**TERMS OF REFERENCE**

**For service provider to organise training and networking activities on topic**

“Toward a more sustainable development of women’s rights and gender equality organisations in Vietnam”

(Sept 2022)

# Background

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.

The inequalities between women and men remain a significant challenge in Vietnam. Gender focused civil society organizations (CSOs) play a major role in advancing women’s rights and gender equality. In this context, Oxfam will implement series of training and networking activities on the topic “Toward a more sustainable development of women’s rights and gender equality organisations in Vietnam”. The training and networking will serve two following target audiences:

###### 30 women’s rights and gender equality organisation, or in short, gender focused organisations. Expected change: 30 targeted gender-focused organisations will become more capable, accountable, resilient and compliant in changing contexts.

* 30 influential journalists who express the needs to write on gender related issues. Expected change: 30 targeted journalists contribute to improve public understanding about gender-focused organisations and their contribution to gender equality and development in Vietnam.

Oxfam is looking for a competent local non government organisation to provide services on organising training and coaching sessions for gender focused organisations, networking and influencing journalists to provide deep analysis of gender related issues in Vietnam and how gender focused organisations constructively contribute to address the issues. The organisation will also be required to submit timely and high quality narrative and finance report according to Oxfam’s requirements.

# Activities timeline

Training and networking activities will be implemented within September 2022, with following timeline details:

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| **Activity code** | **Activities** | **Timeline**  **Within Sep 2022** |
| 1.1 | Training and cross-sharing events for legal awareness, financial and managerial compliance with Government’s laws and policies | 1 event is organized (Sept 2022) |
| 1.2 | Training on fundraising, workshop on code of conduct for CSOs and transparency and accountability, and digital rights skills (safety, access) | 1 event is organized (Sept 2022) |
| 1.3 | Legal and financial advice, assistance and coaching  16 tailor-made coaching sessions are organized each month | 4 sessions in Sept 2022 |
| 2.1 | Setting up a network of journalists and gender organisations and other CSO actors | Sept 2022 |
| 2.2 | Training journalists on gender related issues and narratives of CSO in promoting gender equality and social development | 2 events are organized in Sept 2022 |
|  | Report | 15 October 2022 |

# Roles and Responsibilities

* Selected service organisation will work closely with Oxfam to ensure timely and quality services as described above.
* Oxfam will be support the service organisation by providing relevant documents relating to the series of training and networking activities.

# Required skills and working experiences

* Strong expertise on gender equality and women’s rights in Vietnam;
* Intensive working experiences on organising training and networking activities with both gender focused organisations and journalists;
* Be part of at least one active network/alliances working on gender issues, for example gender-based violence network, etc..
* Proven ability to provide some direct trainings on above topics for gender-focused oganisations and journalists;
* Strong records on timely and high quality project narrative and finance reporting following requirements of international organisations, and
* Working experiences with Oxfam is preferable.

# Submission

The technical and finance proposal should be submitted to Oxfam no later than 31 August 2022.