



Terms of Reference

Baseline Study: “Strengthened and Inclusive Access to Training and Skills (SIATS)”

1. Project to be reviewed

Project	Strengthened and Inclusive Access to Training and Skills (SIATS)
Project Location	Hanoi, Hue and Can Tho in Vietnam
Project Start	6 th Mar 2025
Ultimate Outcome	To increase the enjoyment of the right to inclusive and gender-responsive Technical and Vocational Education and Training (TVET) services for ethnic minority women (EMW) and other marginalized women (MW) in the Ha Noi, Thua Thien Hue, Can Tho provinces of Vietnam
Work Requested	Conducting a baseline study
Timeframe	April – 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 about People and the Planet.

Strengthened and Inclusive Access to Training and Skills (SIATS) project aims to increase the enjoyment of the right to inclusive and gender-responsive Technical and Vocational Education and Training (TVET) services for ethnic minority women (EMW) and other marginalized women (MW) in Ha Noi, Thua Thien Hue, Can Tho provinces of Vietnam. Through a comprehensive approach, **SIATS’** partners will provide direct support to an estimated 23,418 individuals, comprising 94% EMW and other MW and 6% men and boys. The success of **SIATS’** ultimate and intermediate outcomes builds on Oxfam’s extensive partnership experience and its network of over 65 civil society organizations (CSOs) across Vietnam.

a) ***Programming Vision and Approach***

SAITS central vision is to increase enjoyment of rights to inclusive and gender-responsive TVET service through 02 related pillars. **Pillar 1** will enhance the participation of EMWs and other MWs in advocating for and accessing inclusive and gender-responsive TVET services. **Pillar 2** will strengthen TVET practices used by service providers to be more inclusive, gender-responsive and environmentally sustainable.

These pillars work in parallel to address broad barriers to gender equality that exacerbate the risk of inequitable access and participation of EMWs and other MWs in TVET training services, including:

- Harmful social norms and gender discriminatory policies and practices that uphold traditional views of women's economic roles in society
- Lack of participation and voices of marginalized women in decision-making related to TVET services
- Limited capacity and poor accountability of duty bearers in delivering inclusive, gender-responsive and environmentally sustainable TVET services

To address these barriers, SIATS takes an innovative approach to change social norms and gender discrimination through a combination of fostering rights holders agency, leadership, capacity to advance EMW's economic rights; institutionalising gender-responsive and inclusive TVET and other labour policies, strategies and practices; and combatting negative norms and stereotypes within households, communities, labour market and at institutional level that limit EMW and MW's economic participation and climate resilience.

b) Project Partners

While Oxfam are accountable for the overall management of the program, our partners will implement SIATS project in Vietnam being Women Development Center (CWD) - a Vietnam Women's Union (VWU) affiliate; three provincial WU, six Provincial VET Centers in Hanoi, Hue and Can Tho provinces; and two technical partners: Center for Community Empowerment (CECEM) Training and Consultancy and Real-time Analytics Company (RTA). These partners provide contextual knowledge and on-the-ground expertise to ensure that SIATS activities are implemented as intended and the project effectively responds to local needs.

3. Purpose and Scope

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 at the start of the project.

The baseline study aims to engage individuals and stakeholders from the communities who will directly benefit from the SIATS project intervention.

The primary audience for the baseline includes Oxfam country teams, Global Affairs of Canada (GAC), technical and implementing partners.

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 study that draws on a range of stakeholder voices and contextual experiences to assess the level of participation and access of EMWs and other MWs to TVET services, and the capacity of different stakeholders in delivering TVET services. The specific objectives of the baseline are:

- To assess the percentage of EMWs and MWs who are currently employed, have a business, or have enrolled in further education and to identify barriers preventing them from securing employment, entrepreneurship and further education at the start of the project.
- To assess the level of participation of EMWs and MWs in decision making process of TVET local/national policies and services and their ability to access TVET services;
- To measure the baseline income levels of EMWs and MWs and identify key economic challenges affecting income levels and financial stability of EMWs and MWs the income levels and financial stability of EMWs and MWs prior to program engagement.
- To assess the capacity of CWD and Women Union in three provinces in supporting EMWs and MW to participate in decision making process on TVET local/national policies and services and to access TVET to services
- To assess the capacity of public entities to provide TVET services for EMWs and MWs in three provinces; and
- To provide recommendations for program design and implementation.

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 SIATS performance measurement framework (PMF). 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 study participants will be mainly (94%) EMW and other MWs, and girls, with 6% of men and boys above 18 years old from the districts and communities where the SIATS 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 use of a qualitative method that the project team could replicate in future project monitoring and evaluation.

6. 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.

7. Key Activities and Deliverables

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.

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

Key Activities / Deliverables	Timeline
<i>Start date of contract</i>	April 2025
<i>Inception phase</i> <ul style="list-style-type: none"> • Undertake a thorough desk review • Develop research/learning questions that will determine the scope of the baseline study • Develop baseline quantitative data collection tools, including a partner survey and an Indicators Data Analysis Plan. • Develop FGDs and KII tools • Develop a sample framework and sample size • Submit an inception report • Discuss and finalize details with Oxfam 	1-30 May 2025 Inception report by 31st May
<i>Data collection & Analysis</i>	June – mid July 2025
<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 	Data collection completed by 20th June Data analysis between 15 June-31st July
<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: 1st August Draft report: 10th 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 18 th August Final Report by 22nd August

8. Profile of the Review Team

The consultancy can include different team members. Key competencies of the team include:

- Strong experience in designing and leading project evaluations, particularly focusing on TVET or education and training.
- Solid experience in working in the development and NGO sector.
- Experience utilizing feminist MEAL principles and practices.
- Proven ability to conduct mixed-method studies, including quantitative data analysis.
- Ability to facilitate stakeholders at multiple levels and in diverse contexts.
- Strong written and verbal communication and presentation skills in both English and Vietnamese.
- Sensitivity to cultural and historical contexts in the data collection and analysis process.

9. Submission of Proposals

Consultants meeting the above criteria are invited to submit a proposal by email to: HR.Vietnam@oxfam.org with the subject line: **SIATS Baseline Study**. Proposals should be received no later than 27 April 2025.

The proposal should include the following:

- 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 team.
- 03 contacts for reference.

Only shortlisted applicants will be contacted.

All our work is led by our core [values](#): Empowerment, Accountability, Inclusiveness, Courage, Solidarity and Equality.

Our commitment to safeguarding

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.