

## **TERMS OF REFERENCE**

### **TRAINING ON PROJECT REPORT WRITING SKILL**

#### **PROJECT “DECENT WORK AND SOCIAL PROTECTION”**

##### **BACKGROUND**

Urbanisation and industrialisation in Vietnam, combined with a lack of jobs in rural areas, has created a massive flow of workers from rural areas to urban and industrial areas. Migrant workers now account for more than 50% of the urban labour force, with 60% of them being women (Vietnam Academy of Social Sciences, 2009). Most of them are working in labour intensive factories, such as garment, footwear, and electronics, and informal employment, such as street vendors, garbage collectors and other.

While labour migration is one of the key factors for Vietnam’s high economic growth, migrants do not receive a fair share of benefits from this growth, either in terms of treatment inside factories (working conditions) or social welfare outside factories, especially for informal workers (access to social protection). In this project, Oxfam supports Vietnamese civil society organisations in organising, networking, and facilitating grassroots migrant workers groups. The organising approach is bottom-up, from outside the boundary of the factory, rather than the traditional method that only organizes workers inside the factory floor. Workers' groups begin as autonomous groups and may later decide on affiliation with Vietnam's state-sponsored Labour Union (or Women's Union). Oxfam and partners will promote new initiatives in organizing core leaders of workers' groups, building networks, and using communication tools such as social media. Key implementing partners is Mnet - Network for Action of Migrant Workers (M.net), including for local NGOs which are organising different migrant workers' groups.<sup>1</sup>

Project has three outcomes:

- The leaders and activities of grassroots groups of internal migrant workers have built awareness and knowledge on their rights to Social Protection, demonstrate democratic and gender-sensitive leadership and engage in advocacy to defend their rights.
- The member organisations of M.net have increased capacity to develop credible proposals supported by their constituencies and allies, for policy and practice changes regarding workers' rights to better social protection.
- M.net, with its members, allies and workers' representatives, have increased advocacy capacity to influence key external actors to take into account their policy and practice proposals regarding social protection policy and implementation.

In order to provide quality reporting to improve project implementation, Oxfam will organise one two-day training on report writing skill for implementing partners in the project. The training will be organised in December 2020, in Hanoi.

##### **TRAINING OBJECTIVES**

1. To provide opportunities for participants to self-reflect and explore different ways to improve reporting quality
2. To seek common understanding and to provide Mnet, its members and allies fundamental knowledge of a good result – based project report
3. To guide Mnet, its members and allies, different steps to write a good result-based report

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<sup>1</sup> <https://vietnam.oxfam.org/workers%E2%80%99-rights>

4. To guide Mnet, its members and allies and explore different methods to collect and write back-up evidence: a good case study/most significant change story and outcome harvesting

## **KEY PROPOSED CONTENTS**

1. What is a good result-based report? Its objectives, key principles, etc...
2. What are different steps in writing good result-based report: analysis of key donor requirements, identification between project activities progress, project outputs, project results (at different levels), result indicators, data collection, data analysis..
3. How to write-up good result-based report: structure of a good paragraph, develop arguments, synergy among paragraphs...
4. How to write -up good stories of change: key method , key analysis
5. How to write outcome harvesting: key concepts and components (Oxfam will facilitate this session)

## **METHODOLOGIES & PARTICIPANTS**

The external consultant will facilitate the training using participatory methods, including but not limited to, group discussions, presentation, questions & answers...

Workshop will engage estimated 10-15 participants, including:

- Project staffs from Mnet and four local NGOs: estimated 12 pax
- Oxfam staffs: estimated 3 pax

## **EXPECTED TRAINING OUTPUTS**

Draft 2020 annual report for all five partners, including Mnet, CDI, SDRC, GFCD (full or part, depending on how they go during the training).

## **SCOPE OF WORK OF CONSULTANT**

- Study and review related documents, project logframe, project reports...
- Develop faci plan to operationalize the objectives of the training.
- Facilitate the training.
- Develop the training report to capture the changes of training participants.

## **QUALIFICATIONS, EXPERIENCES AND COMPETENCIES OF CONSULTANT TO FACILITATE THE WORKSHOP**

- Strong professional experiences facilitating report writing skills training for NGOs;
- Expertise on dynamic workers' rights issues;
- A strong commitment to delivering timely and high-quality reports, and;
- Excellent communication skills.

Interested candidates can send package of (i) letter of interest, (ii) training proposal with budget and (iii) CV to [hr.vietnam@oxfam.org](mailto:hr.vietnam@oxfam.org) before 17:00, December 11, 2020.