

Terms of Reference

Consultants to build capacity for PIV staff on community-based tourism assessment and implementation

Project Title: Catalyzing Inclusive Growth through Local Capacity Building

1. About Plan International Vietnam

Founded in 1937, Plan International is a development and humanitarian organization that advances children's rights and equality for girls. We strive to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and 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 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International has been working in northern and central Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to grow up physically and mentally healthy and ready to shape their future. We create an enabling environment and empower girls to be active drivers of change in realizing their rights.

2. Background

Plan International Vietnam (PIV) is awarded the MetLife Mission Advancement Grant to strategically invest in strengthening PIV's institutional capacity to deliver high-quality training and technical support to local commune authorities, thereby expanding sustainable green community-based tourism opportunities for young people and vulnerable groups. PIV is, therefore, looking for an institution/company/consultant team to conduct capacity-building training and coaching for PIV staff as well as to develop a model on gender-responsive and inclusive green community-based tourism for PIV.

3. Scope of work

The consultants are expected to deliver the following tasks:

- **Task 1.** Study ongoing community-based tourism models by PIV and other relevant organisations.
- **Task 2.** Deliver a one-day training workshop for selected PIV staff on gender-responsive and inclusive green community-based tourism in Tuyen Quang and Quang Tri provinces.

The tentative training agenda:

No.	Description	Methodology	Facilitator(s)
1.	Mapping of PIV community-based tourism models in Tuyen Quang and Quang Tri provinces	Presentation	Provincial Programme Managers
2.	What makes a sustainable gender responsive & inclusive green community-based tourism model?	Presentation and discussion	Consultants
3.	How to conduct field assessment in PIV target provinces to identify potential communes for gender-responsive & inclusive green community-based tourism opportunities and tourism value chain development: - Methodologies - Guiding principles (Gender and safeguarding, participatory and community-led principles) - Qualitative facilitation guides - Quantitative survey questionnaires	Presentation	Consultants and Technical Leads
4.	Mock test on data collection tools	Group work	External consultants and Technical Leads
5.	Reflections and agreement on fieldwork	Plenary discussion	Technical Leads

- **Task 3.** Join the assessment team in Tuyen Quang 2 Programme Unit (former Meo Vac and Yen Minh districts of Ha Giang province) and Quang Tri Programme Unit after the training to provide technical coaching.
- **Task 4.** Develop a model on gender-responsive & inclusive green community-based tourism for PIV.
- **Task 5.** Provide technical coaching to develop gender responsive & inclusive green community-based tourism business development plans for the selected communes.

4. Implementation timeline

No.	Task	Timeline
1.	Training workshop in Tuyen Quang province (former Meo Vac and Yen Minh districts of Ha Giang province) and join with PIV staff in Tuyen Quang province to conduct assessment in communes.	September-October 2026

2	Training workshop in Quang Tri province and join with PIV staff in Quang Tri province to conduct assessment in communes.	October 2026
3.	Modelling gender responsive & inclusive green community-based tourism by PIV	November 2026
4.	Technical coaching on gender responsive & inclusive green community-based tourism business development plan (by external consultants)	November to December 2026
5.	Final report	December 2026

5. Required consultant qualifications

The assignment may be undertaken by an institution /company or a qualified consultant team comprising of at least one expert on community-based tourism and one expert on livelihood and entrepreneurship/ value chain.

The team should demonstrate:

- Advanced degree in development studies, tourism, economics, environmental management or related field.
- Minimum 10 years of experience in community-based tourism development and management.
- Demonstrated experience in private-sector engagement and, preferably, green finance/investment.
- Demonstrated experience in developing community-based tourism model in rural and mountainous areas.
- Experience in conducting training.
- Strong understanding of local socio-economic development process.
- Good understanding of gender equality and social inclusion, and economic empowerment.

6. Application procedure

Application package should include:

- A Cover letter.
- A Technical proposal (max. 5 pages) detailing methodology, timeline, and relevant experience.
- An itemized Financial proposal (including all fees, taxes, travel, workshops, materials).
- Institution/company's profile and CVs of each team members, for institution/company applicant, or CVs of each team members, for a team of consultants.
- Documentation of two similar assignments.

Evaluation criteria: 80% for technical proposal and team composition; and 20% for financial proposal.

Submit to Doan Thi Huyen, Supply Chain Coordinator, by email at huyen.doanthi@plan-international.org before 9h00, 15th September 2026.

7. Ethics and Child Protection

PIV is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

A risk assessment will be conducted by the safeguarding focal points and the consultant team before implementing the baseline survey to mitigate foreseen risks for children, youths and participants in the survey.

The selected consultant(s) will be requested to sign in Plan International Global Safeguarding Children and Young People policy and Anti-fraud, Anti-bribery and Corruption policy.