



Terms of Reference

Consultant – Drafting of Joint Strategic Framework (JSF) Vietnam 2027–2031

1. Background

Belgian non-governmental cooperation actors (NGOs), funded by the Directorate-General for Development Cooperation and Humanitarian Aid (DGD), operate under Joint Strategic Frameworks (JSFs) to promote synergy, complementarity, and shared learning.

The current **JSF Vietnam 2022–2026** brings together VVOB, Plan International, Rikolto, and other Belgian NGOs, focusing on:

- Advancing gender equality and empowerment of women and girls,
- Ensuring inclusive and equitable education,
- Promoting sustainable and resilient livelihoods for smallholder farmers and youth.

In preparation for the **next JSF (2027–2031)**, Belgian NGOs in Vietnam, coordinated by Plan International Belgium and Plan International Vietnam, will hire an independent consultant to facilitate the drafting process and deliver a high-quality, coherent JSF document that complies with the **DGD vademecum** and reflects the shared priorities of participating organizations.

2. Objectives of the Consultancy

General Objective

To facilitate the drafting and delivery of the JSF Vietnam 2027–2031 in line with DGD requirements, ensuring a participatory, inclusive, and evidence-based process, in accordance with the vademecum (see annex).

Specific Objectives

- Ensure the active engagement and balanced representation of Belgian NGOs listed in JSF 2027-2031 and their Vietnamese partners.
- Compile and synthesize inputs into a clear, coherent draft and final JSF.
- Integrate contextual and risk analysis, strategic goals, approaches, synergies, and collective learning priorities.
- Align the Vietnam JSF with thematic JSFs and relevant Belgian cooperation frameworks.

3. Scope of Work and Methodology

The consultancy will cover **five phases**:

1. **Process Preparation (October 2025)**
 - Agree on scope, timeline, roles, and responsibilities.
 - Facilitate agreements on participation (active/observer), working groups, and involvement of Belgian/Vietnamese partners including government agencies and JSF related partners in Vietnam.
 - Draft and validate a Memorandum of Understanding (MoU).
2. **Compilation of Information (Oct 2025)**
 - Collect inputs from NGOs and partners using standard formats.
 - Gather evidence from existing JSF 2022–2026 and thematic JSFs.
 - Organize consultations (online/offline).
3. **Initial Impulse – First Draft (By the end of Oct 2025)**
 - Produce first draft of:
 - General context and risk analysis.
 - Proposed list of strategic goals.
 - Circulate for review.
4. **Draft Text (Nov 2025)**
 - Draft texts for each strategic goal (context analysis, approaches, risks).
 - Compile synergies, complementarities, thematic JSF linkages.
 - Develop proposal for collective learning framework.
 - Consolidate and circulate for validation.
5. **Final Text (Nov–Dec 2025)**
 - Revise and integrate final feedback from all NGOs.
 - Deliver final JSF 2027–2031 document (by 10 Dec 2025).

4. Deliverables

- Inception note with workplan and MoU for NGO validation.
- First draft: context and risk analysis + proposed strategic goals (31 Oct 2025).
- Draft JSF (mid-Nov 2025) including:
 - Strategic goals and approaches,
 - Specific risk analyses,
 - Synergies and complementarities,
 - Links with thematic JSFs,
 - Collective learning framework.
- Final JSF document (10 Dec 2025).
- Brief presentation of process and outcomes to stakeholders.

5. Duration and Timeline

- Start date: October 2025
- End date: 10 December 2025
- Estimated 40 working days spread across 3 months.

6. Reporting and Management

- The consultant will report to the **JSF Steering Committee**, coordinated by **Plan International Belgium and Plan International Vietnam**.
- Regular updates will be shared with participating NGOs and federations (ACODEV, ngo-federatie).

7. Required Qualifications

- Advanced degree in international development, social sciences, public policy, or related field.
- **At least 10 years' professional experience** in development cooperation, strategic planning, or policy analysis.
- Proven track record in drafting strategic frameworks, evaluations, or multi-stakeholder policy documents.
- Strong networking and collaboration with **relevant Government of Vietnam ministries** to advance program objectives.
- Strong facilitation and participatory process management skills.
- Demonstrated expertise in areas relevant to JSF Vietnam:
 - Gender equality and women's empowerment,
 - Inclusive education,
 - Sustainable livelihoods, rural development, environment/climate resilience.
- Familiarity with Belgian development cooperation and DGD frameworks (desirable).
- Excellent writing, synthesis, and communication skills in English; knowledge of Vietnamese context is an asset.

8. Ethical Considerations

The consultant must ensure:

- Inclusive, non-discriminatory participation,
- Free, prior, and informed consent,
- Confidentiality and anonymity of stakeholders.

9. Application Procedure

Interested consultants/teams should submit:

1. Cover letter.
2. Technical proposal (max. 6 pages) detailing methodology, timeline, and relevant experience.
3. Financial proposal (including fees, taxes, travel, workshops, materials).
4. CV(s) of proposed consultant(s).
5. References of at least 02 similar assignments.

Deadline for submission: 12th Oct 2025

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