TERMS OF REFERENCE

ACTION ON POVERTY IN VIETNAM

RECRUITMENT OF SERVICE PROVIDER TO IMPLEMENT AI-ASSISTED CLIMATE-SMART FARM PROMOTION ACTIVITIES

Effective date:	**September 2025**
Contract duration:	**One year, from September 2025 to 31 August 2026**
Work location:	**Hanoi**
Reports to:	**Corporate Relations and Grants Manager**

ABOUT US

Action on Poverty (AOP) is an independent, secular, and fully accredited Australian non-profit organisation. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities across Africa, Asia, and the Pacific. We target communities with their own vision for change and help them make the largest impact possible. We are proud to be the first Australian NGO registered in Vietnam, in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security, and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, green funding donors, climate-smart businesses, local communities, and shared-value partners, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

Since 2024, AOP has been working with P4G and an innovative business on a project demonstrating an AI-based strawberry smart farm in Hanoi. The project aims to enhance knowledge and capacity for the community, students, and relevant partners; advocate for hi-tech agricultural policies; and promote gender equality in the innovative and sustainable agriculture sector. The project runs from October 2024 to September 2026.

As part of this project, AOP seeks qualified consultants/agency to provide high-quality design and implementation of the activities as listed below.

SCOPE OF THE SERVICE

Activity 1. Organize knowledge sharing workshops/conference on AI smart farm with interested market actors, including local government, women's union, farmers' union, Dept of Agriculture, distributors, customers, investors, and Agriculture Academy (1.6)

Timeline: 01/01/2026 - 31/03/2026

Expected Outcomes: Organize 2 events of 01 study visit (half-day) and 01 conference (half-day) in Hanoi. Specific requirements are as follows:

- *Before the event:*

  A plan for the conference/workshop includes information of time; location; activities and related implementers; event schedule, and list of expected attendees. This plan needs to be sent to AOP at least 10 days before the event.

  All related materials to be presented during the workshop/conference must be submitted to AOP at least 3 days before the event.

- *During the event:* coordinate activities to build capacity, ensure technology adoption, and engage key stakeholders in the AI-based smart farm model.

After the event: Complete a report and send it to AOP. The report should include the following:

(1) A summary of activity results, highlighting attendance, key topics covered, and participant engagement;

(2) An assessment of the impact of the implemented activity, based on pre- and post-event evaluations or feedback tools;

(3) A comparison of outcomes against the original targets set in the project plan; and

(4) Actionable recommendations and suggested improvements for future events.

The report must be submitted to AOP no later than 7 days after the event.

Activity 2. Facilitate networking and connecting the existing farmers' groups and cooperatives to promote their investment in the smart farm model. (1.7)

Timeline: 01/09/2025 - 31/12/2025

Expected Outcomes: Conducting 6 days field trips x 2 and Organizing 2 community meetings. For the meeting, following documents/information must be provided to AOP:

- *Before the Meeting:*

  A meeting plan should include the time, location, list of expected stakeholders, and a clear outline of the networking mechanism or platform to be used for fostering connections and collaboration. This plan must be sent to AOP at least 5 days before the meeting.

- *During the Meeting:*

- Facilitate coordination among participants throughout the event by actively promoting the AI-based smart farm model, encouraging knowledge exchange, and fostering relationships that support ongoing collaboration. Emphasis should be placed on ensuring that stakeholders understand the benefits of the model and are motivated to continue working together beyond the meeting.

- *After the Meeting:* Provide a report that guides, consolidates, and formalizes the networking mechanism to ensure sustained collaboration among stakeholders.

Activity 3. Design incentive packages and support programs for cooperative and farmer groups to promote their adaptation/adoption of the AI smart farm model. (1.8)

Timeline: 01/09/2025 - 31/12/2025

Expected Outcomes: Allocate 10 working days to develop Incentive packages and Support Programs for cooperative and farmer groups to promote their adaptation/adoption of the AI smart farm model.

- Submit a plan outlining the assessment and package design to AOP at least 5 days before conducting the assessment.

- Assess the needs and barriers faced by cooperatives and farmer groups in adopting the AI-based smart farm model.

- Design tailored incentive packages and Support Programs to encourage participation and submit them to AOP by the due date.

Activity 4. Provide coaching and technical support for the cooperatives and farmer groups to facilitate their implementation of the smart farm model. (1.9)

Timeline: 01/01/2026 - 30/03/2026

Expected Outcomes: Conducting 6 days field trips x 2 and Organizing 2 field trainings, with each field training involving 15 participants.

- *Before the training:* Prepare the necessary documents for conducting the training and compile a list of expected participants. This information must be sent to AOP at least 3 days before the event.

- *During the training:* coordinate during the event to ensure that the provided information meets the expectations of stakeholders.

- *After the training:* Offer continued support to ensure that any difficulties faced by farmers are addressed following the coaching process.

Activity 5. Organise gender equality training for the existing cooperatives, farmer groups, farmers' union, women's union, and local government to promote participation of women in the AI-smart farm business adaptation/ adoption and implementation (1.12)

Timeline: 01/10/2025 - 31/03/2026

Expected Outcomes: Three half-day trainings, each with 25 participants from existing cooperatives, farmer groups, the farmers' union, the women's union, and local government.

- *Before the event:*

  A training plan should include the following: time and location, training schedule and relevant implementers, and a list of participants. This information must be sent to AOP at least 5 days before the event.

  Any related reports or materials to be presented during the training must be sent to AOP at least 3 days before the event.

- *During the event:* Coordinate activities to build capacity, ensure technology adoption, and engage key stakeholders in the AI-based smart farm model.

- *After the event:* A report including: (1) a summary of activity results, highlighting attendance, key topics covered, and participant engagement; (2) an assessment of the impact of the implemented activity, based on pre- and post-event evaluations or feedback tools; (3) a comparison of outcomes against the original targets set in the project plan; and (4) actionable recommendations. This report must be submitted to AOP no later than 7 days after the event.

Activity 6. Collaborate with local government, agriculture authorities, and farmers' associations to promote integration of the AI-based smart farm model into the local economic development plan. (2.1)

Timeline: 01/10/2025 - 30/07/2026

Expected Outcomes: Provide consulting service in 16 days and collaborate with relevant stakeholders to organize 5 events.

- *Before the event:* A plan to work with the local government, agriculture authorities and farmers to promote the AI-based smart farm model; Timeline of 5 events; Those documents need to be provided to AOP 1 week before the meeting.

- **During the event:** Coordinate during the event to promote integration of the AI-based smart farm model into the local economic development plan.

- **After the event:** Provide the report and recommendations to facilitate the cooperation among stakeholders to ensure the operation and expansion of AI-based smart farm model. The report needs to be sent to AOP 1 week after each event.

Activity 7. Organise a National conference on Climate Smart Agri-Tourism. (3.4)

Timeline: 01/06/2026 - 30/8/2026

Expected Outcomes: Organizing one conference with 50 participants from Ministry of Agriculture and Environment; Agriculture Academic, and other related stakeholders.

- **Before the conference:**

  A detailed conference plan should include the time and location, conference schedule, activities and relevant implementers, and a list of expected participants. This information must be sent to AOP at least 10 days before the event.

  Any related reports or materials to be presented during the conference must be sent to AOP at least 3 days before the event.

- **During the conference:** Coordinate activities to introduce the AI-based smart farm model.

- **After the conference:** A report including: (1) a summary of activity results, highlighting attendance, key topics covered, and participant engagement; (2) an assessment of the impact of the implemented activity, based on pre- and post-event evaluations or feedback tools; (3) a comparison of outcomes against the original targets set in the project plan; and (4) actionable recommendations and suggestions.

APPLICATION INSTRUCTIONS

Action on Poverty is seeking dynamic individuals and organizations to deliver services in AI-assisted Climate-Smart Farming. Interested candidates are invited to submit their **cover letters and relevant CVs/profile** in English outlining their interest and suitability for the role to **recruitment@actiononpoverty.org** by **13/09/2025**. Please use the subject line: **[Service Provider – AI-assisted Climate-Smart Farming] – [Your Name]**

Applications will be reviewed on a rolling basis. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP is an equal-opportunity employer and a child-safe organisation, AOP does not discriminate on the grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, service providers, consultants, volunteers, and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a CTF check.

AOP is committed to safeguarding every person that comes into contact with the organisation from sexual exploitation, abuse, or harassment and all forms of child abuse. We expect all our people to meet this commitment and have zero tolerance for anyone who breaches this commitment. AOP believes that safeguarding is everybody's responsibility, specifically to safeguard and promote the well-being of children and to prevent violence, abuse, neglect and exploitation of all people.

Join us in driving innovative, climate-smart solutions that empower communities and promote sustainable futures.