



# 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                                              |                                                                                                                                                                                                                                         |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title and brief description of the requirement</b> | <b>To design and conduct a three-day training on Development Theory and Practices for Oxfam and partner organizations</b>                                                                                                               |
| <b>Delivery location</b>                              | Hanoi                                                                                                                                                                                                                                   |
| <b>Contract start date</b>                            | 21st September 2026                                                                                                                                                                                                                     |
| <b>How to apply</b>                                   | Interested candidates are invited to submit:<br>1) A quotation<br>2) A CV (for individual) or company profile (for company)<br>3) A Sample of similar work conducted<br><i>See section '6. Application Process' for further details</i> |
| <b>Deadline for submission of offers</b>              | 13 September 2026                                                                                                                                                                                                                       |
| <b>Specific considerations</b>                        |                                                                                                                                                                                                                                         |

## 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).

One of the project's key outcomes is to strengthen the capacity of social organizations in Vietnam to contribute to inclusive and sustainable development. The **Development Theory and Practices** course is designed to meet this need by equipping participants with relevant development theories and practical tools. Through guided reflection and application, participants develop change-making strategies tailored to their organizations or projects, enabling them to effectively engage target audiences and drive meaningful social change.

FFV is seeking a qualified service provider to design and deliver the Development Theory and Practices training course for Oxfam staff and its partner organizations.

## 2. SPECIFICATION OF GOODS OR SERVICES OR WORK REQUIRED

The purpose of this assignment is to provide Development Theory and Practices training services for Oxfam staff and partner organizations through the design, facilitation, and documentation of a three-day training programme.

The assignment will be carried out between 21<sup>st</sup> September and 31<sup>st</sup> October 2026 and will include the following tasks:

- Conduct a training needs assessment for the target participants.
- Develop training curriculum, agenda, facilitation plan, and supporting materials based on the assessment findings. The training will apply ELC (experiential learning cycle) approach.
- Facilitate a three-day in-person training workshop in Hanoi for approximately 30 to 40 participants.
- Prepare and submit a final training report outlining the training process, participant feedback, key achievements, lessons learned, and recommendations.

### 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:

#### Planned timeline

| Activity / Milestone                                                                                                                                           | Outputs or Deliverables                                                                                                                                                         | Estimated days               | Timeline                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------|
| <i>Conduct a training needs assessment for the target participants.</i>                                                                                        | A training needs assessment report that analyzes the baseline knowledge, capacities, learning needs, and expectations of participants from Oxfam and its partner organizations. | 01 day                       | By 5 <sup>th</sup> October 2026  |
| <i>Develop an Development Theory and Practices training curriculum, agenda, facilitation plan, and supporting materials based on the assessment findings.</i>  | A training curriculum, agenda, facilitation plan, and supporting materials based on the assessment findings. ELC approach is applied in the the training.                       | 03 days                      | By 12 <sup>th</sup> October 2026 |
| <i>Facilitate a three-day in-person Development Theory and Practices training workshop in Hanoi for approximately 30 to 40 participants.</i>                   | A three-day in-person Development Theory and Practices training workshop in Hanoi for approximately 30 to 40 participants.                                                      | 06 days (3 days x 2 persons) | By 26 <sup>th</sup> October 2026 |
| <i>Prepare and submit a final training report outlining the training process, participant feedback, key achievements, lessons learned, and recommendations</i> | A final training report outlining the training process, participant feedback, key achievements, lessons learned, and recommendations.                                           | 02 days                      | By 31 <sup>st</sup> October 2026 |

### 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            | <b>A training needs assessment report that analyzes the baseline knowledge, capacities, learning needs, and expectations of participants from Oxfam and its partner organizations.</b> | 5 <sup>th</sup> October 2026  | 50%         |
| 2            | <b>A training curriculum, agenda, facilitation plan, and supporting materials based on the assessment findings.</b>                                                                    | 12 <sup>th</sup> October 2026 | 0%          |
| 3            | <b>A three-day in-person Development Theory and Practices training workshop in Hanoi for approximately 30 to 40 participants.</b>                                                      | 26 <sup>th</sup> October 2026 | 0%          |
| 4            | <b>A final training report outlining the training process, participant feedback, key achievements, lessons learned, and recommendations.</b>                                           | 31 <sup>st</sup> October 2026 | 50%         |
| <b>TOTAL</b> |                                                                                                                                                                                        |                               | <b>100%</b> |

### 5. EXPERIENCE OR PROFILE REQUIREMENTS

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

## Essential

- Demonstrated practical experience in delivering training programs applied ELC approach for development organizations.
- Has hands-on experience working with social organizations, diverse communities and participants of different background.
- Profound knowledge on development theories and more than 10 years of practical development experiences in NGO sector, including influencing strategies and systemic changes

## Desired

- Previous experience working with development sector, particularly with Oxfam, with assignments of the same nature would be considered as an asset.

## 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](mailto:HR.Vietnam@oxfam.org)

The subject of the mail should be: Influencing in Development Sector training – 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                         | A curriculum vitae (CV – for individual consultant) or company profile for company | Mandatory  |
| 2                         | A quotation of the total amount requested, with all tax included                   | Mandatory  |
| 3                         | A sample of the work conducted                                                     | Mandatory  |

### Evaluation and award criteria

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

| Award Criteria                                                                  |                                                                                                                                                                              | Max. points |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Technical criteria</b>                                                       |                                                                                                                                                                              |             |
| <b>Capability / competence of bidder to perform the work / service required</b> | Demonstrated practical experience in delivering training programs applied ELC approach for development organizations.                                                        | 30          |
|                                                                                 | Has hands-on experience working with social organizations, diverse communities and participants of different background.                                                     | 20          |
|                                                                                 | Profound knowledge on development theories and more than 10 years of practical development experiences in NGO sector, including influencing strategies and systemic changes. | 20          |
|                                                                                 | Previous experience working with development sector, particularly with Oxfam, with assignments of the same nature would be considered as an asset.                           | 10          |
| <b>TOTAL:</b>                                                                   |                                                                                                                                                                              | <b>80</b>   |
| <b>Financial criteria</b>                                                       |                                                                                                                                                                              |             |
| <b>Financial offer</b>                                                          | Total cost of the offer, all services included (all taxes included)                                                                                                          | 20          |
| <b>TOTAL:</b>                                                                   |                                                                                                                                                                              | <b>100</b>  |

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](#)<sup>1</sup>. 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:   | <a href="mailto:SpeakUp@oxfam.org.uk">SpeakUp@oxfam.org.uk</a>                                                                                                                                                         | <a href="mailto:integrity@oxfamnovib.nl">integrity@oxfamnovib.nl</a> | <a href="mailto:buzon.etico@oxfam.org">buzon.etico@oxfam.org</a> |
| Online:  | <b>Oxfam Misconduct Reporting Webform</b> (including possibility for anonymous reporting)<br><a href="https://oxfam.clue-webforms.co.uk/webform/misconduct/">https://oxfam.clue-webforms.co.uk/webform/misconduct/</a> |                                                                      |                                                                  |
| Phone:   | <b>Global phone number:</b> +44 1249 661808<br>Check <a href="https://speakup.oxfamnovib.nl">https://speakup.oxfamnovib.nl</a> for local numbers (you can request interpretation)                                      |                                                                      |                                                                  |

**Note: We regret that only shortlisted applications will be contacted.**

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<sup>1</sup> 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)