

TERMS OF REFERENCE

Consultancy to strengthen women's participation, leadership and influence in Village Development Planning (VDP) and Socio-Economic Development Planning (SEDP) in Dan Hoa and Truong Son communes

1. About Plan International Vietnam:

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We believe in the power and potential of every child but know this is often suppressed by poverty, violence, exclusion, and discrimination. And it is girls who are most affected.

Working together with children, young people, supporters, and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children's rights from birth until they reach adulthood, and we enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries. We won't stop until we are all equal.

Plan International has been working in northern and central Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to start life and grow up physically and mentally healthy and as adolescents, so they are leading the way to shape their own future. We believe girls have the power to change the world. Our ambition is to work alongside them and together action so that 2 million girls in Vietnam can learn, lead, decide and thrive by 2027.

2. Project Summary and Objectives:

2.1 Project summary

Name of project: Climate Resilient Agriculture for Women Economic Empowerment project

Donor: Korea International Cooperation Agency (KOICA)

Project implementation location: Truong Son and Dan Hoa Commune of Quang Tri province

Implementing partners: Quang Tri Department of Agriculture and Environment; and Quang Tri Women's Union.

Period: From 27/03/2025 to 31/12/2027

2.2 Project objective

Overall objective: EM women are drivers of inclusive and sustainable rural development by pursuing climate-resilient and diversified livelihoods.

Outcome 1: Improved income of smallholder farmers, especially EM women, through climate resilient practices.

Output 1.1 Smallholder farmers, especially EM women, have increased knowledge, skills and confidence to apply climate-resilient agricultural-based livelihoods.

Output 1.2 Climate-resilient agriculture-based livelihood models are established.

Outcome 2: The social and new rural development environment is conducive to the economic participation of ethnic minority women.

Output 2.1 Women feel supported for pursuing economic opportunities.

Output 2.2 Increased agency of women to participate in decision-making processes in private and public space.

Plan International Vietnam is seeking a qualified consultant or team of experts to strengthen the participation, leadership and influence of women, especially ethnic minority women, in socio-economic development planning in Dan Hoa and Truong Son communes. The assignment will build a standardized, gender-responsive methodology; strengthen the confidence, leadership and facilitation capacity of women leaders and local facilitators; and support a complete village-to-commune process in 20 target villages, comprising 10 villages in each commune under the "Climate-Resilient Agriculture for Women's Economic Empowerment" project. The assignment is expected to take place in Sept - October 2026, with specific details as follows:

3. Purpose and Objectives of the Consultancy:

3.1 Overall purpose

After merging of communes and removing district level, the opportunity for ethnic women to participate in commune's policy and decision making should be strengthened than before, especially by providing opportunities for women in the merged communes to gather, discuss, and come up with problems and suggestions for their own community and bring them up to the commune level.

To strengthen the meaningful participation, leadership and influence of ethnic minority women in Village Development Planning (VDP) and the 2027 Commune Socio-Economic Development Planning (SEDP) processes in Dan Hoa and Truong Son communes, ensuring that women's priorities, evidence and recommendations are documented, presented, considered and reflected in local development decisions.

3.2 Participation targets and key performance indicators

The assignment shall apply and monitor key performance indicator:

- Ensuring 20% of ethnic minority women aged 18 years old and above in the project sites (Truong Son and Dan Hoa communes) to participate in the process of local decision making and process of developing Socio-Economic Development Plans both in village level and commune level.

- The total number of ethnic women aged 18 years old and above in the project sites is 2,759 (Truong Son: 1,257; Dan Hoa: 1,502). Thus, the activity needs to ensure at least 490 ethnic minority women aged 18 years old and above to participate and to actively find the problems and suggestion of their own community.

- The activity serves two distinct levels of participation:
 - Village Development Plan (VDP) level: Targeting 7 sessions per commune with at least 30 ethnic minority women per session to be held in September, including introduction of VDP and SEDP, women's consultation on village's problems and solutions, and village validation. Participation shall be measured by participation list and satisfaction survey through Kobo Tool at the end of every session to avoid double counting and ensuring to collect feedback and complaints from participants.

- Commune SEDP level: Targeting 2 sessions per commune with at least 30 ethnic minority women per session to be held in September and October, including introduction of the process of SEDP and VDP and sharing and presenting of VDP results to commune level as a contribution to the 2027 Commune SEDP by ensuring ethnic minority women's needs and opinions are heard, represented, and applied in the commune policy and decision-making process.
- The final 2 sessions at commune level to ensure KPI with 60 ethnic minority women will be conducted at the end of the year, and will be carried out by Plan International Vietnam, Women's Union, and each communal authority to introduce the final Commune SEDP to ethnic minority women and vulnerable group, including how their opinions and suggestions through VDPs were heard and applied in Commune SEDP, how communes are planning to carry out in the following year. Thus, the consultant is recommended to present the methodology to monitor Commune SEDP after VDP and Commune SEDP sessions about how each VDPs was applied in Commune SEDP after the commune level discussion to measure meaningful participation.
- Meaningful participation: In addition to attendance, the consultant shall monitor women's active roles as facilitator, presenter, group leader, rapporteur or spokesperson; priorities and recommendations raised by women; and the status of those priorities in VDPs and Commune SEDP decision matrices.
- The inception report shall confirm the denominator, data source, unique participant coding method, reporting frequency, and responsibilities for monitoring these KPIs in alignment with the project monitoring framework.

3.3 Specific objectives

Priority Area 1: Women's participation and leadership in Village Development Planning (VDP)

- Develop a gender-responsive VDP methodology, agenda, facilitation guide, participation criteria and standardized tools that ensure safe, inclusive and meaningful engagement of diverse ethnic minority women and vulnerable groups.
- Design and deliver a Training of Trainers programme for women leaders, village, commune and partner facilitators, emphasizing leadership, facilitation, negotiation, evidence-based advocacy and accurate documentation of women's priorities.
- Provide field coaching and technical support for inclusive consultations in 14 target villages (7 villages per commune) and for the preparation, community validation and quality assurance of 14 VDPs.
- Ensure that each VDP clearly identifies priorities and recommendations raised by women, agreed leadership or implementation roles for women and women-led groups, responsible actors, indicative resources and monitoring indicators.

Priority Area 2: Women's meaningful participation and influence in the 2027 Commune SEDP

- Develop agendas and facilitation plans for 2 commune-level policy dialogues that enable women and representatives of vulnerable groups to present evidence, discuss priorities and influence decisions based on their VDPs for the 2027 Commune SEDP.
- Provide technical support to synthesize evidence from the 14 VDPs and prepare concise case studies, advocacy briefs and actionable policy recommendations reflecting women's experiences, priorities, and development needs.
- Facilitate 4 commune-level policy dialogues, 2 in each commune, and document key discussions, decisions, agreed actions, responsible actors and recommendations for integration into the 2027 Commune SEDP.

- Produce 4 Commune SEDP input packages and decision matrices that transparently record whether each women-prioritized proposal is included, deferred, referred to another level, subject to further assessment or not accepted, with reasons and follow-up actions.

3.4 Expected results

- At least total 370 ethnic minority women aged 18 years old and above in target village participate in the total 14 VDP sessions.
- At least 120 ethnic minority women across the 14 target villages (7 villages per commune) are represented in the Commune SEDP consultation and planning process, with 14 VDPs they worked on.
- Women leaders and local facilitators demonstrate improved confidence and practical competencies in facilitation, negotiation, documentation and evidence-based advocacy.
- 14 validated VDPs contain traceable priorities and recommendations raised by women and define practical leadership, implementation or monitoring roles for women and women-led groups.
- Women representatives present evidence and village priorities and participate in deliberation and decision-making at both commune-level policy dialogues.
- 4 Commune SEDP input packages contain actionable recommendations derived from the 14 VDPs and document the decision status and follow-up action for women-prioritized proposals.

4. Scope of Work and Key Tasks:

4.1 Cross-cutting inception, monitoring and quality assurance

- Conduct an inception meeting and review the project proposal, results framework, existing plans, official planning templates, relevant VDP/SEDP guidance and available demographic data for the 14 target villages.
- Confirm the 14 target villages, planning calendar, KPI definitions and denominators, unique participant coding, data-collection and reporting tools, facilitation team, language/interpretation needs, safeguarding measures and review pathways.
- Submit an inception report with methodology, detailed workplan, stakeholder and representation strategy, KPI monitoring matrix, quality assurance plan, risk register, and agreed deliverable outlines.

4.2 Priority Area 1: Village Development Planning (VDP)

- Develop the three-day ToT package, facilitator manual, village meeting agenda, women's consultation guidance, tools, VDP template, standardized reporting forms and gender-responsive VDP quality criteria.
- Design the facilitation approach to achieve at least 20% participation of ethnic minority women aged 18 years and above in each target village (at least 30 ethnic minority women per village) while ensuring representation of women with disabilities, poor households, younger and older women and other less-heard groups.
- Deliver the ToT and assess facilitator readiness through pre/post assessment, observed micro-facilitation and a documented coaching plan.
- Conduct one orientation meeting in each commune to confirm roles, schedules, mobilization, decision rules, documentation, safeguarding and community feedback arrangements for the VDP process.

- Coach local facilitators to conduct inclusive village meetings and dedicated women's consultation sessions where appropriate, ensuring women analyse problems, identify priorities, propose solutions and participate in transparent ranking.
- Provide technical support and quality assurance for the preparation and validation of 14 VDPs. Each VDP shall record women's priorities, recommendations, leadership roles, responsible actors, indicative costs, potential funding sources, risks and indicators.
- Maintain a complete dossier for each village, including unique participant records, completed tools, minutes, priority scoring, women-raised proposals, draft and final VDP, validation evidence and QA checklist.

4.3 Priority Area 2: Commune SEDP 2027

- Aggregate the 14 validated VDPs into one evidence database and synthesis brief per commune, disaggregating priorities and recommendations raised by women.
- Prepare short case studies, evidence-based advocacy materials and actionable policy recommendations drawn from the experiences, priorities and development needs identified in the 14 target villages.
- Develop an agenda and facilitation plan for each commune-level policy dialogue, including safe and substantive speaking and deliberation roles for women representatives and vulnerable groups.
- Facilitate 2 policy dialogues in each commune to support preparation of the 2027 Commune SEDP and ensure that at least 20% representative of ethnic minority women (at least the total 60 ethnic minority women) across the target villages participate directly in the consultation and planning process.
- Prepare dialogue reports documenting evidence presented, key discussion points, decisions, agreed actions, responsible actors and actionable recommendations for integration into the 2027 Commune SEDP.
- Prepare 4 Commune SEDP input packages and decision matrices and support the communes to provide feedback to villages on which proposals were included, deferred, referred, subject to further assessment or not accepted and why.

4.4 Finalization, learning and handover

- Finalize all training materials, tools, village dossiers, 14 VDPs, advocacy materials, dialogue reports, 4 Commune SEDP input packages, and KPI monitoring records after consolidated comments.
- Submit editable source files, PDFs where applicable, an indexed evidence register and a final report analyzing women's participation, leadership, influence, lessons, limitations and recommendations for future planning cycles.
- Conduct a final handover and learning session with Plan International Vietnam, Quang Tri Women's Union and commune focal points.

5. Training Content and Methodology:

Day	Main content	Expected output
Day 1	VDP and SEDP planning cycle; project participation KPIs; meaningful participation; women's leadership; facilitator role; stakeholder, power and vulnerability analysis; safeguarding.	KPI monitoring approach, representation strategy and facilitation teams prepared.

Day	Main content	Expected output
Day 2	VDP methodology and practice: community/resource mapping; seasonal and climate risks; women's consultation; gender and inclusion analysis; problem/solution analysis; transparent priority ranking.	Village consultation tools practised; documentation and coaching feedback recorded.
Day 3	VDP action planning and validation; standardized reporting; synthesis of women's priorities; case studies and advocacy messages; commune policy-dialogue facilitation; decision matrix and SEDP integration.	Draft VDP action matrices, advocacy materials, policy-dialogue plan, readiness results and coaching assignments finalized.

Required approach

The consultant shall apply a learner-centred, gender-transformative and practice-oriented methodology, combining concise technical inputs with demonstrations, group work, case studies, role plays, simulations, micro-facilitation, peer feedback and coaching. At least 60% of the ToT duration shall be allocated to practical application. The approach shall be culturally and linguistically accessible, climate-responsive, evidence-based and suitable for participants with different literacy levels. It shall create a safe and inclusive learning environment, strengthen women's voice, confidence, leadership, negotiation and influence in VDP and SEDP processes, and comply with safeguarding, informed-consent, confidentiality and data-protection requirements. Pre/post assessments and observed facilitation practice shall be used to determine participant readiness and follow-up coaching needs.

6. Expected Deliverables and Timeline:

No.	Deliverable	Minimum contents and requirements	Minimum acceptance criteria	Timeline	Working-days
1	Inception report and KPI monitoring framework	Detailed methodology; two-level participation KPI definitions and denominators; unique participant tracking; representation strategy; 14-village schedule; team roles; eight-week workplan; data collection and reporting tools; safeguarding, QA and risk-management arrangements.	Methodology and KPI framework approved in writing; VDP and Commune SEDP participation targets are measurable, disaggregated and assigned to responsible parties.	Week 1	3

No.	Deliverable	Minimum contents and requirements	Minimum acceptance criteria	Timeline	Working-days
2	Gender-responsive VDP and SEDP toolkit	Facilitator manual; three-day ToT agenda; village meeting and women's consultation guides; gender-responsive VDP criteria; standardized reporting templates; VDP template; SEDP consolidation and decision matrices; pre/post test; facilitation rubric; coaching and QA checklists.	Package is editable, practical and consistent; tools enable monitoring of the two participation targets and trace women's priorities from consultation through VDP and SEDP decisions.	Weeks 1-2	3
3	Three-day ToT and facilitator readiness report	Deliver ToT on VDP/SEDP methods, women's leadership, inclusive facilitation, negotiation, advocacy, standardized documentation, KPI monitoring and safeguarding; report attendance, pre/post results, observed practice, coaching needs and field assignments.	All trainees practise facilitation; readiness is assessed; assigned teams demonstrate ability to use the tools and accurately document women's participation, priorities and recommendations.	Week 3	4
4	Two commune orientation meetings	One meeting per commune to confirm VDP and SEDP processes, KPI targets, focal points, 14-village schedule, sharing expectation both from communal authorities and 30 representatives of ethnic minority women, mobilization, roles, decision rules, safeguarding, documentation and feedback arrangements.	Both communes confirm roles, schedules and data responsibilities; targeted mobilization measures for diverse ethnic minority women are agreed, while both parties share, understand, and agree on the process, expected outputs, and expectation. All agreements, expectation, process, and agreement during this process should be documented.	Week 3	2

No.	Deliverable	Minimum contents and requirements	Minimum acceptance criteria	Timeline	Working-days
5	14 village consultation processes and dossiers	Facilitate consultations in 7 villages per commune, including dedicated women's sessions where appropriate. Each dossier includes unique participant records, disaggregated data, completed tools, minutes, women-raised priorities, scoring, draft VDP, validation plan and QA checklist.	All 14 processes completed; at least 20% of ethnic minority women aged 18+ in each village participate; active roles and priorities are documented; each dossier passes QA.	Weeks 4-5	20
6	14 validated VDPs and commune synthesis database	Coach facilitators verify findings and complete 14 VDPs showing women's priorities, recommendations, leadership roles, actions, responsibilities, timing, indicative costs, funding options, risks and indicators; aggregate findings by commune.	14 VDPs are community-validated; women-raised priorities are traceable; actions are feasible and assigned; synthesis database is complete and ready for advocacy and SEDP integration.	Week 6	5
7	Advocacy materials, 2 commune policy dialogues and 2 SEDP input packages	Prepare case studies, evidence briefs and policy recommendations from 14 VDPs; facilitate 1 policy dialogue per commune; prepare dialogue reports, decision matrices, SEDP input packages and village feedback logs.	At least 20% of ethnic minority women across target villages participate directly or by representative role; women present evidence; all proposals have a documented decision status and follow-up action.	Week 7	2

No.	Deliverable	Minimum contents and requirements	Minimum acceptance criteria	Timeline	Working-days
8	Final report and handover	Final report analysing KPI achievement, women's participation, leadership and influence, recommendation on monitor and follow-up on how VDPs and women's voices were applied in Commune SEDP; final toolkit, ToT records, 14 dossiers, 14 VDPs, advocacy materials, dialogue reports, 4 SEDP packages, decision matrices, KPI dataset, editable files and indexed evidence register.	All outputs are complete, linked and approved; KPI calculations are verifiable; comments are closed; no unresolved safeguarding, data-protection or quality issue remains.	Week 8	6
TOTAL WORKING DAYS					45

Total estimated working days: 45 working days. The consultant may propose a refined allocation while maintaining all required outputs and adequate field coverage for 14 villages.

7. Requirements for Consultants:

- Team Leader with a postgraduate degree in development planning, public policy, rural development, social sciences, gender, agriculture, climate change or a related field.
- At least seven years of relevant experience in participatory local planning, VDP/SEDP, gender equality, women's leadership or community development in Viet Nam.
- Strong evidence of designing practical toolkits and ToT programmes and coaching local facilitators.
- Demonstrated facilitation experience with ethnic minority and remote rural communities; experience in central Viet Nam and Bru-Vân Kiều contexts is an advantage.
- Ability to integrate gender equality, women's leadership, climate resilience, livelihoods, financing and monitoring into local plans.
- Excellent written Vietnamese and sufficient team capacity to cover 14 villages without compromising quality, safeguarding or documentation.
- Commitment to Plan International safeguarding, ethical conduct, anti-fraud, conflict-of-interest and data-protection requirements.

8. Management and Coordination:

The consultant will report to the designated Project Coordinator, under the oversight of the Project Manager and coordinate with the Quang Tri Women Union, partners, commune focal points and village authorities. The consultant is responsible for technical quality, team management, version control, confidentiality and timely delivery.

9. Safeguarding, Ethics and Data Protection:

- Complete required policy briefings and sign applicable codes before fieldwork.
- Use voluntary and informed participation and collect only necessary information.
- Obtain appropriate consent for photographs, recordings, quotations or identifiable information.
- Use approved reporting channels for safeguarding concerns and do not independently investigate allegations.
- Store files securely and transfer or delete data as instructed at assignment closure.

10. Proposal Submission and Evaluation:

- Technical proposal, covering methodology, field deployment, women's leadership approach, quality assurance, risks and workplan.
- Team composition, availability and concise CVs of key personnel.
- At least two comparable references and one relevant sample toolkit, facilitation guide or local plan, subject to confidentiality.
- Financial proposal in VND covering professional fees only, showing person-days and fee allocation by team member and deliverable.

Interested applicants are requested to submit their application electronically to email: Chinh.NguyenThiKieu@plan-international.org.

Submission deadline: 23h59', 31 August 2026.