

Terms of Reference

Position Title:	Consultant(s)/ Consulting firm to deliver capacity building trainings for Gender Champions¹
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:	1232.2

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),

¹ Individuals who were selected through jointly agreed criteria by SPRINT and local stakeholders, representing diverse groups in Yên Bái, including government agencies, socio-political organizations, private sector actors, KOLs (especially EM women and men), teachers, students (with priority for ethnic minorities), and respected community members.

cooperatives, and producer groups within agri-food value 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 1230:** Increased capacity of key public, private and community actors, including the WU, PCA and DAE, and other relevant Government agencies, to promote the socio-economic empowerment of EMW

The SPRINT project will implement the following 01 sub-activity through this consultancy:

- **Sub-Activity 1232.2:**

Capacity building training for selected Gender Champion: Conduct at least 02 on-site training (2 days/training) for 50 selected Gender Champions on knowledge and skills related to gender, gender equality, and economic empowerment for EMW.

The consultancy will deliver two participatory and action-oriented capacity building trainings that strengthen the knowledge, skills, and leadership capacity of selected Gender Champions, enabling them to serve as local agents of change for gender equality and the empowerment of EMW in their respective communities and institutions.

3. Expected Result

By the end of the assignment, the following results are expected:

- 50 Gender Champions (25 per training) demonstrate enhanced knowledge and skills in gender equality, inclusive leadership, and WEE, with a focus on EMW
- By the end of the training, participants develop individual or group action plans to apply the knowledge and key competencies they have gained, such as leadership, communication and influence, empathy and cultural sensitivity. These competencies will enable the Gender

Champions to act as local change agents and actively contribute to the project's communication and advocacy activities.

4. Training Expected Modules, Structure and Methodology

4.1. Expected Training Modules

The training will focus on, but not be limited to, the following key modules that support the development of core competencies required for Gender Champions:

- **Gender Equality and Social Inclusion**
 - Understanding key gender equality concepts, intersectionality, and specific challenges faced by EMW
 - Exploring inclusive and rights-based approaches to gender mainstreaming, with a focus on agriculture and community development
 - Recognizing and addressing harmful gender norms in professional and community settings
- **Transformative Leadership and Strategic Communication**
 - Building self-awareness, confidence, and influence as a local change agent
 - Strengthening skills in storytelling, persuasive communication, and engaging different stakeholder groups
 - Addressing inequitable norms while navigating resistance in respectful and culturally sensitive ways
- **Consistency in Action, Growth-Oriented Thinking & Community Engagement**
 - Promoting consistency, personal accountability, and ethical leadership
 - Encouraging continuous learning, peer support, and community-driven knowledge sharing
 - Co-developing initiatives or action plans aligned with local gender equality priorities

4.2. Training Structure and Methodology

In coordination with local trainers², the consultant (s) will be responsible for designing and delivering two participatory and context-appropriate 2-day training sessions for 50 selected Gender Champions (25 participants per session), in close coordination with the SPRINT project team.

Each training session will be structured as a localized, interactive learning event tailored to the lived experiences and roles of participants. To ensure effectiveness and relevance:

- The training will take place in Yen Bai province and may be delivered in suitable venues such as training centers, community halls, or local institutions.

² Individuals with relevant experience, selected by the project based on clear criteria to work alongside the consultant. Their understanding of the local context supports effective activity implementation and enables them to provide follow-up assistance to participants after the activity.

- Sessions will adopt adult learning principles, incorporating group work, real-life case studies, reflective discussions, and scenario-based learning.
- Trainers will use blended facilitation tools, including presentation slides, handouts, short videos, and storytelling techniques.
- Participatory learning methods will be applied throughout, such as group brainstorming, role plays, peer exchange, and mini action planning.
- The training content and methods will be gender-responsive and culturally sensitive, encouraging the active participation of both women and men from ethnic minority communities.

The consultant will work closely with the local trainers and project team to ensure the training builds a foundation for long-term engagement of Gender Champions as community influencers and advocates for gender-responsive and inclusive development.

5. Specific Tasks and Deliverables

Note: Deliverables submitted by the consultant will be in Vietnamese

No.	Specific Task	Detailed Description	Deliverable	Timeline
1	Develop Training Materials and Engage Local Trainers	<ul style="list-style-type: none"> - Develop training materials including agenda, session outlines, pre- and post- test and training materials - Provide orientation and technical guidance to selected local trainers (identified by the project) to equip them with the necessary knowledge and facilitation skills for training delivery - Coordinate with the project team to ensure local trainers receive appropriate allowances in accordance with the SPRINT Cost Norm 	Training agenda and materials (slides, handouts, pre- and post-tests) - 1-day orientation and coaching session for local trainers	07/2025 - 08/2025
2	Deliver training sessions	Together with local trainers: <ul style="list-style-type: none"> - Facilitate 2 localized, interactive training courses (25 participants each) - Support participants in developing action plans, provide guidance on 	Two 2-day training courses delivered A comprehensive training report including implementation summary, assessment results, participant feedback, and	08/2025 - 10/2025 4

		effectively applying them in their daily work, and inspire others through practical implementation	actionable recommendations	
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6. Consultant Qualifications

Criteria	Required
Education	Bachelor's degree in gender studies, social development, education, or related field; a master's degree is preferred
Experience	<ul style="list-style-type: none"> - At least 5 years of relevant professional experience in facilitating participatory training, with a focus on gender equality, women's empowerment, and/or ethnic minority communities - Proven experience in working with public sector actors, socio-political organizations, and/or community leaders in agricultural settings - Demonstrated ability to integrate cultural sensitivity and local relevance into training content and delivery
Technical Skills	<ul style="list-style-type: none"> - Proven ability to design and deliver training on gender concepts, power dynamics, and inclusive leadership, with specific understanding of the challenges faced by ethnic minority women (EMW) in rural contexts and in agriculture sector - Experience in applying adult learning principles, participatory methodologies (e.g., group work, case studies, peer coaching), and culturally sensitive approaches in training diverse participants - Ability to communicate complex ideas clearly and adapt messages to different audiences, including government officials, community members, and youth as well as skilled in guiding discussions, managing group dynamics, and facilitating reflection - Competence in developing practical, context-relevant training content and materials, including slides, facilitator guides, exercises, and handouts tailored to the local context
Language	<ul style="list-style-type: none"> - Fluency in Vietnamese is required. - Working proficiency in English is preferred, particularly for reporting and documentation purposes.

7. Application Process

Competitive tendering will be applied. Interested consultant (s) are invited to submit the following with the subject line: **[Consultancy Application _ Sub Activity 1232.2 _ Consultant (s)/ Company Name]** to procurement@sprint-vietnam.com by 17.00pm on 16th July 2025:

- Letter of interest

- Consultant CVs
- Technical proposal and financial proposal
- Examples of previous similar work (optional but recommended)

Note: The financial proposal should be developed based on the above-mentioned scope of work and requirements and is encouraged not to exceed 38,000,000 VND (all applicable taxes included). This amount excludes allowances for local trainers and 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.