



TERMS OF REFERENCE

OVERVIEW	
Title and brief description of the requirement	Project - Greening our Rice: Gender-Just, Low-Carbon Rice Value Chains in Vietnam (GoRice) Consultancy to conduct a capacity and resource needs assessment of women and ethnic minority rice producers in An Giang, Vinh Long, and Can Tho to inform the development and delivery of a tailored capacity development plan and design of appropriate support packages and financial schemes.
Delivery location	Hanoi – with travel for fieldwork in An Giang, Can Tho, Vinh Long.
Contract start date	28/07/2026
How to apply	Interested candidates are invited to submit: <ol style="list-style-type: none">1) A full technical proposal describing proposed methodology, workplan and the financial offer,2) CVs of all team members3) Minimum 02 samples of similar research experience <i>See section '6. Application Process' for further details</i>
Deadline of Submission	12/07/2026

1. BACKGROUND AND CONTEXT

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 for people and the planet.

All our work is led by our core **values**: Empowerment, Accountability, Inclusiveness, Courage, Solidarity and Equality.

GoRice Project

GoRice is a five-year initiative funded by Global Affairs Canada (GAC) and managed by Oxfam in Vietnam. Implemented in An Giang, Can Tho, and Vinh Long provinces, the project aims to enhance well-being of small-scale rice producers—particularly women, ethnic minorities, and climate-vulnerable communities—through inclusive, gender-responsive, climate-smart rice production in the Mekong Delta. This will be achieved through three interlinked Intermediate Outcomes:

- Increased adoption of gender-responsive CSA practices and participation in fair carbon projects
- Strengthened leadership and decision-making power of women and ethnic minorities
- Enhanced multi-stakeholder collaboration and inclusive policy frameworks

The project aims to directly benefit 48,200 individuals, including 20,500 rice producers (of whom 50% are women and 20% ethnic minorities), and to indirectly reach 173,520 people through behavior change campaigns and increased access to low-carbon rice products. It supports the adoption of gender-transformative CSA techniques across 180,000 hectares of rice production and targets a reduction of 748,870 tCO₂ emissions through practices such as System of Rice Intensification (SRI) including AWD¹. At least 600 women and EM farmers will receive input support, roughly 700 women and EMs will be trained in leadership, entrepreneurship, and financial literacy, and over 30 enterprises will be engaged in low-carbon rice value chains. The project also plans to pilot three fair carbon projects and promote sustainable post-harvest practices, such as biochar and organic fertilizer, while expanding access to domestic and international markets for low-emission rice. The project envisions a scalable model for climate-smart, inclusive and low carbon rice value chain that contributes to Vietnam's 1 million ha high quality, low emission rice programme and commitments to net-zero emissions by 2050 while improving food security and economic opportunities for marginalized communities.

2. SPECIFICATION OF CONSULTANCY SERVICE REQUIRED

Oxfam in Vietnam is seeking a qualified consultant team/firm to design and conduct a Capacity and Resource Needs Assessment with the following scope of work:

Objectives:

- **Assess the capacity needs of women and ethnic minority rice producers** to identify gaps in leadership, entrepreneurship, negotiation, and financial literacy for developing tailored capacity development plan. The assessment should cover, but not be limited to:
 - Current capacities, roles, and decision-making power of women and EM producers in relation to leadership, entrepreneurship, negotiation, and financial literacy
 - Barriers to accessing capacity-building opportunities
 - Specific capacity development needs of ethnic minority women and other vulnerable groups
 - Preferred modalities for training, coaching, and support packages, including recommendations on the most appropriate forms of support (e.g., training, coaching, mentoring, peer learning, demonstration models, input support, linkages with financial service providers, or blended support packages)
- **Identify specific resource needs and collect inputs to design appropriate support packages and financial schemes.** The assessment should cover, but not be limited to:
 - What resources do women and ethnic minority groups need to adopt climate-smart and low-emission rice production (e.g., finance, inputs, technical knowledge, information, market access, equipment, or cooperative services)?
 - What barriers do they face in accessing these resources?
 - What types of support mechanisms are most appropriate and safe? How can interventions ensure that women and ethnic minorities rice producers not only receive support but also effectively access, control, and benefit from these resources?
 - What risks should be considered and mitigated when implementing support packages (e.g., increased debt burden, additional unpaid labor for women, mistargeting of beneficiaries, or lack of control and decision-making power over received support)?

Target participants include, but are not limited to:

- Women rice producers
- Ethnic minority rice producers (both women and men)
- Cooperative leaders
- Local authorities and agricultural extension officers
- Enterprises and financial service providers
- Other relevant stakeholders

Sites:

(Recommended sample: maximum 3 communes per province)

- An Giang: Thoai Son, Binh Hoa, Tan Hoi, Tan Hiep
- Can Tho: Ho Dac Kien, Thuan Hoa, Dai Ngai, Tan Thanh, Gia Hòa, Nhu Gia, Thanh Phu, Can Tho city
- Vinh Long: Ngu Lac, Song Loc, Tap Ngai, Trung Thanh, Trung Hiep, Ngai Tu

Deliverables

Specifically, the consultant(s) is expected to provide:

- An Inception Report, detailing description and justification of methodology, sample and sampling strategy, field level work and approaches, tools to collect and analyze information/data, workplan, and tentative report outline, and action plan to develop training materials and deliver training and coaching sessions.
- A validation workshop for Oxfam to disseminate and discuss around the preliminary findings
- A draft report for review
- Final reports (in Vietnamese and English) approved by Oxfam, and Powerpoint slide decks to present summary of the study.

3. METHODOLOGY

Applicants interest in this consultancy is expected to propose and justify the most appropriate research methodology. Oxfam expects the proposed methodology to be participatory and based on feminist approach, ensuring that women, ethnic minorities, and other marginalized groups are able to actively and meaningfully contribute. A mixed-methods approach, combining qualitative and quantitative research methods, is strongly encouraged, including:

- sex, ethnicity, and age-disaggregated data where relevant;
- ethical and culturally appropriate data collection;
- local language facilitation/interpretation where needed;

4. DELIVERABLES AND TIMELINE SCHEDULE

Planned timeline

Activity / Milestone	Outputs or Deliverables	Estimated days	Timeline
Kick off meeting – agreements on scope and timeline	Contract signed		Week 4, July – Week 1, August, 2026
Inception Report	Inception report approved by Oxfam (Including detailed methodology, tools, data collection plan, report outline)		Week 1- Week 2, August, 2026
Data Collection	Data collected, Notes of KII interviews, FGD		Week 2 - Week 4, August, 2026
Preliminary Finding Workshop	Verification of key findings, inputs for report drafting.		Week 1, September, 2026
First Draft of Report	First Draft of Report		Week 2 – 3, September, 2026
Final Report	Final report approved by Oxfam		Week 4, September 2026

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

No.	Deliverables or Documents to be delivered	% Payment
1	Inception Report [Approved by Oxfam, with detailed methodology, sampling strategy, data collection plan, report outline]	30%
2	Report - first draft [Following requirements in scope and objectives]	30%
3	Final Report (VIE – ENG) [Approved by Oxfam, following requirements in scope and objectives]	40%
TOTAL		100%

5. EXPERIENCE REQUIREMENTS

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

Essential

- A minimum of a Master’s degree or equivalent experience in development/ social science field.
- Experience in undertaking participatory need assessment and gender research methods.
- Experience in develop and deliver trainings for women, ethnic minority participants.
- Strong knowledge and experience on gender equality, women’s empowerment and social inclusion in agriculture value chains and rural areas;
- Experience with working with local authorities and communities in remote areas, especially ethnic minority groups and women is an advantage;
- Strong written and verbal communication and presentation skills in both English and Vietnamese
- Ability to meet deadlines and prioritize multiple tasks.

Desired

- Proven experience of similar scope and topic is preferable;

6. APPLICATION PROCESS

Submission instructions

Quotations and applications must reach Oxfam no later than **COB 12/07/2026**.

Responses must be submitted electronically to: HR.Vietnam@oxfam.org

The subject of the mail should be: [Women & EM rice producers needs assessment – Proposal Submission + [Name of bidder]]

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 requirements

To be shortlisted for evaluation against award criteria, the following documents must be submitted with this application:

Documents to be submitted		Importance
1	Proposal package The proposal should include: <ul style="list-style-type: none"> - The consultant team or company’s profile and CVs, and related experience. - A technical proposal outlining all expected objectives that provides a detailed description and explanation of proposed methodologies, data collection tools, detailed workplan, field survey and quality control plan, team composition, qualifications, roles and responsibilities of each member, and any other resources that the consultant(s) will make available to execute the assignment. - A financial proposal that specifies the number of working days, daily rate and logistic costs. All prices must appear in VND, with unit prices, 	Mandatory

Documents to be submitted		Importance
	total price and with a breakdown of applicable taxes (specify the VAT rate if applicable). Date and validity of quote must be included - 02 Sample similar reports done by the team members.	
2	Proof of registration: For company/consulting firm, <i>the bidders also must include a copy of their registration at the relevant Chamber of Commerce and / or document showing self-employed tax registration.</i>	Mandatory
3	02 references	Mandatory

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](#)². 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.

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.

² 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)