



TERMS OF REFERENCE

Writer-Editor for Project Documentation

Enterprise for Development Project

Phase 2

1. Background

Oxfam is a world-wide development organization that mobilizes the strength and voice of people against poverty, inequality, and injustice. We are an international confederation of 20 Oxfam organizations working together in more than 90 countries. Oxfam works with partner organizations and alongside vulnerable women and men to end injustices.

Enterprise for Development Project's (EFD) ultimate purpose is to support the vulnerable communities including small-scale farmers, poor women, and youth to have better access to employment, to see their incomes increase and have more access to relevant products and services for better living standard. EFD carries out this goal through supporting small and medium enterprises (SMEs) which are creating positive impacts for vulnerable groups engaged in their value chain, helping enterprises develop sustainably, thus bring sustainable influence for the vulnerable groups. EFD's supports focus on enhancing management capacity and business development of the enterprises through in-depth training courses and business coaching packages that are tailor-made designing for SMEs. EFD is funded by the Entrepreneurs for Entrepreneurs network (the Netherlands) through Oxfam Novib and the GSRD Foundation.

In the first phase (2015-2018), EFD has accompanied and supported 33 SMEs, therefrom ameliorating living conditions of more than 24,000 households. The impacts that EFD have



made in that initial phase were documented in one short film¹ and one book², telling the stories of changes in outstanding companies that actively participated the project.

In the second phase (2018-2021), EFD aims at strengthening impact-driven SMEs in agriculture value chains in Vietnam, to further reducing poverty and to tackle some of the broader societal and environmental challenges that Vietnamese face in the agriculture sector. To document the project's impacts, Oxfam in Vietnam is looking for a writer-reporter to work with our communications and the project team in producing a book on stories of changes of prominent enterprises, highlighting the changes in business management of and the social impacts created by the enterprises after joining EFD. This book will be used for external communication as well as internal sharing.

2. Objective & Scope of works

Objective

Based on the stories and sharing of the enterprises, the consultant will articulate the content of the book to demonstrate changes of the enterprises in business management, business performance and social impact after joining the EFD project, ultimately demonstrate the support provided by and achievements of EFD project in Vietnam. This book will be made in Vietnamese and English (with photos for each enterprise) will cover stories of up to 15 enterprises who have participated in the EFD project.

Scope of works

The consultant will be required to:

- Work closely with Oxfam's team and read all stories/ sharing from entrepreneurs who participated EFD project from 2015 – 2020;
- Provide inputs to the structure and outline of the book;

¹ <https://bit.ly/2YTmads>

² Humans of EFD. Link download: <https://vietnam.oxfam.org/latest/policy-paper/humans-efd>



- Travel to enterprises' locations for story collection (). (Expenditure for working at project sites is covered by Oxfam);
- Articulate stories, descriptions, quotes, other contents and prepare good photos to present information effectively throughout the book to achieve communication objectives;
- Edit the draft of the book according to relevant stakeholders' feedback;
- Proofread to ensure high-quality writing in Vietnamese and English.

3. Quality/Content Control:

- All information in the book needs to incorporate the factors of authenticity, sensory, and cultural relevancy;
- Oxfam owns the copyright and has editorial control over the content and images produced. All information provided to the consultant must be kept confidential.

4. Timeframe:

Start date: 15th August 2020

End date: 31st December 2020

The detailed timeline will be proposed by the consultant and approved by Oxfam.

5. Requirements

- Fluent Vietnamese and good English is preferable;
- At least five years of professional experience in writing and editing with background in development and social issues;
- Proven experience of similar scope and topic is preferable;
- Proven experience in working with international organizations (successful experience in working with UN agencies, INGOs is an added asset);
- Having prior experience with Oxfam's project is an advantage
- Ability to meet deadlines and prioritize multiple tasks;
- Initiative, resourcefulness, timeliness.



6. How to apply

Interested candidates please send CV, examples of similar works/publications, and your financial proposal to the following email: HR.Vietnam@oxfam.org no later than **20th July 2020**.