



TERMS OF REFERENCE

Title: Consultant for Advancing Responsible Business: ESG Awareness and Innovation for GEN Network Vietnam

Location: Hybrid (Online and HCMC)

Duration: Dec 2025 – Apr 2026

Reporting to: Responsible Business and ESG Portfolio Manager

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

Project information

The Vietnam Flagship is a collaborative initiative between CARE and private sector, designed to foster the advancement of women and girls and worker well-being in garment factories, while engaging men and boys where appropriate. Rooted in CARE's Women and Girls' Equality Framework, the program operates through two interconnected streams: the Workers' Stream and the Management Stream, aiming to build agency, change relations, and transform structures within the workplace. By integrating worker-led approaches with management system improvements, the Vietnam Flagship seeks to create sustainable workplaces that benefit both employees and businesses within the garment supply chain.

Under Flagship initiative, **GEN Network Vietnam** was established as a community of practice for suppliers and vendors that fosters peer learning and collaboration to promote gender equity, worker well-being, and inclusive workplace practices in the garment supply chain.

Rationale and purpose

During the **Cushion Period (Dec 2025 – Apr 2026)**, the network will sustain engagement through supplier-led learning on emerging industry priorities. Building on GEN's successful 2024 focus on *Gender and Climate*, members have expressed strong interest in understanding **Environmental, Social, and Governance (ESG)** principles as part of responsible business and brand expectations.

To respond to this interest, CARE Vietnam will implement the **ESG Awareness and Innovation Series**, designed to equip GEN members and factory participants with practical knowledge of ESG and to showcase worker–management collaboration through the pilot site at **Garment Factory in Ho Chi Minh City**.

Key objective

To design and deliver a coherent set of ESG learning, capacity-building, and peer-learning activities for GEN Network Vietnam members and one member factory in HCMC, in line with the concept note approved under the GEN Cushion Period.

Scope of work and key deliverables:

- **Scope of work/Responsibilities:**

The consultant/firm will be responsible for designing content, facilitating sessions, and supporting documentation for the following activities:

No.	Activity	Mode	Key Responsibilities
1	ESG Talk 101 – Introduction to ESG for GEN Members	Online webinar (Dec 2025)	• Design a 3-3.5 hr interactive webinar introducing ESG concepts, their relevance to the garment sector, and connection to GEN's previous Gender & Climate theme. • Facilitate discussion using practical examples from supplier contexts. • Conduct a short pre/post poll to assess awareness.
2	ESG Deep-Dive Workshops – Strengthening Knowledge and Practice (2 sessions)	Online webinars (Jan–Feb 2026)	• Design and deliver two deep-dive webinars exploring specific ESG dimensions (Environmental efficiency, Social inclusion, Governance transparency). • Combine technical insights, case studies, and member peer-sharing. • Document key insights and good practices shared.
3	ESG Capacity Building for Workers at one factory in Ho Chi Minh city	Offline workshop (Jan–Feb 2026)	• Develop a 1 day-training module for workers and supervisors on basic ESG concepts. • Deliver the session in Vietnamese using interactive and participatory methods. • Produce a short summary of key learnings and feedback.
4	Factory ESG Initiative – From Ideas to Recognition	Offline factory activity (Mar 2026)	• Provide technical support in developing ESG idea submission format and scoring criteria. • Mentor factory reorientates/the Co-worker Group (worker representatives) as ESG Champions to support communication • Co-design the exhibition and award ceremony layout/materials.
5	Peer Learning Visit – GEN Members at factory in Ho Chi Minh city	Offline visit (Mar 2026)	• Co-facilitate peer-learning session and reflection activities during the exhibition day. • Design short learning briefs summarizing takeaways and replicable practices for GEN platform dissemination.

- **Product's deliver:**

The consultant/firm will be responsible for designing, facilitating, and documenting the *ESG Awareness and Innovation Series* activities under GEN Network Vietnam.

The expected deliverables and estimated level of effort are summarized below.

No.	Deliverables	Key Outputs	Estimated LOE (Days)	Time
1	Inception	• inception meeting with CARE team to understand needs & requests. • Outlines of session content, methodology, and facilitation tools. • Approved by CARE prior to implementation.	4 days	Dec 2025
2	ESG Talk 101 – Online Webinar	• Presentation slides and facilitation materials. • Summary note capturing key messages and participant feedback. • Short pre/post poll on ESG awareness.	2 days	Dec 2025
3	ESG Deep-Dive Workshops (2 Online Sessions)	• Workshop agendas, slides, and exercises/case studies. • Documentation of sessions and participant reflections. • Summary of shared practices from member factories.	4 days	Jan-Feb 2026
4	ESG Capacity Building for Workers at factory in HCMC (Offline)	• Simple, visual training module (in Vietnamese). • On-site facilitation and participant summary report. • Feedback form or quick evaluation summary.	3 days	Feb 2026
5	Factory ESG Initiative – From Ideas to Recognition	• ESG idea submission and scoring templates. • Orientation sessions and materials for factory and Core-workers Group (ESG Champions). • Support for idea shortlisting and preparation of award results.	6 days	Mar 2026
6	Peer Learning Visit – GEN Members at factory in HCMC (Offline)	• Peer-learning facilitation plan and reflection tools. • Summary of key takeaways and replicable practices shared during the visit.	3 days	Mar 2026
7	Final documentation package	• 5–7 page summary report covering all activities, results, and lessons learned. • Annexes: participant lists, visuals, data tables (if applicable).	3 days	Apr 2026
TOTAL			25 days	

Selection criteria

Qualifications and Education:

- Advanced university degree in **Social Sciences, Development Studies, Business Administration, Environmental Studies**, or a related field.
- Additional certification or training in **ESG, responsible business, social compliance, or gender equality** is an advantage.

Technical Expertise:

- **Minimum of 5 years of professional experience** in project design, coordination, and reporting for donor-funded or private sector-linked projects (NGOs, INGOs, development partners, or CSR programs).

- Demonstrated expertise in at least one of the following thematic areas:
 - **Dignified work, labor rights, or responsible business practices** in the garment or manufacturing sector.
 - **Gender equality, social inclusion, or workplace diversity** programming.
 - **Sustainability or ESG integration** within supply chains or private-sector engagement.
- Proven track record in **facilitating training or capacity-building programs** for mixed audiences (factory workers, management, and corporate representatives).
- Experience working with or engaging **factory stakeholders, trade unions, industry associations, and buyers/brands** is preferred.

Skills and Competencies:

- Excellent **coordination, facilitation, and stakeholder engagement** skills, with the ability to manage diverse partners and ensure participation from multiple sectors.
- Exceptional **interpersonal and communication skills**, capable of working effectively with both technical field staff and senior management representatives.
- Proficiency in using **digital collaboration and online facilitation tools** (Zoom, Menti, Miro, etc.) for virtual learning and workshops.
- Fluent in **Vietnamese and English**, both oral and written, with strong presentation and writing skills.

Availability and Commitment:

- Availability to travel to project sites/factories (HCMC)
- Commitment to complete tasks and deliverables within the agreed timeframe.

Application procedure:

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference “**Consultancy – ESG Awareness and Innovation Series (GEN Network Vietnam)**” to procurement2@care.org no later than 09 December 2025.

Applications include:

1. A brief **technical proposal** (max 4 pages) outlining their understanding of the assignment, approach, and indicative workplan.
2. An **organizational profile or CVs** highlighting relevant experience.
3. A **financial proposal** (lump sum in VND or USD).

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new consultant/supplier understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.