



TERMS OF REFERENCE

Consultant(s) to provide training on effective online learning: facilitation skills, tools and techniques

for the “Inclusive and sustainable clam and bamboo value chain development in Vietnam (SCBV)” Project

1. BACKGROUND

Oxfam is a global movement of people working together to end the injustice of poverty.

Oxfam is a confederation of 21 organizations working together in more than 70 countries. We are part of a global movement for change, empowering people to create a future that is secure, just, and free from poverty.

Oxfam in Vietnam is working to seek transformative changes in policies, practices and beliefs in ways that will fundamentally improve the lives of poor and marginalized women and men and ensure that all citizens have the same opportunity to enjoy their rights. Oxfam in Vietnam current country strategy contributes to shaping the debate on extreme inequality in Vietnam and globally, our three program goals include promoting gender equality and women’s agency, social accountability and empowered citizens, and secured livelihoods and resilient communities.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Oxfam is committed to preventing any type of unwanted behavior 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.

Oxfam in Vietnam in partnership with Research Center for Non-Timber Forest Products (NTFPRC), International Collaborating Centre for Aquaculture and Fisheries Sustainability (ICAFIS), Vietnam Chamber of Commerce and Industry (VCCI) implements the 4-year project **“Inclusive and Sustainable Clam and Bamboo Value Chain Development in Vietnam”** (SCBV) which is funded by the European Union during the period of 2018 - 2022. The Project focuses mainly on the 5 provinces: Tien Giang, Ben Tre, Tra Vinh (clam value chain) and Thanh Hoa & Nghe An (bamboo value chain). The project contributes to reducing poverty and inequality in rural areas of Vietnam through facilitating the adoption and practice of sustainable standards by clam and bamboo producers and processors; improving access to market and finance as well as production efficiency; empowering small-scale producers and working with public-private alliances for good value chain governance.

Project Objectives: The overall objective of the project contributes to reducing poverty and inequality in rural areas of Vietnam through realizing the following specific objectives:

- **Small-scale producers (SSPs) and Micro/Small and Medium Enterprise (MSME) processors of clam and**



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bamboo VCs have increased income from sustainable production practices, improved business efficiency and access to markets. To reduce poverty of SSPs, this Project aims to achieve income increase of SSPs by improving their technical capacity in compliance to sustainable production practices – a prerequisite condition for them to gain higher selling prices and access to demanding markets. Since MSMEs are the immediate buyers of SSPs, this Project will also assist MSMEs to improve their business efficiency, so that they will be in a better position to provide more benefits to SSPs.

- **Clams and bamboo value chains in five provinces are better organized, equitable and inclusive.** The Project aims to enhance the position of SSPs and MSMEs in the value chains by improving their negotiation power and sell at higher prices in more sustainable ways. The project also aims to achieve improvements in inclusive and sustainable value chains' governance by forging multi-stakeholder partnerships that promote dialogues, trust and cooperation among key stakeholders, including SSPs, MSMEs, lead firms, financial institutions and government

One of the project's crucial approaches is capacity development. The project builds the capacity of value chain actors; empower SSPs', MSMEs' and other actors' productive, innovative, business management, quality control and traceability capacities. In the context of the Covid-19 pandemic, as all project provinces have imposed travel restriction and social distancing, the project has identified a strategic direction to apply digital solutions to mitigate the challenges of Covid 19 outbreak. The planned trainings, workshops and learning events will be switched from offline to online manner. However, the project staff and partners lack the skills, tools and techniques to effectively facilitate online learning.

Therefore, Oxfam in Vietnam/the SCBV project is looking for a consultant(s) to provide a **3-days online training workshop to improve staff's capacity in course design and virtual facilitation to deliver high-impact training and learning events in a virtual setting.** This training workshop is expected to take place in early September 2021.

2. OBJECTIVES

The overall aim of the training workshop is to equip the project staff and partners with skills, tools and techniques to be a more effective facilitator to deliver high-impact training and learning events in a virtual setting. Participants will learn how to effectively navigate the virtual training and meeting room, as well as using tools to bring interactions to the virtual space. As a practical training, learning participants will be engaged in facilitated discussions, group exercises, games, and illustrated presentations. After experiencing the training as learners, participants will be introduced to the "behind the scenes" of the online training workshop to learn how to develop course contents, manage virtual rooms, and adapt to the needs of their learners.

By the end of this training workshop, participants will return to their work ready to apply course design principles to their technical content, be able to facilitate and find the right tools that will help them effectively facilitate virtual trainings, workshops, and events while ensuring the technologies are aligned and work cohesively together. After this 3-days online training workshop, participants will be able to:

- Develop effective resource materials to support the virtual learning process
- Facilitate multiple interactive and participatory training techniques in the virtual setting
- Effectively manage the virtual room
- Deliver a participatory style training session that builds skills and knowledge
- Select and customize existing tools and techniques to enhance classroom interactions with the right technology/tools.

3. PROPOSED TRAINING CONTENT

The consultant(s) is expected to employ a participatory approach to deliver the 3-days **online training workshop** in an interactive way. The training content may include, but are not limited to:



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- Attributes, Knowledge and Skills of successful online facilitator
- Creating sub-groups and effectively managing virtual rooms
- Designing effective online activities.
- Providing online assignment instructions.
- Engaging and motivating participants in online learning.
- Online facilitation skills: speaking skills, communication skills in virtual setting, storytelling skills, powerful body language, use of video presentation, etc.
- Digital facilitation tools and techniques: what technologies and tools are available, and how to effectively use them. It might include, but not limited to the following:

Overall Competency	<ul style="list-style-type: none"> • Attributes/KAP of an excellent virtual trainer/facilitator
Learning theories	<ul style="list-style-type: none"> • Adult learning theories • Virtual / distance learning theories • Curriculum design theories
Meeting/Classroom management	<ul style="list-style-type: none"> • Virtual meeting/classroom management techniques (grouping, tasks assignment, sub-group and plenary management, speaking and non-verbal communication, time management, encouragement and motivation/providing feedback, team/collaborative teaching, distractions management)
Virtual meeting/learning tools	<ul style="list-style-type: none"> • Learning platform/course management: Google Classroom, Articulate • Meeting tools and Video messaging (Zoom, Teams, Zalo, Loom) • Brainstorming and audience engagement tools: Miro, Mural, Padlet, Jam • Surveying, Poll and Evaluation tools: Google Forms, Slido, Microsoft Survey, SurveyMonkey, Mentimeter • Visual presentation, Videos, and Graphics tools: Canva, PowerPoint, iMovie • Note-taking and knowledge management: Evernote, Roam • File Storage and Sharing tools: Google Drive, Box, Dropbox • Other useful tools/ for organizing interactive games/learning activities

4. SCOPE OF WORKS

The consultant(s) are expected to carry out the following work (but not limited to):

- Document review: Analysis/review of existing and relevant documents such as the SCBV project documents and other documents relating to capacity development of Oxfam's works.
- Discuss with Oxfam and SCBV project staff to get deeper understanding of the mission, learning gaps and styles
- Design the training contents and methodologies in consultation with Oxfam and SCBV project staff.
- Deliver 03-days online training for SCBV project staff and partners.
- Write training report and finalize training materials package.



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5. EXPECTED DELIVERABLES AND TIMELINES

#	Deliverables	Tentative timeline	Estimated # of working days
(1)	A training proposal submitted to Oxfam	Week 2, Sept. 2021	0
(2)	Meeting with Oxfam to get deeper understanding of the mission	Week 2, Sept. 2021	0.5
(3)	Document review	Week 2, Sept. 2021	1.0
(4)	Design the training content and methodologies and send Oxfam for review	Week 2-3, Sept. 2021	1.5
(5)	Solicit feedback from Oxfam/SCBV staff and integrate in the curriculum	Week 3, Sept. 2021	0.5
(6)	Deliver 03-days online training for SCBV project staff and partners (it might be divided into 3 separate days)	Week 3, Sept. 2021	03
(7)	Submit the 1 st draft training report	Week 4, Sept. 2021	1.0
(8)	Submit final training report and training materials package	Week 4, Sept. 2021	0.5
	Total estimated number of working days		8.0

6. REQUIREMENTS FOR CONSULTANT

The consultant(s) should have:

- Proven experience in designing and providing training for adult-learners.
- Strong experience in designing and facilitating training and learning events in a virtual setting using participatory methods and stimulate attendants to participate and learn actively.
- Strong expertise on utilizing digital facilitation tools and techniques in online learning events.
- Strong facilitation and coaching skills as well as be familiar with participatory approaches.
- Experience working with NGOs and community training, ideally on value chains, agrarian transformations and the agriculture sector.
- Commitment to gender equality and diversity.
- Be committed to and able to meet deadlines.
- Strong communication and interpersonal skills.

7. PROPOSAL SUBMISSION

The Proposal should be specified in terms of:

- Introduction of the Consultant's profile and related experience (**Consultant CV**)
- **Technical proposal** (including proposed training agenda, content, methodologies)
- **Financial proposal** that specifies number of working days required and consultancy rate.

How to Apply: An application, CVS and proposal should be submitted in either English or Vietnamese by email with subject mentioning "Clam & Bamboo – SCBV training on effective online learning facilitation skills and techniques" to HR.Vietnam@oxfam.org.

The closing date for application: **9.00am, 6th September 2021**

Only short-listed applicants will be contacted for an interview.



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