

# TERMS OF REFERENCE

**Title:** Consultant(s) on capacity building

**Location:** Hanoi, Ha Giang, Lai Chau

**Duration:** April – June 2023

**Reporting to:** Gender Specialist



Founded in 1945, CARE is a leading humanitarian organisation fighting global poverty and providing lifesaving assistance in emergencies. In 100 countries and territories around the world, CARE places special focus on working alongside poor girls and women because, equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty. To learn more, visit [www.care-international.org](http://www.care-international.org).

**CARE International in Vietnam** is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long-term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit [www.care.org.vn](http://www.care.org.vn).

## Project information

The Advancing Women's Economic Empowerment in Vietnam (AWEEV) project is a gender-responsive project designed to improve the economic well-being of poor rural women, especially ethnic minority (EM) women in Vietnam. It is assumed that increased economic well-being and quality of life will reduce poverty among EM women and their households. This will be achieved through the enhanced promotion of economic rights for poor rural and ethnic minority women in Vietnam and the increased participation by poor rural and ethnic minority women in paid economic activities.

The project targets 2,635 EM (1,550 women & 1,085 men) and will indirectly benefit 9,000 household members of EM women and men (5,400 women and 3,600 men), based on the estimation of 150 people participating in each of the 60 targeted villages in the 9 communes supported by the project. As the main aim of AWEEV is to address the barriers for women to actively participate in decision making and equitable access to resources, AWEEV has been designed to specifically target poor, rural ethnic minority women and men due to their vulnerable status and lack of access to resources and decision making.

AWEEV adopts a partnership modality among CARE, as the lead partner, and four local civil society organization partners, including the Centre for Organic Development and Support (CODAS), VietED, the Institute for Research on Development Communication (RED) and

the Women's Union (WU). The Project will also develop a partnership with the private sector, specifically the Quang Binh tea factory in Ha Giang province and Tam Duong tea factory in Lai Chau province. Lastly, the Departments of Agriculture and Rural Department (DARD) in both provinces are considered critical partners in AWEEV to promote EM women's economic rights.

### **Rationale and purpose**

**(1)** VSLAs are self-managed groups of 15-25 women gathering monthly to save money and access loans. VSLAs serve as a powerful tool in AWEEV project to increase women's access to finance and enhance women's voices and decision-making power in economic development. As such, at this stage, AWEEV will implement capacity building training courses and coaching for VSLA female leaders on leadership and communication skills. As a result, 70 VSLA leaders are expected to be capable of managing VSLA effectively, mobilizing VSLA members in collective actions, and representing VSLA members' voice in dialogues with different stakeholders.

**(2)** VSLA members and their spouses are invited to participate in regular gender discussions to reflect upon and take actions to change gendered labor division and unequal decision-making power. To conduct these discussions, AWEEV currently works with a group of 20 core farmers who acquired basic gender knowledge and facilitation skills. However, their facilitation skills need sharpening to deliver more complex discussions in coming time.

Therefore, **AWEEV is looking for a consultant or a group of consultants to deliver training courses and coaching** to VSLA leaders and core farmers with different skillsets as described above.

### **Scope of work and key deliverables:**

The consultant(s) will work closely with AWEEV's Gender team and project partners/participants (if necessary) throughout the assignments.

- **Scope of work/Responsibilities:**

- Conduct capacity needs assessment to understand the level of acquired knowledge and skills of each target group.
- Design separate training materials and training facilitation plans for two courses
  - Course 1: Leadership and communication skills for VSLA leaders
  - Course 2: Core/ basic facilitation skills for core farmers
- Design coaching plans for each target group. The coaching plan should have clear objectives and indicate tools to measure the outcomes.
- Deliver training courses to each target group. Course length depends on the consultant's facilitation plan and will be consulted with AWEEV's Gender team.
- Provide coaching after the courses to the target groups to support and strengthen their knowledge and skills.

- Write up training and coaching reports which should include:
  - Observation of learners’ participation levels.
  - Assessment of changes in their knowledge, skills and how these changes contribute to the project.
  - Recommendations where relevant.
- **Key deliverables:** The below set of deliverables is required for each group of learners.
  - 01 capacity needs assessment report.
  - 02 training materials and facilitation plan with pre- and post-tests template
  - 01/ 02 coaching plans
  - 02 training and coaching reports.

**Tentative Timeframe:**

<b>Deliverables</b>	<b>Duration (Estimated # of days)</b>	<b>Deadline</b>
1. A meeting with CARE’s Gender team	1	20 April 2023
2. Conduct capacity needs assessment	4	28 April 2023
3. Design facilitation and coaching plan	4	8 May 2023
4. Deliver training courses (01 course on leadership and communication skill and 01 course on facilitation skill)		15 – 24 May 2023
- Two two-day training courses in Ha Giang	4	
- Two two-day training courses in Lai Chau	4	
5. Implement coaching trips to strengthen the learners’ skills		5 – 15 June 2023
- A two-day coaching trip in Ha Giang	3	
- A two-day coaching trip in Lai Chau	4	
6. Write reports		
- Training reports	3	29 May 2023
- Coaching reports	3	23 June 2023
<b>TOTAL</b>	<b>30</b>	

**Selection criteria**

Expected qualifications for the consultancy include:

- Proven experience to provide Training of Trainer/ training of facilitators.

- Strong knowledge and experience on gender, focusing women's economic empowerment.
- Strong experience on facilitating gender dialogues and discussion with local people, especially ethnic minorities for at least 5 years.
- Good written and verbal communication skills and quality report writing skills in Vietnamese and English.
- Experience working with various stakeholders like local community, local authorities, and NGOs.
- Knowledge and experience on Social Analysis and Action (SAA) and/ or Gender Actions and Learning (GAL) approach is preferable.

**Application procedure:**

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to [Procurement3@care.org.vn](mailto:Procurement3@care.org.vn) before 9AM on 12 April 2023.

Applications include:

- CV
- 02 examples of previous work, demonstrating relevant experiences
- Financial proposal

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

*Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.*