

Terms of Reference

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| Position Title: | Consultant(s)/Consulting firm to provide technical support and hands-on coaching on gender integration in policy development and implementation for ethnic minority areas, with a focus on clean growth and women's economic empowerment |
| Location: | Yen Bai province |
| Period of Assignment: | July 2025 – October 2025 |
| Reporting To: | Project Coordinator/GEWEE Focal |
| Project: | SMEs Promote Resilience, Inclusion, and Innovative Transformation (SPRINT) |
| Activity Code: | 1222.5 & 1231.3 |

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 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 1220: Improved ability of EMW to be active participants and leaders in resilient and clean- growth solutions in agriculture
- Immediate Outcome 1230: Increased capacity of key public, private and community actors, including the WU, PCA and DARD, and other relevant Government agencies, to promote the socio-economic empowerment of EMW

The SPRINT project will implement the combined sub-activities through this consultancy:

Sub-Activity 1222.5 & 1231.3:

- **Sub-Activity 1222.5:** Provide technical support and mentoring for local resource trainers¹ through at least 05 mentoring/coaching sessions (0.5 day/session tentatively, online through Zoom, Teams, etc. or in-person) on clean growth and women's economic empowerment, with a focus on ethnic minority women in agriculture to help them prepare and deliver follow-up training/ sharing sessions on relevant topics
- **Sub-Activity 1231.3:** Provide technical support through hands-on coaching for officials of the WU, DAE, PCA, and relevant agencies on identifying and integrating gender issues in the development and implementation of policies related to ethnic minority areas, with a focus on

¹ Local resource trainers were selected based on specific criteria and had previously completed the Training of Trainers (TOT) on gender mainstreaming, inclusive leadership, and women's economic empowerment (with a focus on ethnic minority women) in clean growth and climate-resilient agriculture.

clean growth, women's economic empowerment, and practical skills to support project beneficiaries, particularly ethnic minority women

3. Expected Results

- 12 – 24 local resource trainers receive follow-up technical support and mentoring, enhancing their training and facilitation skills through at 05 mentoring/coaching sessions (0.5 day/session tentatively, online through Zoom, Teams, etc. or in-person)
- These local resource trainers, after the follow-up technical support and mentoring, deliver at least 06 community-based training/sharing sessions (1 day/ session tentatively), each reaching 25 participants, totaling a minimum of 150 grassroots actors trained.
- At least 70 local officials and stakeholders (including ethnic minority women) improved their understanding of clean growth and women's economic empowerment, with a focus on ethnic minority women in agriculture, and how to integrate them into local policy and implementation.

4. Scope of Work

The consultant(s) will be responsible for designing and implementing a comprehensive capacity-building package that includes technical mentoring for local resource trainers and structured training for local government and mass organization officials. The work includes the following tasks:

4.1. Provide technical support and mentoring for local resource trainers (Sub-Activity 1222.5):

- Desk review the project developed materials (video & handbook) of training of trainers on gender mainstreaming, inclusive leadership & women economic empowerment (WEE), with EMW focus, in clean growth and climate-resilient agriculture
- Deliver at least 05 mentoring/coaching sessions (0.5 day/session tentatively, online through Zoom, Teams, etc. or in-person) for 12 – 24 selected local resource trainers
- Support and guide local resource trainers in designing and implementing at least 06 training/sharing sessions at the community level (1 day/session, 06 on-site sessions with a minimum of 150 participants in total)
- Ensure quality assurance of these community sessions by providing feedback on training plans, reviewing materials, and offering real-time or follow-up coaching during delivery if needed

4.2. Conduct hands-on coaching for local officials and relevant agencies (Sub-Activity 1231.3):

- Design and implement two full-day in-person hands-on coaching sessions (35-40 people/session) for local officials and staff from the Women's Union (WU), Department of Agriculture and Environment (DAE), Provincial Cooperative Alliance (PCA), and other related agencies.
- **Develop and deliver hands-on coaching**
- **Apply participatory methods** (e.g., group work, scenario-based discussion, case studies) to encourage engagement and knowledge retention

- **Conduct pre- and post-training assessments** to measure changes in knowledge, and collect participant feedback to inform ongoing project learning

5. Specific Tasks and Deliverables

Note: Deliverables submitted by the consultant will be in Vietnamese

| No. | Specific Task | Detailed Description | Deliverable | Timeline |
|-----|---|--|--|-------------------|
| 1 | Review the developed materials and adapt to planned hands-on coaching and mentoring | Review and adapt the developed materials, tailoring local resource trainers and government officials and relevant agencies | Two sets of materials for (1) resource trainers and (2) local officials/relevant agencies (including pre- and post- tests) | 07/2025 |
| 2 | Mentoring for local resource trainers | Conduct at least 05 technical support and mentoring sessions (0.5 day/ session tentatively, online through Zoom, Teams, etc. or in-person) for 12 – 24 local resource trainers to strengthen their technical and facilitation capacities | Mentoring session and technical support report (including session content, attendance, and feedback) | 07/2025 – 09/2025 |
| 3 | Support delivery of community-based trainings/ sharing | <ul style="list-style-type: none"> - Provide technical support to local resource trainers to conduct at least 06 on-site training/sharing sessions targeting grassroots actors (approx. 150 participants in total) - Review their training/sharing plans and offer coaching before/during sessions as needed | | 08/2025 – 10/2025 |
| 4 | Conduct capacity-building sessions for officials | Organize and facilitate 2 full-day in-person hands-on coaching sessions for at least 70 officials from the WU, DAE, PCA, and related agencies | Hands-on coaching report, including pre/post-assessment results, participant feedback and recommendations | 08/2025 – 09/2025 |

6. Consultant Qualifications

For the Gender Consultant:

- University degree in social sciences, gender, and development and related fields
- At least 05 years of experience in developing training materials and conducting training in areas related to gender integration in professional work; and women's economic empowerment
- Training skills with participatory methods, especially with staff working in state agencies, and mass organizations at provincial, district, and commune levels
- Experience working/training with groups of businesses/cooperatives/producers, especially ethnic minority women
- Excellent written and verbal communication and reporting skills in English and Vietnamese
- Knowledge of gender issues in agriculture and climate change

For the Smart and Climate Resilient Agriculture Consultant:

- University degree in agriculture, environment, gender, and development
- At least 05 years of experience developing training materials and conducting training in smart agriculture, climate adaptation, and gender integration
- Training skills with participatory methods, especially with staff working in state agencies, and mass organizations at provincial, district, and commune levels
- Experience working/training with groups of businesses/cooperatives/producers, especially ethnic minority women
- Excellent written and verbal communication and reporting skills in English and Vietnamese
- Knowledge of gender issues in agriculture and climate change

7. Application Process

Competitive tendering will be applied. Interested consultant (s) are invited to submit the following to procurement@sprint-vietnam.com by 17.00pm on 6th July 2025:

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

Note: The financial proposal should be developed based on the above-mentioned scope of work and requirements and is encouraged not to exceed 88,000,000 VND (all applicable taxes included). This amount excludes 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.