



TERMS OF REFERENCE

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Oxfam confederation currently has 21 member organizations working in 79 countries. We share a vision of a just and sustainable world. A world where people and the planet are at the center of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.

Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states and responsible private sector, and that it is fundamental to Vietnam’s development. Oxfam in Vietnam contributes to a shift from the current growth-based development model to a Human Economy that cares about People and the Planet.

All our work is led by our core [values](#): Empowerment, Accountability, Inclusiveness, Courage, Solidarity and Equality.

OVERVIEW	
Title and brief description of the assignment	Consultancy Services for Trainings on Local Knowledge System, Cultural diversity and values, and Ethnic Minority (EM) transformative Engagement Approaches
Delivery location	Thai Nguyen and Quang Tri, Vietnam
Contract start date	20 July 2026
How to apply	Interested candidates are invited to submit: 1) A proposal describing how the trainings will be conducted (including a budget in a separate file) 2) CV (s) 3) A written example of at least one similar training already carried out <i>See section ‘5. Application Process’ for further details</i>
Application deadline	18 June 2026 5:00 pm (GMT+7)

1. BACKGROUND AND CONTEXT

With financial support from the European Union, Oxfam in Vietnam and partners implement the project “*Empowering Ethnic Minorities for Inclusive Land Governance and Agroforestry Extension Services in Vietnam*” in Thai Nguyen and Quang Tri provinces from 01 February 2026 to 31 January 2029.

The project supports better access to agricultural and forestry extension services and promote effective and inclusive use of agricultural land for ethnic minority communities, particularly women.

The project has two main objectives:

1. Support ethnic minority (EM) communities, particularly women, to improve access to information and agricultural resources, strengthen their capacity to participate in agroforestry extension services; and enhance inclusive and gender responsive access to and effective use of agricultural land.
2. Support national and local authorities and agroforestry extension centres to promote inclusive and gender-responsive policies and practices, informed by local knowledge and cultural values, contributing to the implementation of relevant National Target Programs (2026–2035) and applicable policy frameworks.

The project is implemented through close collaboration with Thai Nguyen Provincial Women’s Union, and the Centre for Rural Research and Development (CRRD) in Quang Tri, with technical support from the Center for Community Capacity Enhancement (CECEM).

We are seeking consultant(s) to deliver trainings on local knowledge system, cultural diversity and values, and EM transformative engagement approaches to promote inclusive and gender responsive engagement in the project areas of Thai Nguyen and Quang Tri provinces.

2. SPECIFICATION OF GOODS OR SERVICES OR WORK REQUIRED

The project works closely with core groups of ethnic minority women in the community, local authorities, agricultural and forestry extension centres, and local social organizations (SOs) to enhance access to agricultural extension services and to improve access to and effective use of land for EM communities, particularly EM women. At the same time, the project promotes inclusion, focusing on community-led and co-owned solutions, and mobilizing the participation of local stakeholders in decision-making processes. By integrating local knowledge and cultural values into project activities, the project promotes cultural preservation and sustainable development, addresses issues face by ethnic minority communities, and encourages active community participation.

Accordingly, the trainings aim to increase the understanding and to work effectively with EM communities, as well as enhance mutual learning between local authorities, agroforestry extension centres, local SOs (Women’s Unions, CRRD, Farmers Union, Fatherland Front, Horticultural Association, etc. in two provinces) and EM communities. Additionally, the training will reinforce trust and collaboration between EM communities, SOs and local authorities.

The trainings are required to use participatory training methods, with a strong recommendation to apply the Experiential Learning Cycle (ELC) approach to ensure in-depth learning and meet the needs and characteristics of trainees.

Specific tasks related to this scope of work are outlined as:

1. Closely work with Oxfam and two project partners in planning, conducting need assessment and designing appropriate training agenda and methodology for training participants
2. Selecting and developing relevant learning materials
3. Collaborate with local EM village elders in local sites to conduct trainings in the two provinces in Thai Nguyen and Quang Tri

3. METHODOLOGY

The Consultancy Services will start upon signing of the contract between Oxfam and the successful consultant(s) or an otherwise agreed upon date.

* *Note that:*

- *Estimated days include the time required for training needs assessment, training design with training materials, training implementation, evaluation of post-training results, and preparation of the training reports.*
- *The timelines below could change as a result of travel and activity restrictions associated with any unexpected situation.*

Activity / Milestone	Outputs or Deliverables	Estimated days	Timeline
<i>Start date of contract</i>			22 June 2026
Training courses on local knowledge system, cultural diversity and values, and EM transformative engagement approaches for local SOs in Thai Nguyen and Quang Tri provinces, including CRRD, Women’s Unions, Farmers Union, Fatherland Front, Horticultural Association, etc.			
	One 2 day training course to be delivered in Quang Tri province to ensure participants can obtain indepth-learning and able to apply the knowledge in their daily work	4 days x 2 persons	August 2026. Specific dates to be confirmed.
	One 4 day Training of Trainers (TOT) course be delivered in Thai Nguyen province to ensure participants obtain indepth learning and are able to deliver similar trainings in other SOs	7 days x 2 persons	August-Sept.2026. Specific dates to be confirmed.
Training courses on local knowledge system, cultural diversity and values, and EM transformative engagement approaches for local authorities (provincial and commune people’s committees), agroforestry extension centres			

	One 2 day training course to be delivered in Quang Tri province to ensure participants can obtain indepth-learning and able to apply the knowledge in their daily work	3 days x 2 persons	September 2026. Specific dates to be confirmed.
	One 1 day training course to be delivered in Thai Nguyen province to ensure participants can obtain indepth-learning and able to apply the knowledge in their daily work	2 days x 2 persons	August-Sept.2026. Specific dates to be confirmed.

4. DELIVERABLES AND TIMELINE SCHEDULE

Remuneration is based on submission of final deliverables according to the schedule below.

No.	Deliverables or Documents to be delivered	Estimated Dates	% Payment
1	DELIVERABLE 1 - Fully signed agreement - Training need assessment and training design for specific groups of trainees - Training materials	July 2026 (within 10 working days after the agreement is signed by two parties)	30%
2	DELIVERABLE 2 - One 2 day training course to be delivered in Quang Tri province to ensure participants can obtain indepth-learning and able to apply the knowledge in their daily work. - One 4 day TOT training course in Thai Nguyen province to ensure participants obtain indepth learning and are able to deliver similar trainings for other SOs	August-September 2026. Specific dates to be confirmed.	30% after Quang Tri training courses, 30% after Thai Nguyen training courses
3	DELIVERABLE 3 - One 2 day training course in Quang Tri province to ensure participants can obtain indepth-learning and able to apply the knowledge in their daily work. - One 1 day training course in Thai Nguyen province to ensure participants can obtain indepth-learning and able to apply the knowledge in their daily work.	August-September 2026. Specific dates to be confirmed.	
4	DELIVERABLE 4 - Final consultancy report, including training materials and other relevant documents. - Consultants' timesheet - Contract liquidation signed by two parties	October 2026	10%
TOTAL			100%

5. EXPERIENCE OR PROFILE REQUIREMENTS

The company/ individual(s) should have the following competencies:

Essential

- Strong background and experience in anthropology, EM cultures, values and indigenous knowledge, gender equality, inclusive services and policy consultation, and EM transformative engagement approaches.
- Experienced in providing diverse and flexible training methods: participatory training methods are required, with a strong recommendation to apply the Experiential Learning Cycle (ELC) approach.
- Experience working with EM communities, local authorities at levels
- Experience working with INGOs, development partners, social organizations, and community-based organizations.
- Committed and professional in ensuring work progress.

- Ensuring the principles and values of the Oxfam organization.
- Good understanding of Vietnam’s socio-economic and cultural context.

Desired

- Vietnamese nationality is considered an advantage in the consultant selection criteria.

6. APPLICATION PROCESS

Submission instructions

Quotations and applications must reach Oxfam no later than 18 June 2026 5:00 pm (GMT+7). Applications being submitted after the deadline will not be considered.

Responses must be submitted electronically to: hr.vietnam@oxfam.org

The subject of the mail should be : [ToR Reference – Proposal Submission + [Name of bidder]]

Clarifications

Any questions, remarks or requests for clarification can be sent up to 7 days before the submission deadline in writing. The (anonymised) questions will be answered to all applicants.

Administrative compliance (list of documents to be submitted)

Responses must be submitted and prepared in English and received by the deadline.

To be shortlisted for evaluation against award criteria, the following documents must be included in the application:

Documents to be submitted		Importance
1	Technical proposal outlining the content, implementation plan, methodology, and examples of similar work previously conducted.	Mandatory
2	Financial offer (price quotation) including consultancy fees and any other costs required to complete the assignment, inclusive of personal income tax. Please be noted that travel expenses, accommodations during fieldtrips for trainings to be covered by local partners in each province.	Mandatory
3	Curriculum Vitae(s) (CV) of the proposed consultant(s) , proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.	Mandatory
4	Two relevant references (minimum) for previous comparable assignments	Mandatory

Evaluation and award criteria

Incomplete applications will not be assessed, only quotations that meet the administrative criteria will be assessed.

Award decisions will be based on *best value for money criteria covering both technical quality and price*.

Oxfam withholds the right to conduct interviews with one or more potential suppliers before an award decision is made. The purpose of the interview is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential suppliers and their teams.

7. CODE OF CONDUCT

Oxfam is committed to integrity in its operations and supply chains and ensuring high ethical standards. Complying with all laws and regulations and ensuring fair competition are fundamental to this commitment. We actively promote these principles and standards, and expect all Oxfam suppliers to demonstrate commitment towards them.

All consultants/applicant are required to agree and adhere to the [Oxfam Supplier Code of Conduct](#), whereas individuals (including consultants) must sign the [Oxfam Non Staff Code of Conduct](#)¹. These Codes of Conduct set out the specific standards and principles in the areas of human and labour rights, environmental impact and anti-corruption that suppliers must follow.

¹ Non-Staff Code of Conduct applies for any self-employed individuals or contracted employees of suppliers who are working on Oxfam sites, or who have access to Oxfam materials, or who may represent Oxfam in any manner but are not part of Oxfam’s legal entity

8. SAFEGUARDING




Our commitment to safeguarding

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

9. MISCONDUCT REPORTING AND WHISTLEBLOWING

Oxfam's reporting and whistleblowing mechanisms are available for Service Providers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles.

You can use these reporting channels confidentially, anonymously, and in your own language to report any concerns involving fraud, corruption, waste, abuse or safeguarding concerns.

Speak up			
	Oxfam GB	Oxfam Novib	Oxfam Intermón
Email: 	SpeakUp@oxfam.org.uk	integrity@oxfamnovib.nl	buzon.etico@oxfam.org
Online: 	Oxfam Misconduct Reporting Webform (including possibility for anonymous reporting) https://oxfam.clue-webforms.co.uk/webform/misconduct/		
Phone: 	Global phone number: +44 1249 661808 Check https://speakup.oxfamnovib.nl for local numbers (you can request interpretation)		

Note: We regret that only shortlisted applications will be contacted.