

TERMS OF REFERENCE

National Consultant for Training on Gender Based Violence and Gender mainstreaming

Assignment Title:	National Consultant for Training on Gender Based Violence and Gender mainstreaming
Organization name	Hagar International in Vietnam
Contract Type:	Consultant
Duty Station:	In Ha Noi
Contract Duration:	6 days in October/November, 2025

1. Overview

50 million people around the world are victims of human trafficking and modern slavery. The trauma of exploitation and abuse can have lasting and devastating impacts on survivors.

Hagar is an international non-governmental organization on a mission to restore life and dignity for survivors of human trafficking, slavery and abuse. Our global programs are led by skilled local teams and implementing partners in the Asia-Pacific region.

Hagar International in Vietnam established its representative office in Hanoi in 2009. We provide a range of support services for individuals affected by human trafficking, violence, and abuse, tailored to their needs and grounded in a trauma-sensitive approach to healing and recovery. In addition to offering comprehensive support to individuals, Hagar implements community projects to replicate its support model, strengthen the capacity of local authorities and related organizations, and prevent the risks of trauma caused by violence, abuse, and human trafficking.

In response to the critical need to strengthen organizational capacity in gender equality and gender-based violence (GBV) prevention, Hagar Vietnam is seeking a consultant to provide training for staff, enhance understanding of core gender concepts, and equip the team with practical tools for gender mainstreaming. The consultant will also support the application of gender-sensitive and survivor-centered approaches across projects, particularly those working with ethnic minority communities. This initiative will ensure that all projects are designed and implemented in a culturally inclusive and effective manner, aligned with international standards and best practices on gender and GBV.

2. Objectives of the assignment

The objective of this consultancy is to enhance the capacity of organizational staff to understand and apply gender equality principles, gender-based violence (GBV) prevention, and gender mainstreaming across their work—especially in projects targeting ethnic minority communities.

Specific objectives:

1. **Strengthen knowledge and awareness** of core gender concepts, gender norms, gender inequality, and gender-based violence (GBV), including root causes, consequences, and survivor-centered approaches.
1. **Equip staff with practical skills and tools** to integrate gender equality and gender mainstreaming effectively across the project cycle, from design to monitoring and evaluation.
2. **Apply gender-sensitive and culturally inclusive approaches** in GBV prevention and response projects, particularly in ethnic minority communities and among marginalized groups.

3. Scope of work

A. Training design and preparation:

- Conduct a **brief needs assessment** (e.g., pre-training survey or key informant discussions) to understand participants' current gender knowledge, experience, and learning needs and Pre-training capacity assessment.
- Develop a **training agenda and session plans** covering:
 - ✓ Basic gender concepts (sex vs. gender, gender roles, gender identity, gender norms).
 - ✓ Gender inequality: structural, cultural, and socio-economic drivers.
 - ✓ Gender-based violence: definitions, forms, risk factors, consequences, and survivor-centered responses.
 - ✓ Gender mainstreaming in the project cycle
 - ✓ Practical tools: gender analysis frameworks, gender markers, gender checklists.
 - ✓ Case studies and good practices from GBV prevention projects with ethnic minority communities.
- Prepare **training materials** (presentations, handouts, exercises, case studies, group work guides) that are accessible and relevant for both beginners and advanced learners.

B. Training Delivery

- Facilitate **interactive sessions** using participatory and adult learning methodologies (e.g., group discussions, role plays, problem-solving exercises).
- Provide **real-life and culturally relevant examples** from ethnic minority contexts.
- Ensure an inclusive and safe learning environment for all participants.

C. Post-training Follow-up

- Conduct post training assessment
- Provide **recommendations** for institutionalizing gender mainstreaming in the organization's policies, programs, and projects.

- Submit a **final report** with participant feedback, training evaluation results, and recommendations for further capacity building.

4. Implementation schedule

Timeline: in October 2025

Detailed schedule

No	Deliverables/Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(person who will review outputs and confirm acceptance)</i>
1	Preparation of training materials and curriculum	1.5 day	TIC advisor
2	Delivery of training on GBV	2 days	TIC advisor
3	Delivery of training on Gender mainstreaming	2 days	TIC advisor
4	Submission of training and technical support report in English	0.5 day	TIC advisor
	TOTAL	6 days	

5. Accountability and Structure

- The role is accountable to TIC advisor for updating the progress and result of the review.
- The consultancy team must closely work with TIC advisor to secure the timeframe of deliverables, and in the conduct of the data gathering.

6. Workplace and travel:

The training will take place in Hanoi city.

7. Costs & Payment

- Costs: Negotiable based on the proposed timeline and Hagar's financial policies.
- 100% of the payment will be made via bank transfer within 10 working days after the successful completion of the assignment and submission of an invoice.
- Completion is defined as:
 1. Delivery of all agreed activities within the contracted timeline and scope.
 2. Submission and acceptance of the following deliverables:
 - ✓ Training Needs Assessment Summary.

- ✓ Finalized Training Design Package (agenda, session plans, training materials).
 - ✓ Delivery of the agreed number of training sessions.
 - ✓ Final Report with participant feedback and evaluation results
3. Deliverables meet the agreed quality standards and are approved in writing by Hagar's designated focal point.
 4. All relevant documents and materials are handed over to Hagar in editable and accessible formats.

No advance or partial payments will be made prior to the completion of the assignment.

8. Qualifications and professional requirements

Qualifications and Experience

- Advanced university degree in Gender Studies, Development Studies, Sociology, Social Work, or related fields.
- Minimum 7 years of professional experience in gender equality, GBV prevention and intervention, and gender mainstreaming in development or humanitarian contexts.
- Proven experience in designing and delivering gender capacity-building programs for diverse audiences (from entry-level to advanced practitioners).
- Demonstrated knowledge and experience in gender analysis tools, gender-responsive planning, and monitoring frameworks.

Skills and Competencies

- Strong facilitation and participatory training skills, with the ability to engage learners at different knowledge levels.
- Excellent understanding of intersectionality and culturally sensitive approaches.
- Ability to translate global gender concepts into practical, context-specific applications.
- Strong written and verbal communication skills in Vietnamese; proficiency in English is an advantage.

Other Requirements

- Ability to deliver training within the agreed timeline.
- Commitment to gender equality, inclusivity, and survivor-centered approaches.
- Familiarity with international gender equality frameworks (CEDAW, SDGs, UN Gender Equality principles) is an asset.

9. Timing: It is expected that a consultancy will begin in the early October 2025.

10. Submission

Interested candidates are invited to submit their application to Hagar International in Vietnam via email at vietsam@hagarinternational.org. The application should include:

1. Cover letter (clearly stating why you are the most suitable candidate for this position)
2. Curriculum Vitae (CV)
3. Submit a draft training program and methodology for the training including the consultancy fee for this assignment

HAGAR

The whole journey

4. The deadline for submission is **September 15, 2025**. All applications will be treated with strict confidentiality. Due to the high volume of applications, only shortlisted candidates will be contacted for an interview.