



## **TERMS OF REFERENCE DOCUMENTATION OF FINANCE FOR DEVELOPMENT PROGRAMME**

### **1. Background**

Oxfam is a confederation of 20 organizations working together in more than 90 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 four-programme includes women rights', building resilience to disaster, climate risks and emergency response, sustainable food and fair sharing of natural resources, and good governance.

The Finance for Development (FFD) program in Vietnam is part of a Strategic Partnership (SP) program between Oxfam Novib, SOMO and the Dutch Ministry of Foreign Affairs, called 'Towards a Worldwide Influencing Network'. The program aims to reduce inequality and improved quality of life of women and marginalized groups in Vietnam, as a result of equitable, accountable fiscal policies and practices. The marginalized groups will benefit socially and economically from fairer taxation and accountable public service financing. To realise this objective, FFD program works on the following areas:

- Increasing civic spaces to hold the Government and private sector accountable for development financing
- Influencing regional and international bodies on tax governance
- Influencing Vietnamese government to reduce harmful tax incentives and targeted corporations reduce tax invasion and avoidance
- Advocating the Government to increase budget allocation and spending for public services at local levels with more transparency and responsiveness.

The program has been implemented from 2016 till 2020 in Quang Tri, Hoa Binh provinces, national and global levels. We have worked with multi-stakeholders including CSOs and their alliances, grassroot organisations, private sector and Government agencies. We have employed different approaches comprising capacity building, feminism, digital influencing, communication and campaigning.

After five years of implementation, we have observed significant changes in creating civic space, capacity development for CSOs, facilitating multi-stakeholder partnership, raising voice and right, policy changes, etc. We have captured diverse lessons learnt on what work and what do not work. Therefore, we want to capitalise these results and approaches to share with different stakeholders and inform our next steps.

For this purpose, we are looking for consultant(s) who will work with us to innovatively document our programme results and approaches. The documentation will be used for external communication and internal learning.

## **2. Objectives**

The main objectives of the consultancy is to:

- Document the achievements of FFD program (including intended and unintended results), approaches, implementation process, and its partnership model.
- Demonstrate program achievements and approaches with case studies, stories and other visual products.
- Capture key lessons learnt, what work and what do not work in the program, especially things that are surprising, unforeseen or challenging our current thinking and approaches.

The document will be used to communicate Oxfam's strategy, interventions, achievements and learning Vietnam with different stakeholders.

## **3. Deliverables**

- 01 manual of the project for other interested organisations (approximately 30 pages) – Structure to be discussed.
- 2 videos (5 mins each) to capture the theory of change, achievements, process of the project, and human stories.
- Illustrating photos for the manual.
- 01 powerpoint presentation to capture key ideas from the documentation.
- All products are in both English and Vietnamese

## **4. Tasks and responsibilities**

To achieve the envisaged objective, the Consultant will need to take the following responsibilities and tasks:

- Reviewing programme documents, available visual products including stories of change, outcome harvesting reports, midterm review, baseline, endline survey, annual reports, communication products, etc.
- Discuss with Oxfam's programme and Knowledge Management & Communications team to get more insight, clarification and agree on the content and format of documentation
- Travel to provinces for story and photo collection (if required)

- Writing content for the manual
- Shooting videos and illustrating photos; postproduction for fine quality.

#### **4. Timeframe**

<b>Activity</b>	<b>Tentative Date</b>
Recruitment of consultant	26 August 2020
Reviewing program documents	27 August
Meeting with program and Knowledge Management team	31 August
Meeting with partners	1-3 Sept
Design and agree on detail outlines	4-7/9 August
Write up first draft	8/9 - 10/9
Finalise document based on Oxfam's comments	11/9 – 14/9

#### **5. Areas to document**

##### **5.1 Programme approaches and how it works.**

These approaches include, but not limited to:

- Capacity development for CSO
- Creating civic space
- Feminism
- Evidence-based policy influencing
- Research, communication and campaigning
- Multi-stakeholder partnership
- National – regional – global linkage

##### **5.2 Programme results**

- Changes in organizational and influencing capacities of CSOs and their alliances at national and regional level
- Changes in citizens' voice, empowerment and practicing their rights, especially women's right in monitoring state budget and tax spending for public services
- Changes in policies and practices of the Government (national and local level) in tax governance and spending of state budget for public services

#### **6. Quality control**

The case studies, stories and other illustrations need 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(s) must be kept confidential.

#### **7. Requirements**

An international/national consultant must have the following qualifications:

- At least five years of professional experience in programme documentation, photography, writing, editing on development and social issues;

- Proven experience of similar scope and topics is preferable;
- Proven experience in working with international organizations. Experience in working with UN agencies and INGOs is an asset;
- Ability to analyze and synthesize relevant information to the benefit of the organization;
- Ability to meet deadlines and prioritize multiple tasks;
- Excellent writing skill in English and Vietnamese

## **8. How to apply**

Interested candidates, please send CV, examples of similar works/publications and technical proposal to the following email [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org) no later than 24 August 2020.