

**TERMS OF REFERENCE   
Technical Service for Learning, Documentation and Communication**

**For Vietnam Fair for All project of Oxfam in Vietnam (VN F4A)**

**Background information**

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Our global confederation includes 21 member organizations working in 70 countries.

We have 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 the private sector and that it is fundamental to Vietnam’s development.

Oxfam in Vietnam aims to influence the current growth-based development model to shift to a Human Economy Development Model built around eight core concepts, (1) measure what matters with multi-dimensional poverty and inequality, unpaid care work, environment, (2) manage markets, not being managed by them; (3) end extreme concentration of wealth, (4) progressive taxation, (5) universal public services, (6) gender equality and women’s agency, (7) decent jobs with fair and living wages for employees, (8) responsible and inclusive business models, (9) citizens’ participation.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](https://www.oxfam.org/en/what-we-do/about/how-we-fight-inequality-end-poverty-injustice)

Fair for All (F4A) is a global program funded by the Dutch Ministry of Foreign Affairs and dozens of partner organizations implemented from 1 January 2021 until 31 December 2025. The main purpose of the global program is to make value chains and trade in 14 countries more inclusive and sustainable.

Fair for All in Vietnam is part of this global program which aims to strengthen people’s participation for a more transparent, accountable, and equitable redistribution of resources from sustainable value chain development, especially in the extractive value chain. To realise this objective, OiV works with civil society organisations; women's rights organisations; research institutes; companies operating in extractive industries; and local and national governments.

Learning, documentation, and communication are key components of the project. Through effective learning, the project seeks to improve ongoing project approaches and maximize their impact. Key lessons learnt need to be documented and disseminated widely among partners involved in the project and other relevant external audience. To that end, we wish to create an open and enable space & mechanism for learning, innovation, documentation of good practices and knowledge sharing among all partners and wider relevant stakeholders. That will inform continuous adaptive management so that the F4A in remains relevant, efficient & effective in Vietnam.

Learning in the F4A program happens both within the 17 country, regional & global and at the cross-country levels. To harness country level learning, documentation and communication, Oxfam in Vietnam seeks to a technical organizations who are capable, enthusiastic, and committed to leverage the learning and communication with Oxfam. The learning topics has been identified with all partners at the beginning of the project focusing on capacity strengthening, mechanism to facilitate the dialogues among the stakeholders involved in the value chain, private sector engagement and influencing, and women’s economic empowerment.

This Terms of Reference describes the requirements for the technical service to facilitate/implement learning, documentation and communication around the mentioned learning topics.

**Objectives:**

* To identify specific learning, documentation and communication needs of the partners and CBOs who engaged in the VN F4A project relating but not limited to capacity strengthening, mechanism to facilitate the dialogues among the stakeholders involved in the value chain, PS engagement and influencing and women’s economic empowerment.
* To design learning and communication strategy and detail plans to facilitate learning, documentation and communication among program of the partners and CBOs who engaged in the VN F4A project and external audiences
* To facilitate and implement learning and communication activities of the partners and CBOs who engaged in the VN F4A project as agreed plans in consultation with Oxfam
* To document good practices and lessons learnt around the forementioned topics

**Main deliverables and timelines**

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| Deliverables | Timelines | Notes on roles and responsibilities |
| 1. A learning and documentation strategy and plan entailing key methodologies, activities and resources needed for facilitating learning and documentation plan | October 2022 with possible adjustments along the journey | Consultants draft, consultation with Oxfam and other partners |
| 1. A communication strategy and plan entailing key messages, methodologies, activities, and resources needed for implementing the plan | October 2022 with possible adjustments along the implementation process | Consultants draft, consultation with Oxfam and other partners |
| 1. Facilitation, implementation of learning activities as agreed plans and short report of each activity as agreed plan   Which includes, but not limited to:   * Bi-annual learning events for all partners (30 peoples/each learning) and CBOs (at least 30 people/ each learning) who engages in the Vietnam Fair for All project * trainings and workshops based on specific needs of partners and CBOs * Organize internal communication mechanisms and activities among partners and CBOS to promote learning, exchange, collaboration among partners and CBOs * Organize external communication activities and channels with consultation and active engagement of partners and CBOs | From Oct 22 – Mar 24 | Consultants lead;  in consultation with Oxfam and participation of all partners and relevant stakeholders |
| 1. Facilitation, implementation of communication activities as agreed plans and short report of each activity as agreed plan   Which includes, but not limited to:   * Bi-annual learning events for all partners (30 peoples/each learning) and CBOs (at least 30 people/ each learning) who engages in the Vietnam Fair for All project * trainings and workshops based on specific needs of partners and CBOs * Organize internal communication mechanisms and activities among partners and CBOS to promote learning, exchange, collaboration among partners and CBOs * Organize external communication activities and channels with consultation and active engagement of partners and CBOs | From Oct 22 – Mar 24 | Consultants lead;  in consultation with Oxfam and participation of all partners and relevant stakeholders |
| 1. A documentation of the learning and communication journey  * Annual documentation of project lessons learnt and results for internal and external communication | Oct 2022 – Mar 2024 | Consultants lead;  in consultation with Oxfam, partners and CBOs engaged in the Vietnam Fair for All project |
| 1. Documentation of the communication process and products  * Annual documentation of project communication products for internal and external communication | Oct 2022 – Mar 2024 | Consultants lead;  in consultation with Oxfam, partners and CBOs engaged in the Vietnam Fair for All project |
| 1. Annual overall narrative and financial reports for this consultancy work |  |  |

**Qualifications**

* Master’s degree related to social development
* Minimum 05 years of relevant knowledge sharing in the development sector and for NGO actors
* Extensive understanding of NGO’s programming, ideally from a middle management level
* Proven extensive experienced with group learning and facilitation of learning on and development of influencing strategy
* Proven extensive experienced with innovative communications and documentation for internal and external audience
* Understanding of development issues in Vietnam with respect the diversities in approaches and be aware of own bias
* Showing the ethics and confidential conduct to ensure the intervention and approaches of partners are not revealed without consent.

**How to apply**

Interested organisations should submit their technical and financial proposal in English, including detailed design, methodologies, workplan, and an estimated budget with expected gross consultancy fee and logistical expenses, CV(s) of the consultant(s) to carry out the tasks.

The proposal should be submitted by e-mail to the following focal person: Ms. Tran Thanh Hang – HR Coordinator, email: [hr.vietnam@oxfam.org](mailto:hr.vietnam@oxfam.org).

Deadline for submission of application: CoB 28th September 2022

*Please note, only short-listed candidates will be notified for interview. Thank you!*