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 for 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 requirement	**Background Study for Project Design on Green Finance**
Delivery location	Hanoi
Contract start date	28 September 2026
How to apply	Interested candidates are invited to submit: 1) The consultant team or institution's profile and CVs (with 03 contacts for reference). 2) A technical proposal outlining proposed methodologies, data collection tools, detailed workplan, team composition, qualifications, roles and responsibilities of each member, and any other resources that the consultant (s) will make available to execute the assignment. 3) A financial proposal that specifies the number of working days, daily rate and logistic costs. 4) Sample reports of similar assignment done by the team.
Deadline for submission of offers	13 September 2026
Specific considerations	

1. BACKGROUND AND CONTEXT

Fair Finance Vietnam (FFV) is an initiative coordinated by Oxfam in Vietnam that aims to promote the adoption of Environmental, Social, and Governance (ESG) policies and practices among financial institutions (FIs), including Vietnamese commercial banks, investors, development banks, and other financial actors. Through this effort, FFV contributes to the achievement of the Sustainable Development Goals (SDGs).

Building on the previous success of FFV, Oxfam in Vietnam is working with potential partners to develop the next phase of the project, which is expected to commence in 2027. The project will continue to focus on the role of finance and financial institutions (FIs) in promoting sustainable business practices and trade in Vietnam.

The background study will inform project design and implementation plan. The study will access current status of environmental and social risk assessment processes of financial institutions, as well as their current understanding of sustainability-related risks associated with trade and investment, and their needs to enhance environmental and social risk assessment processes. The findings will provide an important foundation for project design and implementation, including collaborative engagement with regulators and financial institutions, as well as help to develop targeted capacity-strengthening activities for financial insitutions.

The background study is also expected to analyze the green finance and ESG ecosystem in Vietnam and develop an ecosystem-based approach for FFV, with a focus on driving systemic change. The analysis will identify key actors, relationships, enabling factors, barriers, and leverage points within the ecosystem, and define Oxfam's strategic role in convening, facilitating, and strengthening collaboration among stakeholders. The purpose is to establish a clear pathway for FFV toward achieving impact at scale through ecosystem development.

The study will engage stakeholders from the finance, banking, and business sectors who are expected to benefit directly from the activities of the next phase of the Fair Finance Vietnam project.

The primary audience for the study comprises Oxfam and its prospective implementing partners for the next phase of the Fair Finance Vietnam project.

2. SPECIFICATION OF GOODS OR SERVICES OR WORK REQUIRED

The purpose of this assignment is to undertake a background study that draws on a range of stakeholder perspectives and contextual experiences on environmental and social risk assessment processes of financial institution, and relevant regulatory framework governing Vietnam's green finance and ESG in trade and investment, as well as the current practices of stakeholders. The study will further examine stakeholders' awareness and needs, and identify the gaps for project interventions and capacity building.

The objectives of the background study are:

- Assess awareness and current status of environmental and social risk assessment processes of financial institutions, as well as their current understanding of sustainability-related risks associated with trade and investment
- Study relevant regulatory framework governing Vietnam's green finance and ESG in trade and investment
- Assess the needs of financial insitutions to enhance environmental and social risk assessment processes
- Analyze the green finance and ESG ecosystem in Vietnam and develop an ecosystem-based approach for FFV, with a focus on driving systemic change
- Provide recommendations on project interventions, collaborative engagment and capacity building for financial institutions and other relevant stakeholders

The assignment will be carried out between 28st September 2026 and 31st January 2027, and will include the following tasks:

- Develop the study methodology and detailed workplan, and obtain Oxfam's approval prior to implementation.
- Conduct a systematic desk review and secondary data analysis to synthesize publicly available regulatory and practices on green finance and ESG in trade and investment. The review should also provide a comprehensive analysis of the green finance and ESG ecosystem, including mapping of key stakeholders, their roles, interconnections, incentives, and influence on systemic change; and assess institutional disclosures, including sustainability reports and other relevant publications from financial institutions, to determine the current maturity of environmental and social risk management approaches and the extent to which environmental and social inclusion considerations are integrated into existing policies and practices of the financial institutions.
- Develop data collection tools and a fieldwork plan for the study.
- Conduct key informant interviews and stakeholder consultations to identify gaps in policies and practices related to green finance and ESG in trade and investment, assess challenges and opportunities for addressing these gaps, and analyse stakeholders' awareness, capacities, and capacity-strengthening needs.
- Provide recommendations on project interventions, collaborative engagement and capacity building for financial institutions and other relevant stakeholders
- Prepare and submit a draft report presenting the findings from the desk review and field study, including evidence-based recommendations to inform future project interventions.
- Revise the draft report based on Oxfam's comments and feedback, and submit the final report.

3. METHODOLOGY

The background study will primarily employ a qualitative approach. While the detailed methodology, modalities, and workplan will be refined and agreed upon during the inception phase in consultation with Oxfam, the study is expected to include the following key steps:

Planned timeline

Activity / Milestone	Outputs or Deliverables	Estimated days	Timeline
Inception phase • *Undertake a thorough desk review* • *Develop research/learning questions that will determine the scope of the study* • *Develop qualitative data collection tools, including FGDs and KII tools* • *Develop a list of interviewees and the field study plan* • *Submit an inception report* • *Discuss and finalize details with Oxfam*	Inception report, including desk review results, research questions, data collection tools, and field study plan.	15 days	28 September to 18 October 2026
Data collection and analysis • *Conduct the qualitative data collection, including FGDs or KII with regulators and financial insitutions.* • *Conduct data analysis and provide comparisons (where possible) on results against desk review.*	Final data analysis table.	20 days	19 October to 30 November 2026
Draft report • *Present initial findings to Oxfam country teams and partners* • *Submit a draft report to Oxfam* • *Engage in discussions with Oxfam about revisions to the report*	A draft report in Vietnamese and English	20 days	1 to 31 December 2026
Final report • *Submit the final report and a summary report to Oxfam*	A draft report in Vietnamese and English	5 days	1 to 31 January 2027

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
1	**An Inception report**	18 October 2026
2	**Final data analysis table**	30 November 2026
3	**A draft report**	31 December 2026
4	**A final report**	31 January 2027
	TOTAL	

The payment schedule will be discussed and mutually agreed upon by both parties prior to the signing of the Contract. It is tentatively proposed that 30% of the contract value will be paid immediately upon contract signing, 30% upon approval of the Inception Report, and the remaining 40% upon approval of the Final Report.

5. EXPERIENCE OR PROFILE REQUIREMENTS

The consultancy can include different team members. Key competencies of the team include:

Essential

- Strong experience in designing and leading research project and/or background study, particularly in green finance and ESG.
- Proven ability to conduct systematic review, particularly on green finance and ESG policies.
- Profound knowledge in finance and/or banking sector.
- Demonstrated experience working with finance regulators and with financial institutions.
- Strong written and verbal communication and presentation skills in both English and Vietnamese.

Desired

- Sensitivity to cultural and historical contexts in the data collection and analysis process.
- Experience utilizing feminist research principles and practices.

6. APPLICATION PROCESS

Submission instructions

Quotations and applications must reach Oxfam no later than **13/09/2026; 11.59PM - Indochina Time (ICT, UTC+7)**

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

The subject of the mail should be: FFA background study – Proposal Submission + [Name of bidder]

Any questions, remarks or requests for clarification can be sent up to 2 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	**The consultant team or company's profile and CVs (with 03 contacts for reference).**	Mandatory
2	**A technical proposal outlining proposed methodologies, data collection tools, detailed workplan, team composition, qualifications, roles and responsibilities of each member, and any other resources that the consultant (s) will make available to execute the assignment.**	Mandatory
3	**A financial proposal that specifies the number of working days, daily rate and logistic costs.**	Mandatory
4	**Sample reports of similar assignment done by the team.**	Mandatory

Evaluation and award criteria

The quotations will be assessed according to the following criteria and distribution of points:

Award Criteria		Max. points
Technical criteria		
Capability / competence of bidder to perform the work / service required	Strong experience in designing and leading policy research project, particularly in green finance and ESG.	15
	Proven ability to conduct systematic review, particularly on green finance and ESG.	15
	Profound knowledge in finance and/or banking sector.	15
	Demonstrated experience working with finance regulators and with financial institututions.	15
	Strong written and verbal communication and presentation skills in both English and Vietnamese.	10
	Sensitivity to cultural and historical contexts in the data collection and analysis process	5
	Experience utilizing feminist research principles and practices.	5
	TOTAL:	**80**
Financial criteria		
Financial offer	Total cost of the offer, all services included (all taxes included)	20
	TOTAL:	**100**

Only quotations with combined scores of at least 50 points for the technical award criteria qualify for the financial evaluation.

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.

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.

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[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)