

TERM OF REFERENCE

Consultancy: Local Circular Economy Experts (1 position)
for the “Women & Circular Economy” project (code: 6.1.2.1)
Deadline: 12h00AM 19 August, 2026 (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 **Local Circular Economy (CE) Experts** to provide specialized technical assistance in integrating green and circular economy principles into the ecotourism model in Hai Van Ward.

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	The specific objectives of the project are: - 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; - 50% 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; - 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.
Project	48 months, 1 January 2025 – 31 December 2028



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duration	
Target groups	- 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. - Hoa Bac eco-agricultural and community-based tourism cooperatives (Hai Van ward, Da Nang City). - A group of women growing tea and cinnamon in Song Vang commune, Da Nang City. - A group of women processing seafood in Son Tra ward, Da Nang City. - Business Women's Associations in Da Nang City. - Local people and authorities who live in the three project sites.
Country covered	Vietnam
Target location	Hai Van ward, Son Tra ward, Song Vang Commune, Da Nang City
Project beneficiaries	Women affiliated with the Women's Unions and Youth Unions, situated in the three project sites; especially ethnic women Hoa Bac eco-agricultural and community-based tourism cooperatives (Hai Van ward, Da Nang City) A group of women growing tea and cinnamon in Song Vang commune, Da Nang city A group of women processing seafood in Son Tra ward, Da Nang City Local people and authorities who live in the three project sites.
Expected results	300 women in the three project sites will be trained on green/circular economy; 90 women from the project sites will receive Asset Base Community development (ABCD) training to help them discover their asset for green/circular economy; 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%; 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 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 02-03 business initiatives on the green/circular economy in Da Nang city will receive financial and technical support to run their startups Local Commune Funds will be established to mobilise and secure two billion VND for green/circular economic initiatives in the regions.

3. Objective of the Assignment

The Circular Economy Expert(s) will provide tailored coaching (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

It is also important to collaborate with the **Local Business Coach (Visible Impact)** 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 (onsite) in the following areas:

Circular Economy Integration

1) Conduct a rapid assessment using specific baseline indicators (e.g., kg of organic waste/week, kg of recyclable waste/week, kg of non-recyclable waste/week, number of single-use plastic bottles/week, kWh of electricity/guest/night, liters of wastewater/guest/night and current wastewater treatment practices, kg of organic waste composted/week, kg of compost applied in gardens, kg of agricultural by-products used as animal feed/week, etc.) to assess the current level of adoption of Green and Circular Economy (GCE) principles and the sustainability performance of the Hoa Bac Community-Based Tourism and Ecological Agriculture Cooperative (Hai Van Ward, Da Nang City).

2) Identify environmental and resource-use constraints, as well as opportunities for applying Green Economy and Circular Economy solutions within the cooperative's community-based tourism and ecological agriculture model.

3) Recommend practical and locally appropriate solutions to promote the integration of Green Economy and Circular Economy principles into the cooperative's operations, including waste reduction, reuse, recycling, regenerative practices, eco-design, closed-loop systems, and other suitable approaches.

4) Provide technical support to the cooperative in implementing green, circular, and sustainable production and processing practices.

5) Provide recommendations for improving the cooperative's business plan to ensure the effective utilization of financial support provided by the project, including start-up grants and locally mobilized financial resources.

6) Monitor and support the cooperative in integrating Green Economy and Circular Economy principles into its business plan; prepare quarterly progress reports (every three (3) months) on implementation results and recommend corrective actions and improvement measures where necessary.

Compliance with Environmental Standards and Regulations

Provide technical advice and guidance to the business model on:

- Applicable environmental certification schemes in Vietnam (where relevant and feasible).
- Applicable green production standards currently in force in Vietnam (where relevant and feasible).
- Relevant national environmental regulations, policies, and legal frameworks related to environmental protection and sustainable development (where applicable).

Capacity Building

- Design and deliver training sessions, workshops, or coaching activities tailored to the needs of the cooperative.

- Strengthen the cooperative's knowledge, awareness, and capacity to apply Green Economy and Circular Economy principles.

- Promote the active participation, ownership, and long-term adoption of green and circular practices by cooperative members beyond the project period.

Collaboration with the Business Coach and Visible Impact's Local Mentor

- Work closely with the Business Coach under the coordination of Visible Impact's Local Advisor and Country Focal Point in Vietnam.

- Ensure that Green Economy and Circular Economy recommendations are fully integrated with the cooperative's business plan, marketing strategy, and financial capacity.

- Participate in joint advisory and coaching sessions (online or in person), as required.

- Participate in monthly progress review meetings and other meetings (online & onsite) with representatives of GreenViet, Visible Impact's Local Mentor and Country Focal Point in Vietnam, and/or the Local Business Coach.

5. Duration and Level of Efforts

The contract duration is **20 months** for the supported business model, the Local CE Expert will deliver:

- 04 working days per month during the first 3 months;
- 03 working days per month during the following 3 months
- 02 working days per month during the remaining 3 months

The total estimated level of effort (LoE) for this assignment is 49 expert working days per supported business model over a period of 20 months, with one (1) working day equivalent to eight (8) working hours.

For each business model, the Local CE Expert will conduct 2 site visits per year, unless otherwise agreed with GreenViet. *(The project will cover the travel costs and per-diem for the site visits.)*

6. Deliverables

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

- Rapid Assessment Report (in Vietnamese) on the current adoption of Green Economy and Circular Economy (GCE) principles by the Hoa Bac Community-Based Tourism and Ecological Agriculture Cooperative (Hai Van Ward, Da Nang City), identifying environmental hotspots, resource-use constraints, and opportunities for improvement.
- Green and Circular Economy Advisory and Coaching Plan (in Vietnamese), including recommended interventions and specific KPIs for the cooperative's green and circular transition, based on the baseline indicators collected through the Rapid Assessment Report.
- Quarterly Advisory and Coaching Reports (every three (3) months, in Vietnamese), prepared in accordance with the reporting template provided by the Project.
- Field Visit Reports (in Vietnamese).
- Final Completion Report (in both Vietnamese and English), including:
 - Environmental and social improvements achieved by the cooperative, measured against the agreed KPIs and baseline indicators;
 - Results and outcomes of the Green Economy and Circular Economy solutions implemented;
 - Lessons learned and recommendations for scaling up and replicating the model.



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7. Expected timeframe

No.	Task	Estimated deadline/timeline
1	Publish the TOR	05 August 2026
2	Deadline of submitting applications	19 August 2026
3	Select the external consultant(s) and sign contract	23 August 2026
4	Online kick-off meeting with the project team	August 2026
5	1 st field visit to the supported business model(s)	August 2026
6	Rapid green and circularity assessment reports & initial CE coaching plan	31 August 2026
7	Other field visits	TBD
8	One final coaching report summarising progress, results, lessons and future recommendations in Vietnamese and English	April 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 Green and Circular Economy (GCE) Expert shall maintain regular communication and coordination with relevant stakeholders throughout the contract period to ensure the timely and effective delivery of the advisory services. The Project will provide detailed information on the roles, responsibilities, and coordination mechanisms of the **Coaching Team** upon signing the contract with the GCE Expert.

9. Qualifications & Experience Requirements

Hold a **Bachelor's degree or higher** in Tourism, Business Administration, Community Development, Rural Development, Green Economy, Circular Economy, or other relevant disciplines.

Have **at least five (5) years of professional experience** in providing consultancy services, conducting research, or implementing programs and projects related to **two or more** of the following areas:

- Community-based tourism, ecotourism, or sustainable destination development (mandatory);
- Green Economy, Circular Economy, sustainable livelihoods, natural resource management, and value chain development (mandatory);
- Cooperative and community enterprise development; business planning, green business model development, and organizational management;
- Design and delivery of training, coaching, and capacity-building programs for cooperatives and local communities using participatory approaches such as ABCD (Asset-Based Community Development), ToT (Training of Trainers), or other community development methodologies;
- Product development, branding, OCOP (One Commune One Product) development, market linkage, and tourism models associated with biodiversity conservation, ecosystem restoration, and the promotion of indigenous cultural values;

- Development of survey, monitoring, and evaluation tools, and preparation of technical reports for development programs and projects;
- Strong facilitation, training, coaching, communication, and stakeholder engagement skills, with willingness to undertake field missions to Hoa Bac Commune, Da Nang City.

Preferred Qualifications

- Have experience providing consultancy or technical support to cooperatives, community enterprises, or community-based tourism and ecological agriculture models;
- Have experience working with women, local communities, ethnic minority groups, or other vulnerable groups in sustainable livelihood development;
- Have practical experience integrating Green Economy and Circular Economy principles into tourism, agriculture, or community business models;
- Have experience advising on cooperative governance, developing operational regulations, business plans, and organizational development;
- Have worked on projects funded by the European Union (EU), UNDP, GEF Small Grants Programme (GEF SGP), GIZ, WWF, or other international development organizations;
- Have experience in research and development of educational tourism models, ecosystem restoration initiatives, OCOP product development, or publications related to sustainable development;
- Are based in Da Nang City.

10. Payment Terms and Cost Norms

- The maximum contract value for this consultancy is VND 100,000,000 (in words: One Hundred Million Vietnamese Dong only).
- GreenViet will make the first payment upon the Consultant's satisfactory submission of the Rapid Assessment Report and the Initial Advisory and Coaching Plan for the cooperative.
- Subsequent payments will be made based on the progress of the consultancy services and the successful delivery of agreed outputs, subject to GreenViet's review and approval. The contract value may be disbursed in three (3) to four (4) installments, according to the agreed payment schedule and percentage allocations specified in the contract.
- The consultancy fee shall be all-inclusive and shall cover all costs associated with the assignment, including, but not limited to, professional fees, travel expenses, per diem, applicable taxes, and any other related costs incurred during the implementation of the consultancy.

11. Application Process

GreenViet invites interested consultants to submit all the following EoI documents by **12:00AM 19 August 2026 (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.

Priority will be given to applications submitted early.