**CALL FOR CONSULTANT PROPOSAL**

Oxfam is an international confederation of 17 organizations working together in 94 countries and with partners and allies around the world to find lasting solutions to poverty and injustice. In Vietnam, Oxfam is recognized as one of the leading international NGOs, especially in rural development, disaster risk reduction and humanitarian response, civil society development, ethnic minorities, and women’s empowerment.

**TERM OF REFERENCE FOR**

**Gender analysis and capacity building need assessment**

**Project on “Up-scaling of Pro-Poor Rattan/Bamboo Value Chain Development for Women and Ethnic Minorities in Nghe An province”**

Oxfam and its partners have been supporting poverty reduction initiatives in Nghe An for over the last two decades, with a strong focus on ethnic minorities in the poorest districts. The new project on **‘***Up-scaling of Pro-Poor Rattan/Bamboo Value Chain Development for Women and Ethnic Minorities in Nghe An”*has received funding from Swiss Agency for Development and Cooperation (SDC) for 3 years (2013-2016).The overall goal of the project is to reduce poverty, increase livelihood diversification and enhance resilience of ethnic minorities and women in the poorest and most marginalized upland areas of Vietnam, through pro-poor value chain development of rattan and Lung bamboo.

The project targets marginalized poor men and women as actors within rattan and bamboo value chains comprising growers, producers, collectors, pre-processors and traders in four districts in Nghe An province: *Que Phong, Quy Chau, Tuong Duong and Con Cuong*. The project is managed by the Oxfam Hong Kong through its Pro-Poor Markets program team, in collaboration and partnership with Vietnam Rural Industries Research and Development Institute (VIRI) and Government line agencies (DARD, DOIT) at national, province, district and commune levels.

As emphasized in the project objective, the ethnic minority poor men and women are the direct beneficiaries with strong focus on strengthening the economic leadership of women. Gender equality and women empowerment in the rattan value chain are cross cutting issues that need to be mainstreamed into the project cycle and as important components of the project activities.

Oxfam recognizes that having full understanding of gender related factors and then considering those factors in the process of project implementation and monitoring is the best way to ensure that men and women are able to participate actively in project activities and to be empowered to make decision within their community and according to their stake in related value chains.

Tentative actions/steps to integrate gender into rattan project can be described as following

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| **No** | **Key Actions/Steps** | **Tentative time frame** |
| 1 | Gender analysis and CB need assessment of partners/stakeholders | Sep – Oct 2013 |
| 2 | Provide training to build capacity for partners and stakeholders on gender mainstreaming/women empowerment | Oct – Nov 2013 |
| 3 | Provide coaching/ technical support during the implementation for OHK and partners | Oct 2013 – March 2014 |
| 4 | Practice and implementing gender mainstreaming by partners/stakeholders to improve the project interventions | Nov 2013 – March 2016 |
| 5 | Reflection and lesson learned on gender mainstreaming process | March – April 2014 |
| 6 | Gender impact assessment at the end of project | April 2016 |

A gender analysis and capacity building need assessment (refer to step 1) is needed as preliminary study to help the project holder and the partners to understand the extent of women’s involvement in rattan value chain, their roles, responsibilities and expectations in the sector; to identify key gender issues, within and beyond the rattan/bamboo sector and analyze the roots causes of gender issues in this project area and the competency requirements for partner on how to mainstream gender and promote the active participation and increase benefits of poor women from the rattan/bamboo sector.

***Oxfam is calling for proposals from qualified individual consultants or Organizations/ Consultancy Agencies to undertake a gender analysis and capacity building (CB) need assessment of Oxfam’s partners within the rattan value chain development project in Nghe An (focus on step 1).***

***The successful consultant who completes the work with high quality may be considered for a partnership in implementing the gender component of project.***

**Purpose of the study**

The gender analysis aims to identify key gender issues related to the rattan/bamboo value chain in the target communities and to understand challenges and opportunities to promote full and equal participation of women especially EM women in the sector, based on their aspirations and concerns. The findings of the study will be used to develop strategies/guidelines that will ensure that the interests of both men and women are taken into consideration when implementing project activities and to effectively address gender issues and gaps in the project cycle.

**The specific objectives are:**

* To assess current women’s involvement (roles and responsibilities) in the rattan value chain in the target communities in Nghe An
* To identify social, economic and institutional factors that hinder or promote women’s participation in the rattan value chain in the target communities
* To assess the “aspirations for significant and meaningful changes in gender/women status and voice” of women and the perspectives and commitment of both women and men in promoting women’s voice and status through rattan value chain project and how their engagement in the sector can be strengthened accordingly
* To develop recommendations on how the project can further promote women (economic) leadership, strengthen their influence in decision making/processes and ensure equitable access to opportunities, resources and benefits..
* To assess capacity building needs of implementing partners and other stakeholder”: their understanding, knowledge, skills, stereotypes, commitment in promoting women’s status and voice and identify requirements for the capacity building of partners, in order to improve gender mainstreaming and promoting women’s status and voice in project initiatives.

**Methodology**

* Desk review of relevant documents such as project documents, Oxfam and partner reports, etc.
* Conduct semi-structured interviews, focus group discussions, in-depth individual interviews, observations, etc. with the project target groups and beneficiaries (ie. Rattan seedling producer group, rattan plantation group, processing and handicraft groups, etc.) and relevant stakeholders in the community at the project sites.
* Interviews partner’s staff and those who are involved in project implementation and management as well as other stakeholders at the locality.
* Findings of the study shared with Oxfam and partner for feedbacks (through meetings, emails, discussions, etc.)

**Deliverables**

* A research proposal including clear research framework, approach, methodology, tools and detail work-plan should be shared with Oxfam before conducting desk review, visits and interviews.
* A gender analysis report (in Vietnamese and English) which will provide
  + key gender issues/gaps and key challenges and constraints towards women/men’s participation and enjoyment in rattan/bamboo value chain.
  + key recommendations and suggestions on how to improve the project interventions (including objectives, activities and processes) to promote women (economic) leadership, strengthen their influence in decision making/processes and ensure equitable access to opportunities, resources and benefits.
  + An action plan to build capacity for partners/stakeholders on engendering into rattan project activities.

# **Timetable**

This consultancy is expected to start in Sep 2013. The final report on gender analysis should be delivered in October 2013.

Time for each activity will be discussed and agreed between Oxfam, key partners, local authorities in the target districts and consultant.

# **Job Competencies:**

The consultants should have:

* In-depth understanding on the current situation of ethnic minority in Vietnam;
* Possess a Degree in any field but preferably social sciences, anthropology, gender or women’s studies, agriculture or development studies.
* Possess at least five years’ practical work experience in areas related to gender analysis, women’s empowerment, human rights or related fields
* Have a good understanding of capacity development in relation to women’s empowerment
* Possess good interpersonal and facilitation skills
* Very good writing and documentation skills in both Vietnamese and English;
* Very good and extensively experienced in researching, providing training and developing technical guideline/manual

**Logistics support**

* Oxfam and its partners (VIRI) will provide all relevant documents for the consultant such as project document, work plans, reports, etc.
* Oxfam and its partners will help arranging meetings with all relevant stakeholders involved in the project implementation
* Oxfam will sign contract with and make payment for the consultant
* Oxfam will be responsible for overall coordination of the consultancy work

**How to Apply**:

Interested parties should submit i) a letter of interest, CV(s) as well as other related documents detailing experience and qualifications; ii) A technical proposal with proposed consultant fees.

Deadline for application: ***No later than 5:00pm (Hanoi time) on 9th September 2013***

***to the following address: Oxfam in Vietnam, 22 Le Dai Hanh, Hanoi***

***or Email:*** [adminintern@ohk.org.vn](mailto:adminintern@ohk.org.vn) (Cc to [ngadt@ohk.org.vn](mailto:ngadt@ohk.org.vn) )

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Oxfam offers an attractive benefit package. We regret that only short-listed applicants will be contacted.

Oxfam is an equal opportunity employer