevant experience working/ in conducting ending project evaluation on climate change mitigation and disaster risks management, climate-smart agriculture gender equality, disability and social inclusion (GEDSI) in the Mekong context.
- Having experience with Oxfam / NGOs / working in development, disaster risks management, climate change mitigation and GEDSI
- Demonstrated experience in research, MEAL management and Outcomes Harvesting.
- Strong professional writing skills in English and Vietnamese.

## 7. SUBMISSION OF PROPOSALS

Interested consultants/ consultation team are invited to submit the following:

- Profiles and CVs of the individual/ team members highlighting relevant experience and qualifications.
- A detailed technical proposal that aims to achieve the mission objectives within suggested timelines and elaborates at least the following key parts: methodology, detailed workplan, quality control plan, team structure.
- A financial proposal including a detailed breakdown of costs, number of working days, consultancy rates, and logistical costs required.

*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 “**Project Documentation- SCR project**” to [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org).

**The closing date for application: 10<sup>th</sup> June 2025.**

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