



TERM OF REFERENCE

Consultancy: Local Circular Economy Experts (1-3 positions)

for the “Women & Circular Economy” project (code: 6.1.2.1 - 6.1.3.2 - 6.1.4.2)

Deadline: 5:00pm, 28 December 2025 (Vietnam time)

1. Background information

The “Enabling women in Central of Vietnam to improve their lives and protect the environment and natural resources by applying green and circular economy” project (in short, “Women & Circular Economy” project) contributes to increasing the participation of women in Da Nang city and Quang Nam province in the green and circular economy. By creating a comprehensive environment for women to understand about the green and circular economy, as well as equipping them with a capacity-building programme and also a sustainable funding mechanism, women will not only improve their access to decent jobs in this field to gain income, but also get encouraged to develop their entrepreneurship to improve their roles in the areas.

This project is implemented by GreenViet Biodiversity Conservation Centre ([GreenViet](#), Vietnam) – the lead, [Visible Impact](#) (Germany), and Centre for Social Research and Development ([CSR](#), Vietnam). The project is funded by the Delegation of the European Union to Vietnam.

This project will provide technical and financial assistance to 03 women-led business models at the 3 project sites:

- 1) Ecological tourism in Hai Van ward
- 2) Agricultural products in Song Vang commune
- 3) Seafood processing in Son Tra ward

To strengthen these businesses, the project will implement two complementary coaching tracks for each business model:

- 1) **Circular Economy Coaching Programme** (integration and application of green and circular economy principles), arranged by GreenViet;
- 2) **Business Coaching Programme** (business development, management, marketing, and finance), arranged by Visible Impact;

GreenViet seeks to contract 1 up to 3 **Local Circular Economy (CE) Experts** to deliver specialised technical support to integrate green and circular economy principles into the 3 supported business models.

Preference will be given to candidates who can coach more than one business model to foster synergy and cross-learning among the supported business models.

2. Project Description

Overall objective	Capacity building for women in applying green and circular economy to contribute to economic improvement, environmental protection and natural resources.
Specific objectives	<p>The specific objectives of the project are:</p> <p>300 women in three communes – Hai Van ward, Son Tra ward, and Song Vang Commune, will have decent jobs with local businesses through the implementation of green economy/circular economy. Their income will increase by at least 30% by the end of project;</p> <p>70% of local people and authorities of 23,500 people who live in the three project sites are aware of/communicated about the green/circular economy and its role in protecting natural resources, and forest biodiversity by the end of the project;</p> <p>A sustainable funding mechanism is established to support women-led projects in the green/circular economy is established and run in the project areas by the end of the project.</p>



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CREATING RESILIENT COMMUNITIES

Project duration	48 months, 1 January 2025 – 31 December 2028
Target groups	<p>Women affiliated with the Women's Unions and Youth Unions, situated in three communes within Da Nang City: Hai Van ward, Son Tra ward, Song Vang Commune; especially ethnic women</p> <p>Hoa Bac eco-agricultural and community-based tourism cooperatives (Hai Van ward, Da Nang City)</p> <p>A group of women growing tea and cinnamon in Song Vang commune, Da Nang City</p> <p>A group of women processing seafood in Son Tra ward, Da Nang City</p> <p>Business Women's Associations in Da Nang City</p> <p>Local people and authorities who live in the three project sites.</p>
Country covered	Vietnam
Target location	Hai Van ward, Son Tra ward, Song Vang Commune, Da Nang City
Project beneficiaries	<p>Women affiliated with the Women's Unions and Youth Unions, situated in the three project sites; especially ethnic women</p> <p>Hoa Bac eco-agricultural and community-based tourism cooperatives (Hai Van ward, Da Nang City)</p> <p>A group of women growing tea and cinnamon in Song Vang commune, Da Nang city</p> <p>A group of women processing seafood in Son Tra ward, Da Nang City</p> <p>Local people and authorities who live in the three project sites.</p>
Expected results	<p>300 women in the three project sites will be trained on green/circular economy;</p> <p>90 women from the project sites will receive Asset Base Community development (ABCD) training to help them discover their asset for green/circular economy;</p> <p>Women-led Hoa Bac eco-agricultural and community-based tourism cooperatives will be equipped with the necessary skills to run their businesses in the direction of a green/circular economy, ultimately increasing income for 115 women by 30%;</p> <p>135 Co Tu ethnic women in Song Vang commune will be given rights to own and take charge of the agriculture production process in the direction of a green/circular economy, leading to a 30% increase in their income by the end of the project</p> <p>50 women in Son Tra ward will secure decent jobs with a 30% increase in income, while also expanding their network and market to promote and sell products produced in the green/circular economy</p> <p>02 business initiatives on the green/circular economy in Da Nang and Quang Nam province will receive financial and technical support to run their startups</p> <p>Local Commune Funds will be established to mobilise and secure two billion VND for green/circular economic initiatives in the regions.</p>

3. Objective of the Assignment

The Circular Economy Expert(s) will provide tailored coaching (online & onsite) to the women-led businesses to:

- 1) Integrate green and circular economic principles;
- 2) Reduce waste and negative environmental impacts;
- 3) Improve resource efficiency and sustainable production practices;
- 4) Develop circular-oriented product(s) and service(s);
- 5) Strengthen long-term sustainability and compliance with green market requirements



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It is also important to collaborate with the **Local Business Coach** for each business model, ensuring that circular economy solutions are aligned with business needs, market strategies, and the overall coaching plan.

4. Scope of Work

The Circular Economy Expert(s) will deliver targeted technical support (online & onsite) in the following areas:

Circular Economy Integration

- 1) Conduct a rapid circularity and sustainability assessment of the business model
- 2) Identify environmental hotspots, resource inefficiencies, and opportunities for green and circular solutions
- 3) Recommend practical, locally appropriate green and circular practices that are applicable to the business (e.g., waste reduction, recycling, reuse, regenerative approaches, eco-design, closed loops, etc.)
- 4) Support implementation of green production or processing techniques.
- 5) Recommend on the business plans of the business models (cooperative/ business group) to ensure the effectiveness in using financial support from the project (seed funding and local funds).
- 6) Monitor and support the cooperatives/business groups in integrating green circular economy into business plans and report (every 3 months) on the application process and propose better improvements.

Green Compliance and Standards

Provide guidance on:

- 1) Relevant environmental certifications in Vietnam, if applicable
- 2) Green production standards in Vietnam, if applicable
- 3) Relevant national compliance frameworks, if applicable

Capacity Building

- 1) Conduct tailored training/coaching sessions for the supported businesses
- 2) Build local knowledge and ownership of green and circular practices

Collaboration with Circular Economy Experts & Visible Impact's Local Mentor & Contact point in Vietnam

For each assigned business model, the Local CE Expert(s) will:

- 1) Collaborate with the Local Business Coach under the coordination of Visible Impact's Local Mentor & Contact Point in Vietnam
- 2) Align green and circular recommendations with business plans, marketing strategies, and financial feasibility
- 3) Participate in joint coaching sessions (online & onsite), when relevant
- 4) Participate in monthly progress-update meetings as well as ad hoc meetings (online & onsite) with GreenViet representatives and/or Visible Impact's Local Mentor & Contact Point in Vietnam, and/or the Local Business Coach.

5. Duration and Level of Efforts

The contract duration is **24 months** per business model.

For each business model, the Local CE Expert will deliver:

- 12 expert days for the first 6 months
- 2 expert days per quarter during the remaining 18 months



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Total: For each business model, **24** expert days (8 working hours/day) across **24 months**.

For each business model, the Local CE Expert will conduct at least 2 site visits per year, unless otherwise agreed with GreenViet.)

6. Deliverables

The following deliverables are expected from the consultant(s):

- 1) Rapid green and circularity assessment reports of the 3 supported businesses (in Vietnamese), which identify environmental hotspots, resource inefficiencies, and opportunities for green and circular solutions;
- 2) Initial CE coaching plan in Vietnamese
- 3) Bi-monthly (every 2 months) CE coaching reports in Vietnamese
- 4) Field visit reports in Vietnamese
- 5) One final coaching report summarising progress, results, lessons and future recommendations in Vietnamese **and** English:
 - Environmental improvements achieved
 - Economical improvements achieved
 - Green and circular interventions implemented
 - Lessons learned and recommendations for scale-up

7. Expected timeframe

No.	Task	Estimated deadline/timeline
1	Publish the TOR	12 December 2025
2	Deadline of submitting applications	28 December 2025
3	Select the external consultant(s) and sign contract	12 January 2026
4	Online kick-off meeting with the project team	14 January 2026
5	1 st field visit to the supported business model(s)	16 - 31 January 2026
6	Rapid green and circularity assessment reports & initial CE coaching plan	28 February 2026
7	Other field visits	TBD
8	One final coaching report summarising progress, results, lessons and future recommendations in Vietnamese and English	January 2028

8. Reporting and Coordination

- 1) **General reporting:** GreenViet's Project Manager
- 2) **Local coordination:** Visible Impact's Local Mentor and Contact Point in Vietnam
- 3) **Technical collaboration:** Assigned Local Business Coach for each business model

The Local CE Expert(s) should maintain close communication with all three parties.

9. Qualifications & Experience

Essential



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- 1) Native Vietnamese speaker; good communication (spoken and written) in English;
- 2) At least bachelor's degree in environmental science, circular economy, sustainable production, or related fields;
- 3) Minimum 5 years of proven experience in circular economy, green production in agriculture and/or seafood processing, ecological tourism, or sustainable value chain development;
- 4) Knowledge of green and circular economic integration in agriculture, ecological tourism, or sustainable seafood processing (depending on the assigned business model);
- 5) Strong coaching, communication, collaboration, and interpersonal skills, with the ability to support multiple local partners simultaneously;
- 6) Strong skills in assessment and capacity building;
- 7) Willingness and ability to conduct project site visits in Da Nang City (about 2 times per year).

Desirable

- 1) Experience working with SMEs, cooperatives, or community-based enterprises is an advantage;
- 2) Demonstrated experience of working with local women, especially ethnic minority groups, is an asset.

10. Budget and Payment Terms

The maximum budget is VND 330,000,000 for three business models (in words: three hundred thirty million Vietnamese Dong).

Payment will be made according to the consulting progress and deliverables approved (can be divided into several payments which will be discussed in details during the contract signing.)

The consulting fee is inclusive of all related expenses, such as labor costs, travel expenses, per diems, accommodations and applicable taxes, etc.

11. Application Process

GreenViet invites interested consultants to submit all the following EoI documents by **5:00pm, 28 December 2025 (Vietnam time)**:

- 1) Expression of interest, indicating (1) the expected daily rates, (2) whether applying to support 1, 2 or all the 3 women-led businesses, and (3) outlining how the consultant meets the selection criteria and his/her understanding of the ToR;
- 2) Latest CV of the consultant;
- 3) At least 1 example of similar work (eg. a CE coaching report, certificate(s) of being a CE coach/mentor, etc.)

The EoI shall be sent to Email: info.euproject@greenviet.org with “*Women and Circular Economy – Local Circular Economy Expert*” as the email subject.