

TERMS OF REFERENCE

Recruitment of Consultants to Support GEDSI Capacity Strengthening for Habitat for Humanity Vietnam (HFHV)

Project title: Embedding GEDSI into Habitat Vietnam Country Programming

1. Background

Habitat for Humanity Vietnam (HFHV) is implementing a strategic initiative to integrate Gender Equity, Disability, and Social Inclusion (GEDSI) principles across its national programming. The objective is to establish a robust GEDSI program framework, strengthen internal capacity for integrating gender equity into programming, improve organizational systems, and strengthen its role in promoting inclusive housing practices in Vietnam.

2. Overall Project Objective

By December 2026, GEDSI principles are integrated into HFHV’s program design processes, resulting in at least two new housing project proposals that include GEDSI analysis, activities adapted to the needs of women, men, other genders, and marginalized groups, and the use of sex-, disability-, and inclusion-disaggregated data and indicators.

To achieve this objective, we are seeking an individual or a team of consultants who can provide a comprehensive consultancy package that fully addresses the scope of work and deliverables outlined below.

3. Scope of Work and Expected Deliverables

The project will be implemented in four phases, spanning from September 2025 to December 2026. In each phase, the consultants will directly carry out some of the key activities while other activities will be led by Habitat staff, with the consultants providing technical input and guidance. This approach is designed both to strengthen the capacity of the staff and to empower them to take ownership of the implementation process.

Phase 1: Foundation & Strategy (October 2025 – February 2026)

Outcome 1: A contextualized GEDSI programming framework is co-developed and endorsed.

Consultant Activities (lead on design and implementation):

- Conduct an internal GEDSI assessment for HFHV, focusing on internal capacity and practices. In addition, the consultants will conduct a desk review of gender equity and social inclusion issues in Vietnam’s housing sector to provide contextual insights that inform recommendations for HFHV’s programming.
- Design and facilitate co-creation workshops with HFHV staff, partners, community members, and GEDSI experts to validate assessment findings and collaboratively identify priorities for the GEDSI

programming framework. Special attention will be given to ensuring inclusive participation, with representation from women, persons with disabilities, and gender-diverse individuals.

- Develop a tailored GEDSI Programming Framework aligned with HFHI’s and HFHV’s operational model and Vietnam’s housing context.

Phase 2: Capacity Strengthening (March 2026 – May 2026)

Outcome 2: HFHV staff and leadership apply GEDSI principles in program design, implementation, and monitoring.

Consultant Activities (lead on design and implementation):

- Develop and deliver an action learning series on inclusive housing analysis, design, implementation, and monitoring and evaluation. Include learning related to gender-responsive budgeting and disability-sensitive construction.
- Create a practical GEDSI Implementation Toolkit (Gender Marker, gender analysis in housing, integration of gender equity into MEAL).
- Design and implement a mentoring program for HFHV leadership and staff, tailored to three groups:
 - **Leadership Group:** GEDSI strategy, inclusive governance, and decision making.
 - **Program Management Group:** GEDSI analysis, project design, budgeting, implementation, monitoring and evaluation
 - **Field Staff Group:** Practical GEDSI tools and inclusive community engagement. The objectives of the mentoring program are to enable field staff to apply GEDSI tools in day-to-day activities, improve their ability to engage with diverse community groups using inclusive and participatory approaches, and strengthen their capacity to identify and address exclusion and inequality in field-level implementation.

Phase 3: Systems & Integration (June 2026 – August 2026)

Outcome 3: GEDSI principles are embedded into HFHV’s program design and MEAL systems.

Consultant Role (Advisory):

- Provide input to update program design tools, templates, and processes with a GEDSI lens.
- Advise on embedding GEDSI indicators into project design, log frame, implementation plans, and reporting systems.

Phase 4: Learning & Positioning (September 2026 – December 2026)

Outcome 4: HFHV is positioned as a GEDSI leader in inclusive housing through knowledge sharing and strategic communications.

Consultant Role (Advisory):

- Support the development of GEDSI knowledge products (at least 02 case studies highlighting how GEDSI is practically integrated into programming and the value added of it, and a clear external document outlining how Habitat in Vietnam ensures inclusive programming).

- Advice on organizing learning and dissemination events and external communications.

4. Duration and Modality

Contract Duration: 52 working days from October 2025 – May 2026 (with possible extension based on progress).

Modality: Combination of remote work and field-based activities (workshops, mentoring, assessments).

5. Deliverables

- GEDSI Assessment Report
 - GEDSI Programming Framework
 - GEDSI Implementation Toolkit
- Training materials and mentoring plans
- 02 case studies highlighting how GEDSI is practically integrated into programming and the value added of it.
- An external document outlining how Habitat in Vietnam ensures inclusive programming

6. Consultant Requirements

- Minimum of 5 years of experience integrating GEDSI into program and organizational practices.
- At least 05 years of experience of community development and inclusive housing.
- Proven experience in GEDSI assessments, gender audit or similar
- Proven expertise in participatory action learning, mentorship and coaching
- Strong understanding of the Vietnamese social context, especially vulnerable groups.
- English proficiency is desirable.
- Excellent communication, teamwork, and co-creation skills with communities.
- Preference for candidates/organizations with experience working with international NGOs.

7. Application Documents

Interested consultants/organizations should submit:

- Letter of interest.
- Organizational/individual profile.
- Technical proposal (methodology, implementation plan).
- Financial proposal (detailed budget aligned with available funding).
- Example of prior GEDSI assessment, example of prior training approach demonstrating action learning and participatory methodologies, and example of mentorship program design that consultants have implemented and the results.

8. Submission Deadline and Method

- Deadline for submission: September 30, 2025
- Submission email: procurement@habitatvietnam.org

Note: These documents in English or Vietnamese are accepted.

How to apply: Applications should be submitted via e-mail to procurement@habitatvietnam.org with the subject line “[Your name] _ “Application for GEDSI Consultancy – HFHV”, no later than 30 September 2025.

9. Management and Coordination

The consultants will work directly with the HFHV GEDSI Project Manager, who will be responsible for overseeing the delivery of this work.

10. Safeguarding

10.1. Reference check requirement	A reference check on the successful applicant (at least 02 referees) will be conducted for safeguarding purposes to ensure the successful applicant does not have a history of exploitation and abuse in working with vulnerable groups, especially with People with Disability (PWDs), children, and women. Habitat Vietnam reserves the right to withdraw from signing the consultancy contract with the applicant if the reference check yields concerning results.
10.2. Criminal record requirement	Aside from the reference check, a police certificate (lý lịch tư pháp) will be required, and HFHV will also do a terrorism check.
10.3. Signing Codes of Conduct	If selected, the consultant team is expected to sign two Codes of conduct (Ethical Covenant and Child Protection) with HFHV to ensure community safeguarding during the assignment implementation.
10.4. Safeguarding due diligence.	As a requirement, SG due diligence will be conducted on the partner before the service contract is signed. This is applied only to the contract holder of an organization/company. In case the consultant is an individual, this requirement is not applied.