

Terms of Reference

Position Title:	Consultant/Consulting firm providing capacity and skills enhancement services Agricultural Value chain training for micro, small and medium enterprises/cooperatives/production groups
Location:	Lao Cai (former Yen Bai Province)
Period of Assignment:	From Dec. 2025 to Jan. 2026
Reporting To:	Agribusiness and Resilience Specialist
Project:	SMEs Promote Resilience, Inclusion, and Innovative Transformation (SPRINT)
Activity Code:	1112.2 and 1112.3

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. Headquarter 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 SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Project is a flagship initiative of Global Affairs Canada in Vietnam and is being implemented by Cowater International Inc. in the province of Lao Cai (formerly in Yen Bai province) in northern Vietnam.

The Project aims to improve the socio-economic well-being of ethnic minority women working in the agricultural sector by elevating their economic status, leadership, and agency through the promotion of clean growth. The program will implement a series of interventions designed to strengthen the performance of ethnic minority women (EMW)-led MSMEs, cooperatives (Cops) and producer groups (PG) in the agri-food sector, with a focus on enhancing agricultural 06 value chains for key commodities such as sticky rice, chayote, Shan Tuyet tea, cinnamon, indigenous apple, and Bat Do bamboo shoots and 03 potential value chains: medicinal herbs, mixed vegetables and mulberry silk. The primary beneficiaries are ethnic minority women (EMW) living in the province of Lao Cai (former Yen Bai).

The Project is scheduled to run for six years from 2023 until 2029. It will respond to critical skill gaps¹, knowledge gaps, and incentivize innovation and adoption of agriculture resilience and clean growth, including Renewable Energy (RE) and Energy Efficient (EE) solutions among EMW-led agri-food

businesses while promoting sustainable agricultural product marketing and business development strategies to enhance market access and profitability.

2. Purpose of the Consultancy

This consultancy activity is undertaken to contribute to the achievement of the following objectives:

- **Intermediate Outcome 1100:** Improved performance of EMW-focused MSMEs/coops/producer groups in gender responsive and climate resilient value chains in the agriculture sector
- **Immediate Outcome 1110:** Improved business capacity of EMW-focused MSMEs/coops/producer groups in business development, management, and building market linkages in agriculture

Consulting to support the implementation of activity 1112: Training/coaching on Agricultural value chain for MSMEs/coops/producer groups in Lao Cai Province (former Yen Bai province) through this consulting package

Activity 1112.2: Design and conduct training on agricultural value chains, value creation factors in the context of climate change (value added: processing, packaging, certification, etc.) of SMEs/Cooperatives/PG (operating within 09 value chains: sticky rice, chayote, Shan Tuyet tea, cinnamon, indigenous apple, and Bat Do bamboo shoots, medicinal herbs, mixed vegetables and mulberry silk from project areas. Training location at Yen Bai ward (old Yen Bai city).

Design training program and conduct 02 training courses on agricultural value chain, value creation factors in the context of climate change (added value: processing, packaging, certification ...) for 60 people (02 days/class, 30 people per class) from SMEs/Cooperatives/TNSX and affiliated members.

The target learners of this training course will include:

- Technical Staff of Cooperatives/MSMEs
- Production or Operations Managers
- Extension Workers / Agricultural Technicians
- Lead Farmers / Producer Group Leaders.
- Young Agripreneurs;
- Women Leaders in Processing or Marketing

Training location: Yen Bai ward (old Yen Bai city)

Training content:

- Agricultural value chain
- Identifying the business activities of the unit in the value chain
- Identifying the value-creating factors in the agricultural chain of the unit and in the context of climate change
- Equipping some skills in teaching/training/guiding the target groups of the project at the community level

Expected results

- Pre- and post-course tests
- 80% of units are more confident in their production and business capacity after training.
- % of trained units apply practices in production and business after training (the project will evaluate at the end of the fiscal year)
- 01 daily training program outlining the training methodology
- 01 training-of-trainers (TOT) curriculum on business production planning
- 01 training curriculum on business production planning
- 01 slide presentation
- Practical scenarios, sample examples based on the actual needs of the training unit (specify the equipment/tools used)
- 60 members attended the class (priority for ethnic minority women)
- 10 trainees capable of participating in teaching with on-site consulting (activity 1111.2)

Activity 1112.3: Conduct 03 training sessions (03 days/training session, 2 classes/session, 1,5 day/class) on value creation based on the Production and Business Plan of target units (09 chains) in the project area for 120 people of SMEs/Cooperatives/TNSX in the old Yen Bai province (minimum 40 people/training session)

The target learners of this coaching will include:

- Leaders and Managers of Cooperatives: They make strategic decisions and are responsible for planning and linking production with markets.
- Technical and Extension Staff within Cooperatives: They support farmers with technical guidance and are key to implementing innovations.
- Lead Farmers or Group Representatives: They are influencers within producer groups and can cascade knowledge to others.
- Women/EMW and Youth in Agriculture: Often involved in processing and marketing and are key to innovation and diversification.

Training location: communes in Lao Cai province (former Yen Bai)

Training content

- Introduction to agricultural value chains (09 chains of the project)
- Identifying business activities of business units/households in the value chain
- Identifying value-creating factors in the agricultural chain of business units/households and in the context of climate change

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Expected results

- 01 training curriculum for commune-level subjects (business households/groups/cooperatives/enterprises) with the same content as activity 1112.2 but shortened, condensed and focused on practicing exercises to identify business activities in the chain and value creation factors in the context of climate change.
- 120 members were provided with knowledge and practiced value creation exercises based on the Production and Business Plan of target units (09 chains) in the project area
- 80% of the trained people were able to apply knowledge and skills to their work.
- 100% of people are trained and can apply knowledge and skills to work. (The project will be evaluated at the end of the fiscal year)

Note: The project's activities focus on PNDTTS - at least 70% of the students for each class, prioritizing units in the project's 09 chains as mentioned above in Lao Cai province (former Yen Bai)

3. Specific Tasks and Deliverables

Note: Deliverables submitted by the consultant will be in English and Vietnamese.

N o.	Specific Task	Activity descriptio n	Deliverable (s)	Timeline and number of working day
1	Activity 1112.2: Training on agricultural value chains, value creation factors in the context of climate change (value added: processing, packaging, certification, etc.) for MSMEs/coops/producer groups	Prepare training material	• Pre - and post-course tests • 01 daily training program outlining the training methodology • 01 training curriculum on agricultural value chain as mentioned above • 01 slide presentation • Practical scenarios, sample examples based on the actual needs of the training unit (specify the equipment/tools used)	The consulting group Leader: 3 days Members: 2 peoples x 1 day Finish before 15 Nov 25 4

		Conduct 02 training courses on Agricultural value chain, each course lasts 03 days in Yen Bai ward	60 trainees attended the class (70% ethnic minority women) 10 local trainers acquired business planning knowledge and were able to train beneficiaries in subsequent activities.	Consulting Group 3 days x 3 people Divided into 2 classes Class 1: 1 leader consultant Class 2: 2 member consultants 2 classes run in parallel Finished before the third week in Nov 25
2	Activity 1112.3: Conduct 03 training sessions (03 days/session) on value creation based on the Production and Business Plan of the target units (09 chains) in the project area for 120 people of SMEs/Cooperatives/PG in the former Yen Bai province Participants listed above.	Conduct 03 training sessions at the facility with local trainers	03 training sessions at the facility were conducted. 120 people from SMEs/Cooperatives/Production Associations participated (70% ethnic minority women)	Do 3 sessions, 2 classes each session, 1.5 days each class Consulting group: 3 days x 3 people (1 class per person) Local trainer: 2 people/class x 3 days x 3 sessions 03 sessions are carried out at the same time Finished the second and third week in Dec 25

3	Report	Leader consultant synthesizes the members' reports and completes the final report.	01 English and Vietnamese report for all activities and accompanying documents Before 30/12/2025	Leader consultant: 3 days Members consultant: 2 peoples x 1 day
Total Working Days of Consultants: 28 days Total Working Days of Local Trainers: 24 days				

4. Consultant Qualifications

Criteria	Required
Education	- University degree in market research, marketing strategy, business plan, value chain, agricultural economics, business administration, microfinance or related fields - Master's degree is an advantage.
Experience	- At least 05 years of experience in organizing capacity building, training, consulting or coaching programs for SMEs/ cooperatives/ production groups focusing on ethnic minority women, with priority given to those with experience in ethnic minority areas - Experience in designing and coordinating direct, participatory training/coaching programs, focusing on marketing strategy, market research, business planning, business accounting, inventory management. - Have pedagogical knowledge and experience to train local resource trainers. - Preference will be given to candidates with experience in gender equality, promoting women's economic empowerment or developing inclusive markets.
Technical Skills	- Proficiency in design training and trainer training curriculum, facilitation skills and participatory training methods - Solid expertise in market research, marketing strategy, business planning, business accounting, value chain and pedagogical skills. Practical application in financial management of SMEs/ Cooperatives/ Production Associations focusing on ethnic minority women. - Ability to design and implement pre- and post-training assessment tools and synthesize lessons learned

	Understanding of adult learning principles and community-based technical assistance models.
Language	- Fluency in Vietnamese is required. - Working proficiency in English is preferred, particularly for reporting and documentation purposes.

5. Application Process

The selection of consultants will be conducted through the process of evaluating documents and proposals. Interested candidates and units please send the following documents with the subject [Application for consulting _ Activity 1112.2 & 1112.3 - Name of consultant/company] to the email address: procurement@sprint-vietnam.com before 17:00 on 5 November, 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 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.