

TERM OF REFERENCE

Position	Consultant/Consulting Firm providing capacity building and on-site coaching services on the Application of Biological Solutions in Production and Post-Harvest Preservation to improve product quality and reduce losses for MSMEs/Cooperatives/Producer Groups under the priority value chains of the SPRINT Project in Lao Cai Province.
Location	Project communes/wards in Lao Cai Province (formerly Yen Bai Province).
Implement period	From May to July 2026
Reporting to	Activity focal staff under OC1 of the SPRINT Project.
Project	SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT Project).
Activity code	1112.6

1. Background

The SPRINT Project is funded by the Government of Canada through Global Affairs Canada and implemented during the period 2024–2029. The project is implemented in Lao Cai Province (formerly Yen Bai Province) and directly managed by Cowater International.

Cowater International is a leading international development consulting company established in 1985 and headquartered in Ottawa, Canada. Cowater has successfully implemented more than 2,500 projects in over 95 countries worldwide. The company collaborates with governments, the private sector, and communities to support socio economic development, policy advocacy, environmental improvement, and equal opportunities for all. (Website: <https://www.cowater.com/en/home/>)

- **Summary of the SPRINT Project**

The SPRINT Project (SMEs Promote Resilience, Inclusion and Innovative Transformation) is an initiative funded by Global Affairs Canada through Cowater International Inc., implemented in Lao Cai Province (formerly Yen Bai Province) in the Northwest region of Vietnam.

The project aims to improve the socio-economic well-being of ethnic minority women working in agriculture by enhancing their economic empowerment, leadership capacity, and active participation in promoting clean growth. The project implements interventions designed to strengthen the performance of MSMEs, cooperatives, and producer groups, particularly those led by or employing ethnic minority women in the agri-food sector.

The project prioritizes eight agricultural value chains including Shan Tuyet tea, cinnamon, Son Tra (wild apple), bamboo shoots, sticky rice, medicinal plants, mulberry, and vegetables. The main beneficiaries are ethnic minority women in Lao Cai Province.

2. Purpose of the Activity

The activity contributes to the following objectives and outputs:

- **Specific objective 1100:** Improve the performance of MSMEs, cooperatives, and producer groups employing large numbers of ethnic minority women in climate resilient and gender responsive agricultural value chains.
- **Immediate Outcome 1110:** Enhance the business capacity of MSMEs, cooperatives, and producer groups with high participation of ethnic minority women in business development and market linkage in agriculture.
- **Output 1111:** Provide technical support and training for MSMEs, cooperatives, and producer groups with high participation of ethnic minority women on gender-responsive and inclusive business marketing and financial management.

3. Activity Information and Requirements

Activity 1112.6: Organize on-site coaching and practical training sessions using direct demonstration and hands-on methods on gender-responsive and climate-adaptive value chain development, particularly for local and regional market access

- Number and duration: 16 on site training classes at commune/ward level, each lasting 02 days.
- Implementation period: Expected from May to July 2026.

- Training locations: Project communes/wards in Mu Cang Chai, Van Chan, Tram Tau, Van Yen, Luc Yen districts and Yen Bai City (former Yen Bai Province)
- Participants and number of trainees: SMEs/cooperatives/producer groups participating in the eight value chains (tea, indigenous apple, cinnamon, bamboo shoots, sticky rice, medicinal plants, mulberry, vegetables, etc.) within the SPRINT project area. Each training class will include approximately 30–40 participants, of whom 30–40% are expected to be ethnic minority women.

4. Detailed training contents:

No	Value chain	Training objective	Detailed content	Number of classes
1	Sticky rice	Strengthen production capacity toward safe, sustainable, and climate resilient practices; enhance market access and product marketing capacity.	Techniques for producing organic fertilizer from agricultural and livestock by products (straw, crop residues, green biomass, livestock and poultry manure, etc.)	02
2	Mulberry	Enhance production capacity, risk management, and quality assurance in the mulberry value chain; strengthen climate change adaptation and optimize production resources.	Reuse of mulberry stems after harvest; techniques for preserving fresh mulberry leaves and maintaining healthy silkworms.	02
3	Medicinal Plants (diverse species)	Enhance capacity in preliminary processing, processing, and preservation to increase product value; strengthen product development, packaging, quality standards, and market linkage capacity.	Preparation of natural pesticides, post harvest preservation techniques, and environmentally friendly packaging technologies.	03
4	Cinnamon	Strengthen standardized production practices, improve	Technologies for processing cinnamon by products;	02

No	Value chain	Training objective	Detailed content	Number of classes
		product quality, and expand market access.	packaging technologies; mold and moisture prevention techniques.	
5	Bamboo shoots (focus on bamboo)	Strengthen harvesting, preliminary processing, and preservation capacity to reduce losses; improve processing capacity to ensure product quality and food safety; promote environmentally friendly production practices and utilization of by products from bamboo shoot processing.	Waste treatment techniques for bamboo shoot processing (sedimentation tanks, wastewater treatment, livestock feed or bio fertilizer production from bamboo waste/by products), techniques for preserving fresh bamboo shoots, ensuring food safety and environmental friendliness.	03
6	Tea (focus on ancient tea trees)	Strengthen post processing preservation and product quality maintenance; enhance market development capacity and expand marketing channels.	Fermented tea processing or aroma enhancing tea drying techniques using equipment and machinery powered by clean fuel.	02
7	Vegetables	Strengthen safe production capacity and market responsiveness; improve market linkage and product marketing capacity.	Environmentally friendly cultivation methods; preparation and use of natural pesticides.	01
8	Indigenous apple	Strengthen product processing and development capacity, improve market access, and increase product value.	Cultivation, processing, and finished product packaging techniques.	01

Notes for Applicants:

- 1) Due to the diversity of training topics across different value chains, the consultant's proposal should clearly describe the proposed methodology, tools, training materials, and composition/experience of the consultant or consulting team to ensure suitability for each value chain as presented in the table above, as well as an appropriate approach for the target participants and local socio economic conditions.
- 2) Consultants/consulting teams are encouraged to propose implementation for the full scope or part of the activity scope, depending on their technical expertise and experience.
- 3) Each training class will be facilitated by 02 consultants who will directly conduct the guidance, demonstrations, and technical supervision activities. In addition, the project will assign 01 local technical staff member to coordinate with and support the consultants during the implementation of the training activities.
- 4) The training classes will be delivered through a combination of knowledge sharing, live demonstrations, direct coaching, and hands on practice. For each training topic under the identified value chains, the consultant is required to propose a list of necessary materials and equipment, which will be prepared by the project to support the implementation of this training approach.

The proposed time allocation for each 02 day training class is as follows:

- The first 0.5 day will focus on providing basic information and knowledge relevant to the training topic.
- The following 01 day will focus on live demonstrations, direct coaching, and hands on practice activities.
- The remaining 0.5 day will focus on reviewing participants' practical performance and evaluating the effectiveness and quality of the training methods applied.

5. Expected Results

- 1) A training plan/schedule clearly outlining the training contents and methodologies.
- 2) Pre and post training evaluation forms.
- 3) Basic training materials related to the training topics/contents presented to participants (slides), as well as practical handouts/leaflets outlining step by step guidance for participants.
- 4) Direct implementation of 16 training classes, including technical supervision and coordination with 01 local technical officer and 01 local master trainer

assigned by the project. The total number of participants for all 16 training classes is expected to be approximately 480–640 people (an average of 30–40 participants per class), of whom approximately 30–40% are ethnic minority women.

- 5) After the training, at least 80% of participants are able to confidently apply and practice the techniques and knowledge introduced during the training sessions, in line with the products and value chains in which they are involved, as well as their actual local conditions.
- 6) Development of 01 framework script for each value chain video clip (approximately 5 minutes in length) to standardize and document the demonstration and instructional steps of the training contents implemented across the 8 value chains mentioned above.
- 7) A final activity implementation report.

6. Tasks, Deliverables, Timeline, and Level of Effort of the Consultant

Note: All deliverables submitted by the consultant(s) must be provided in both English and Vietnamese.

Tasks	Deliverables	Timeline for Implementation and Completion	Notes
1. Develop training plan, agenda, and training materials	<ul style="list-style-type: none"> • A training plan/schedule clearly outlining training contents and methodologies • Pre and post training evaluation forms • 01 training package (slides and handouts including step by step practical guidance) covering all training contents for the 8 value chains for distribution to participants 	Before the implementation of the first training class (Weeks 1–2)	Including design, finalization, and revision based on project feedback.
2. Organize and conduct	Conduct 16 training classes for a total of approximately 480–640	During the implementation	2 days/class

Tasks	Deliverables	Timeline for Implementation and Completion	Notes
on site training sessions.	participants (30–40 participants per class), ensuring that 30–40% of participants are ethnic minority women.	period (05–07/2026)	
3. Develop framework outlines for video scripts	Coordinate with the video production consultant/team to develop detailed script outlines (01 script for each value chain) to support documentation and knowledge consolidation of the training contents. The videos will serve as online training resources and be widely shared with relevant stakeholders.		
4. Consolidate and prepare the activity completion report	01 final activity implementation report.	After completion of all training classes.	Subject to revision based on project feedback.
<p>The total level of effort for the consultant(s) for the above 16 training classes shall not exceed 80 working days.</p> <p>Note: The proposed budget must include all applicable taxes and fees in accordance with current regulations. Travel, accommodation, and per diem costs will be covered by the Project based on actual implementation and in line with the Project’s cost norms and policies.</p>			

7. Professional requirements

Criteria	Requirements
Education	<p>Bachelor’s degree or higher in relevant fields such as:</p> <ul style="list-style-type: none"> • Agronomy, Plant Protection, Crop Science • Post Harvest Technology, Food Technology • Agricultural Economics/Rural Development • Community Development or other related fields
Experience	<ul style="list-style-type: none"> • At least 05 years of experience in training, consulting, or coaching MSMEs/cooperatives/producer groups in the agricultural sector. Practical experience in: <ul style="list-style-type: none"> • Safe agricultural production practices and reduction of chemical inputs • Application of biological products or natural plant protection products • Household/group scale post harvest preservation techniques • Experience working in mountainous areas and areas with large ethnic minority populations is considered an advantage. • Experience in designing and implementing hands on training programs using demonstration based and field practice approaches. • Experience working directly with producer households/cooperatives and understanding local limitations and practical conditions. • Experience conducting training activities for ethnic minority groups, particularly ethnic minority women. • Being locally based is considered an advantage.
Technical Skills	<ul style="list-style-type: none"> • Strong capacity in designing training programs and training materials using direct demonstration, hands on coaching, and practical field based approaches. • Strong expertise in one or more of the following areas: <ul style="list-style-type: none"> • Preparation and use of natural plant protection products • Small scale preliminary processing and post harvest preservation techniques • Reduction of post harvest losses and maintenance of product quality • Ability to design and apply pre and post training assessment tools to monitor changes in participants’ capacity and behavior.

Language Proficiency	<ul style="list-style-type: none">• Fluency in Vietnamese is mandatory.• Good command of English is preferred, particularly for reporting and preparation of training materials.
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8. Application Process

Consultants will be selected through a proposal and application evaluation process. Interested applicants/firms are requested to submit the following documents with the subject line: **[Consultancy Application _ Activity 1112.6 – Consultant/Company Name]** to the following email address: procurement@sprint-vietnam.com no later than **17:00, 15 May 2026**.

Required application documents include:

- Cover letter
- Consultant Profile/CV
- Technical and Financial Proposal
- Samples of similar products previously implemented, such as training materials, tools, or training/coaching/advisory reports (encouraged)

Cowater is committed to ensuring equal opportunities for all applicants. We encourage women, persons with disabilities, and members of ethnic minority groups to apply. Cowater appreciates your interest and looks forward to working together toward a sustainable and prosperous future.