



TERMS OF REFERENCE

Consultancy for Development of MEAL system

For “Public Awareness Raising in Renewable Energy & Energy Efficiency in Viet Nam” project

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	Development of MEAL system for “Public Awareness Raising in Renewable Energy and Energy Efficiency in Viet Nam” project
Delivery location	Ha Noi, Da Nang, Ho Chi Minh City, Lao Cai, Nghe An, and Ca Mau
Contract start date	10/2026
How to apply	Interested candidates are invited to submit: 1) Consultant’s profile and related experience 2) A technical proposal and the financial offer 3) A sample MEAL system design <i>See section ‘6. Application Process’ for further details</i>
Deadline for submission of offers	28/09/2026
Specific considerations	N/A

1. BACKGROUND AND CONTEXT

Sustainable energy is a key priority in the sustainable development of Vietnam, with a Net Zero commitment to cut GHG emissions significantly. Although important Renewable Energy & Energy Efficiency (RE/EE) policies and strategies have been issued, communicating them to relevant public and private sectors to promote practices is a significant challenge. Moreover, despite the Government of Vietnam having committed to integrating gender equality into climate action, how it has been formulated in energy transition policies and practices remains a question.

In this context, Oxfam in Vietnam (OiV) in partnership with Vietnam Chamber of Commerce and Industry (VCCI) and Vietnam Journalism Association (VJA) implements the 4-year project “**Public Awareness Raising in Renewable Energy and Energy Efficiency in Viet Nam**” (PAR3E) which is funded by the European Union during the period of 2023 - 2027. The Project will be implemented across Vietnam but focus mainly on the six provinces: Ha Noi, Da Nang, Ho Chi Minh City, Lao Cai, Nghe An, and Ca Mau.

The overall objective of the project contributes to a socially sustainable just energy transition in Vietnam through realizing the following specific objectives (SO):

- **SO 1:** Key public and private stakeholders in 06 priority provinces and centrally-controlled cities have sound and gender-equality knowledge and understanding of current and newly-released RE/EE policies
- **SO 2:** Reporters at the targeted national and provincial mass media have improved capacity and understanding on RE/EE and gender diversity in the sector, and increase coverage
- **SO 3:** Key gender-diverse community groups in selected cities have improved awareness and capacity on gender equality development and application of best RE/EE practices and initiatives
- **SO 4:** MSMEs and banking sectors have sound understanding of the importance of RE/EE and the business case for RE/EE investment.

OiV will employ comprehensive Monitoring, Evaluation, Accountability and Learning (MEAL) system to track the project progress, assess its impacts, capture lessons learnt to share with a wide range of stakeholders and apply for future projects. The system is expected to meet EU's MEAL requirements, be consistent with other EU funded projects as well as in line with Oxfam's MEAL standards. The PAR3E project has an overall logical framework with indicators for impact, outcome, output, and activity levels which will be operationalized in the MEAL system to unpack key concepts, identify measurements, roles and responsibilities of Oxfam and partners. Additionally, a database will be created to record, store, and compare achievements with targets.

With that purpose, OiV is looking for consultant(s) to work with Oxfam MEAL specialist and project management team to develop a practical and effective MEAL system.

2. SPECIFICATION OF WORK REQUIRED

The consultant (s) are expected to develop a MEAL system that at least consists of the followings:

- ✓ Setting up a practical, effective and user-friendly, IT based MEAL system that includes clear MEAL plan, methodologies, tools, reporting formats/templates and a database to capture monitoring data, and roles/responsibilities of each implementing partner;
- ✓ Defining the project targets, key concepts and indicators in the log-frame and indicating the processes for measurement to facilitate fluent and efficient monitoring, evaluation and learning of the project;
- ✓ Develop user-friendly manuals and deliver training for Oxfam and partner project team to run the designed MEAL system.

If the consultant (s) wishes to propose modifications to the specification (which may provide a better way to achieve Oxfam 's objectives) these must be considered as an alternative offer. The Supplier must make alternative offers in a separate letter to accompany the offer. OXFAM is under no obligation to accept alternative offers.

3. METHODOLOGY

The key steps to be followed (though not explicit and the detailed modality and work plan will be agreed during consultation meeting) include:

- Desk review: Analysis/review of existing and relevant documents such as the PAR3E project documents (Proposal, Log-frame), research reports (Comprehensive research reports), capacity building and communications packages, and other MEAL resources.
- Design an IT-based MEAL system for PAR3E project as stated in the objective, which (a) reliably measure the project performance, (b) satisfy internal and external MEAL requirements, and (c) inform planning and intervention of the project. The system must at least include:
 - A feasible and hands-on MEAL framework and plan that details project (bi)annual targets, defined concepts and indicators, methodologies, sources of verification, frequency of data collection, responsibilities and procedures for measurement;

- Related data collection tools and user-friendly manual;
- A database to record data for comparison and analysis.
- Get inputs and consultation with Oxfam MEAL specialist and the project team (Oxfam and partners) for the draft design;
- Develop training and demo materials and deliver 2-day workshop for Oxfam and partner project team to help them understand and able to use the MEAL system effectively.
- Follow-up coaching for project staff (when required) to ensure that they can use and manage MEAL system smoothly.

The MEAL system development process should be participatory, incorporating perspectives of different stakeholders. The consultant(s) is also expected to be gender-sensitive, rights-based, inclusive, culturally sensitive and comply with professional ethical standards. Innovative approaches are welcomed to foster interaction, learning and capacity building for all partners.

All outputs are required to be submitted to PAR3E project team in both English and Vietnamese language in electronic format, fully formatted with all figures, tables and maps (if any).

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	Draft MEAL design and manual for Oxfam and partner's inputs	10/2026	30
2	Deliver 02-day training and getting further inputs (if any)	10/2026	30
3	Finalise all outputs	11/2026	40
TOTAL			100%

5. EXPERIENCE OR PROFILE REQUIREMENTS

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

- Qualifications in related fields such as social sciences, communications, energy or economics.
- Proven knowledge and experience (at least 07 years) in results-based, feminist MEAL for development projects, preferably on sustainable energy, awareness raising, gender equality, communication for social change.
- Solid skills and experience in design, management and capacity building on MEAL for projects on awareness raising, gender sensitive communications, just energy, or similar fields.
- Strong understanding of gender issues in RE/EE at policy and communication level.
- Strong analytical and facilitation skills.
- Excellent English and Vietnamese writing and communication skills.

6. APPLICATION PROCESS

Submission instructions

Quotations and applications must reach Oxfam no later than **24h00 on 28 Sep 2026**.

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

The subject of the mail should be: [PAR3E MEAL Design – 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	
1	The consultants' profile and related experience
2	Technical proposal to realise all objectives and deliverables within tentative timeframe
3	Financial proposal that specifies number of working days required and daily rate;
4	Sample of a MEAL design and manuals

Evaluation and award criteria

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

Award Criteria		Max. points (TBD)
Technical criteria		60
Capability / competence of bidder to perform the work / service required	Demonstrated qualifications, expertise, and experience in awareness raising, gender sensitive communications, just energy, or similar fields	
	Previous experience with the NGO sector	
	Positive references/reputation	
	Knowledge of country, context, languages	
	Etc.	
Quality of products/ services and ability to meet requirements	Meeting technical specifications OR Level of understanding of work/service required	
	Added value of items or services offered	
	Ability to meet delivery dates OR Reliability of plan proposed	
Ethical and Sustainable criteria		10
Ethical / Sustainable	Ethical criteria (to be defined)	
	Sustainability/environmental criteria (suggestions for relevant criteria are available here)	
	Clearly indicated alignment with Oxfam values	
	Gender equity and diversity criteria (example: ...)	
	Health & safety criteria (to be defined)	
TOTAL:		
Financial criteria		30
Financial offer	Total cost of the offer, all services included (without added tax)	
TOTAL:		

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.

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)