

ASIAN DEVELOPMENT BANK

TAR: VIE 34367

TECHNICAL ASSISTANCE

TO THE

SOCIALIST REPUBLIC OF VIET NAM

FOR

**GENDER STRATEGY AND IMPLEMENTATION PLAN FOR
AGRICULTURE AND RURAL DEVELOPMENT**

February 2002

CURRENCY EQUIVALENTS

(as of 05 December 2001)

Currency Unit	-	Dong (D)
D 1.00	=	\$ 0.0001
\$ 1.00	=	D 15,065.00

ABBREVIATIONS

ADB	-	Asian Development Bank
CAFW	-	Committee for the Advancement of Women
DARD	-	district agriculture and rural development
MARD	-	Ministry of Agriculture and Rural Development
NCFW	-	National Committee for the Advancement of Women
PAR	-	Public Administration Reform
POA	-	plan of action for the advancement of women
TA	-	technical assistance
TWG	-	technical working group
UNDP	-	United Nations Development Programme
VWU	-	Viet Nam Women's Union

NOTE:

In this report, "\$" refers to US dollars.

I. INTRODUCTION

1. During the 2001 Country Programming Mission, the Government of the Socialist Republic of Viet Nam confirmed its request to the Asian Development Bank (ADB) for assistance to develop and formulate a gender strategy and implementation plan to mainstream gender equity considerations into the policies, programs, planning, and implementation processes of the Ministry of Agriculture and Rural Development (MARD). The technical assistance (TA) was included in the 2001 Country Assistance Plan.¹ The ADB TA Fact-Finding Mission visited Viet Nam during 26 September - 4 October and reached an understanding with the Government on the objective, scope, cost estimates and financing plan, implementation arrangements, and outline terms of reference for consulting services of the TA.

II. BACKGROUND AND RATIONALE

2. Agriculture remains the major economic activity in rural Viet Nam where approximately 77 percent of the population live and where poverty is particularly prevalent. Women constitute 52 percent of the workforce in the agriculture sector. The economic transition has led to fundamental changes in the organization of agricultural production and gender relations within the agriculture and rural development sectors. In Viet Nam, agriculture is becoming feminized by 1 percent per year. Between 1993 and 1998, male farmers decreased by 0.3 percent per annum, while women increased by 0.9 percent. Compared with men, women contribute more hours of labor to cultivation, livestock breeding, agricultural processing, and marketing of agricultural produce. Despite this, women continue to face institutional and legal barriers to key resources, including land, financial services, extension services, and direct skills training, which limit and constrain their involvement in rural development. Given the large number and contribution of women to agriculture and rural development, it is crucial that MARD develop and implement a gender mainstreaming strategy and implementation plan to ensure that policies, programs, and projects are designed to address gender concerns and meet sectoral economic and development goals. MARD's policies and programs need to promote and facilitate women's equitable participation and benefits from agriculture and rural development. Programs and projects designed to raise rural incomes, improve living standards, and reduce poverty should be gender-inclusive and facilitate the involvement of women.

3. In 1993, the Government established the National Committee for the Advancement of Women (NCAFW) to promote women's status and enhance their role in nation building. In 1997, the NCAFW prepared the first national plan of action (POA) for the advancement of women 1995-2000, which was approved by the Prime Minister. The POA set out 11 objectives, and requested all line ministries, Government committees, and people's committees to develop their own gender strategies and action plans that set out in concrete terms measures to implement the national POA.

4. In consultation with all stakeholders, NCAFW recently prepared POA2 (2001-2005), which focuses on promoting gender equality in access to social services, productive resources, economic opportunities, and political decision making in all sectors through a process of mainstreaming gender in all relevant national policies and programs. POA2 is currently awaiting prime ministerial approval.

¹ The TA first appeared in *ADB Business Opportunities* on 8 February 2001.

5. To facilitate implementation of the POA, committees for the advancement of women (CFAWs) were established at the ministerial and provincial levels, with the primary functions of assisting and guiding the development of gender strategies and action plans. CFAW MARD was formed in 1996 with the overall mandate to assist with mainstreaming gender equity concerns in all MARD's policies, programs, and activities. CFAW MARD comprises representatives of the MARD departments and is supported by the technical working group on gender (TWG).

6. The limited resources of the TWG has meant that its activities have remained relatively small, discrete and outside the mainstream of MARD activities. While the TWG has achieved some success in placing gender on MARD's agenda through gender workshops and preparation of gender technical guidelines, its impact on mainstreaming gender into MARD's overall policies, planning, and programs has been minimal. This limited impact can be largely attributed to the limited gender capacity within MARD and the absence of an overall MARD gender mainstreaming strategy and implementation action plan. Developing a systematic and more sustainable path to gender mainstreaming requires the formulation and adoption of an overall gender mainstreaming strategy and implementation plan to guide all future MARD policies and programs. Gender sensitization of MARD's leaders and capacity building for senior technical and field staff across all subsectors is required if the national POA goals are to be achieved in agriculture and rural development. Gender mainstreaming is also crucial to meeting and achieving MARD's own goals and targets for the sector.

7. Under the POA, the Viet Nam Women's Union (VWU) is tasked with mobilizing grassroots support for implementing the POA. As a mass organization with links to provincial, district, and commune levels, the VWU is a critical stakeholder in promoting and facilitating implementation of the Government's national development goals. Government Decree No. 163 instructs all levels of government to consult with the VWU on matters relating to women and children, thus giving the VWU a central oversight role over all gender-related activities in Viet Nam. The VWU has an advocacy role to ensure that women's needs, concerns, and voices are incorporated into all government policies and programs and to provide the crucial link between the grassroots and government programs.

8. Assisting the Government to implement POA2 is consistent with ADB's policy on gender and development, which also promotes gender mainstreaming and makes a commitment to assist developing member countries to implement the Beijing Platform for Action. Support for building the capacity to mainstream gender will assist MARD to meet its own development goals for the sector and further contribute to improved implementation of ADB-financed loans that are designed to be gender-inclusive. The proposed TA complements the ADB-financed TA for strengthening the planning capacity of MARD² and the United Nations Development Program's Public Administration Reform Project, whose implementation recently began.

III. THE TECHNICAL ASSISTANCE

A. Objectives

9. The TA will assist the Government to institutionalize gender-responsive³ policy development, planning, program design, and implementation in MARD, in accordance with the national POA2. More specifically, the TA will provide assistance to develop MARD's capacity to

² TA 3591: VIE: *Strengthening the Planning Capacity of MARD*, for \$ 300,000.00 approved on 15 December 2000.

³ Gender-responsiveness is the consistent and systematic attention to the differences between women and men in society with a view to addressing structural constraints to gender equality.

formulate a gender mainstreaming strategy and sustainable implementation plan for mainstreaming gender into its strategies, policies, and programs. The logical framework of the TA is in Appendix 1.

B. Scope

10. The TA is divided into two parts. Part A will assist MARD to develop and formally adopt a gender mainstreaming strategy and implementation action plan. Part B will assist the VWU to conduct action research and participatory workshops at the provincial, district, and commune levels on the proposed gender strategy to feed into MARD's strategy development process. A practical learning-by-doing approach will be used to develop the outputs and to strengthen the gender mainstreaming capacity of both MARD and VWU senior leadership and technical staff.

1. Ministry of Agriculture and Rural Development (Part A)

a. Gender Mainstreaming Strategy

11. The MARD gender strategy will be developed and formulated, using a participatory process that involves CFAW, TWG, senior leaders, planning and technical staff from all the various MARD subsectors to promote a sense of ownership and commitment to the gender strategy. The TA will assist with (i) developing appropriate participatory tools and technical materials to highlight gender issues in agriculture and rural development; (ii) identifying gender gaps in MARD's strategies, policies, programs, and projects; (iii) conducting iterative participatory workshops within MARD; (iv) formulating an appropriate gender strategy that addresses the structural constraints to equal access to agricultural and rural development resources; and (v) obtaining the support of senior leaders and staff for the adoption of the strategy. A key message will be that gender mainstreaming is a prerequisite to achieving MARD's agricultural, economic, and rural development goals and the Government's overall poverty reduction targets.

12. Participatory stakeholder workshops will also be designed for senior leaders and technical staff at the provincial and district levels. The TA consultants and counterpart staff will assess the information gathered at each workshop in the formulation of the gender strategy. Subsequent drafts of the strategy will be shared with stakeholders until agreement is reached and a gender mainstreaming strategy is finalized and adopted by MARD.

b. Implementation Plan of Action

13. After the gender strategy is developed, a similar participatory approach will be undertaken to formulate an implementation plan of action for the ministry overall and for key line departments within MARD. As a prerequisite, the organizational structure, processes, procedures, and institutional arrangements of MARD will be assessed to identify key entry points and personnel to be involved in preparing the action plan. The plan of action will include baseline sex-disaggregated data, targets, milestones, and gender indicators so that progress in carrying out the plan can be monitored and evaluated. The TA will also help MARD to identify institutional and gender capacity building requirements over the medium term for effectively implementing the gender strategy and action plan.

c. Building the Capacity to Mainstream Gender

14. Building the capacity to mainstream gender in MARD will be undertaken primarily through the participatory process in formulating the strategy and action plan. This will be supplemented with sector-specific gender capacity building workshops and seminars for technical staff in the various subsectors of MARD, District Agriculture and Rural Development (DARD), and provincial staff. A key aspect of this component will be strengthening the capacity of CFAW members to enable them to more systematically and effectively promote and facilitate gender mainstreaming in MARD activities. A learning-by-doing practical approach will be adopted. Separate training programs will be conducted on gender in agriculture, forestry, water resources management, and rural development for relevant planning and implementation staff at national, provincial, and district levels. Provincial and district training will be in the central provinces as these are the ADB's focal region. Where possible, case studies of ongoing projects within MARD will be used to demonstrate the reasons for gender mainstreaming and how it can be achieved.

2. Viet Nam Women's Union (Part B)

a. Participatory Stakeholder Workshops

15. The TA will help VWU to conduct action research through participatory workshops with members at the national, provincial, district, and commune levels, and with civil society at the grassroots level to identify key concerns, needs, and aspirations of women in the sector. Any gender-differentiated impacts of MARD's policies, programs, and projects will be identified together with recommendations for mainstreaming gender in MARD. VWU will document the information gained through these workshops and submit it to MARD as critical inputs for developing the gender mainstreaming strategy and implementation action plan.

b. Building Capacity to Mainstream Gender in Agriculture and Rural Development

16. VWU will be assisted in preparing gender training materials and capacity-building programs tailored for agriculture and rural development. Training programs will be conducted for national, provincial, and district staff. Case studies of ongoing projects within the sector will be utilized as learning tools to implement a practical learning-by-doing approach. The training will include (i) analysis to identify gender gaps in agriculture and rural development, (ii) planning and formulating gender-inclusive projects in the sector, (iii) implementing gender mainstreaming, and (iv) monitoring and evaluation. This component will focus on building the capacity of district staff to mainstream gender in implementing projects in the sector at the district and commune levels. As in capacity building for MARD, the training will be conducted in the central provinces as ADB's focal region. The learning-by-doing workshop methodologies to build the capacity to mainstream gender will be documented and assessed. Where possible, the pilot-training could be linked to on-going initiatives. Results from the assessment, materials, and workshop methodologies pilot-tested in the central provinces could then be replicated by the VWU in other provinces in the future.

C. Cost Estimates and Financing Plan

17. The total cost of the TA is estimated at \$565,000 equivalent, comprising \$292,000 in foreign exchange and \$273,000 equivalent in local currency. ADB will cover all foreign

exchange costs and \$158,000 equivalent of local costs, to a total of \$450,000 equivalent. The TA will be financed by ADB on a grant basis from the ADB-funded TA Program. The Government will provide \$115,000 equivalent in the form of office accommodation, counterpart and support staff, workshop facilities, training, and other related services and facilities. The detailed cost estimates and financing plan are in Appendix 2.

D. Implementation Arrangements

18. The VWU will be the Executing Agency for the TA and MARD will be the Implementing Agency. A steering committee with representatives from both the VWU and MARD will be set up to oversee implementation of all TA activities. The proposed membership of the steering committee is presented in Appendix 3. The terms of reference and organizational arrangements for the steering committee will be developed and agreed to at the inception meeting. The Project's TA director will be the deputy chairperson of CFAW-MARD. The TA consultants for carrying out the respective components will be located in MARD and the VWU. Close coordination and cooperation between the two agencies will be maintained, with overall coordination provided through the team leader with guidance from the TA steering committee. Both agencies will assign counterpart staff to work closely with the TA team for the respective components.

19. The TA will be implemented over 12 months, early March 2002-March 2003, and will require 54 person-months of consulting services: 18 person-months of international consulting services (1 team leader for 12 person-months, 1 organizational/institutional specialist for 3, and 1 gender mainstreaming consultant for 3) and 36 person-months of domestic consulting services (agriculture and rural development specialist for 12, gender training specialist for 12, various short-term domestic consultants for 12). The consultants will be recruited as individuals following ADB's *Guidelines on the Use of Consultants* and other arrangements satisfactory to ADB for engaging domestic consultants. The international consultants will have current knowledge of and experience in working on gender issues in Viet Nam. The consultants will be expected to prepare detailed work program, inception, midterm, and final reports. Equipment will be procured following ADB's *Guidelines for Procurement*. Appendix 4 gives the outline terms of reference for the consultants.

20. Both MARD and the VWU have provided assurances that counterpart staff will be assigned to the Project and office space, furnishings, utilities (including local communication), and workshop facilities provided for the consultants during the TA period.

IV. THE PRESIDENT'S DECISION

21. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance, on a grant basis, to the Government of the Socialist Republic of Viet Nam in an amount not exceeding the equivalent of \$450,000 for the purpose of the Gender Strategy and Implementation Plan for Agriculture and Rural Development, and hereby reports such action to the Board.

TECHNICAL ASSISTANCE FRAMEWORK

Design Summary	Performance Indicators and Targets	Monitoring Mechanisms	Assumptions/Risks
<p>Sector Goal Ministry of Agriculture and Rural Development (MARD) policies and programs contribute to increased incomes and reduction of poverty for both women and men in Viet Nam.</p> <p>Purpose Gender-responsive planning, program design, and implementation are adopted at MARD.</p> <p>Expected Results/Outputs Part A: MARD</p> <p>MARD gender mainstreaming strategy is developed and adopted</p> <p>Implementation plan of action is formulated and approved.</p> <p>Capacity to implement gender mainstreaming strategy is increased.</p> <p>Part B: Viet Nam Women's Union (VWU)</p> <p>1. Gender gaps in policies and programs in agriculture and rural development in Viet Nam are identified.</p>	<p>By 2020 Incomes for women working in agriculture and rural development have increased.</p> <p>Incidence of poverty for rural women is reduced.</p> <p>By 2005 Gender mainstreaming is institutionalized in MARD and all MARD programs and activities are gender responsive.</p> <p>By end of TA</p> <p>Gender mainstreaming strategy is formally adopted.</p> <p>Implementation plan of Action is approved.</p> <p>Reports contain information on gender gaps.</p> <p>By end of TA</p> <p>MARD gender strategy incorporates information about gaps in agriculture and rural development in Viet Nam.</p>	<p>Poverty indicators Baseline data</p> <p>Consultants reports Technical assistance (TA) review Asian Development Bank (ADB) analysis of new policies programs and projects</p> <p>Quarterly and annual reports</p> <p>Inception, midterm, and final reports</p> <p>Assessments before and after workshops. TA review missions</p> <p>TA review missions VWU report to MARD on issues identified through consultation workshops</p>	<p>MARD programs and projects are targeted to reducing poverty.</p> <p>MARD decision makers have political will to adopt strategy and implementation plan.</p> <p>MARD decision makers assign the necessary human and financial resources to fully participate in TA activities.</p> <p>MARD has political will and commitment to adopt strategy and implementation plan.</p> <p>MARD decision makers and senior technical staff are willing to participate in capacity- building programs.</p> <p>VWU decision makers and senior technical staff agree to assign resources (human and financial) for active involvement and participation in the TA.</p>

(Reference in text, Page 3, Para. 9)

Design Summary	Performance Indicators and Targets	Monitoring Mechanisms	Assumptions/Risks
<p>2. Gender mainstreaming capacity at VWU provincial, district, and commune levels increased.</p>	<p>VWU at national, provincial, and district levels demonstrate understanding of the importance of doing a gender analysis when implementing their work.</p>	<p>TA review missions</p>	<p>VWU decision makers and senior technical staff are willing to review their institutional mechanisms and practices from a gender perspective.</p>
<p>Activities Part A: MARD</p>			
<p>1. Gender strategy and implementation plan</p> <ul style="list-style-type: none"> Assess organizational structures and processes and institutional arrangements at MARD. Design learning-by-doing training materials and participatory workshop methodologies. Determine gender gaps in current MARD policies, plans, and program delivery through participatory workshops. Develop a gender mainstreaming strategy and implementation action plan. 	<p>April - May 2002</p> <p>April - May 2002</p> <p>June - September 2002</p> <p>October - December 2002</p>	<p>Consultant progress reports</p> <p>ADB TA review missions</p> <p>Gender strategy implementation plan</p>	<p>International and domestic consultants pool sufficient to recruit appropriately qualified personnel to staff TA.</p> <p>MARD and VWU counterparts are assigned and fully committed to participate in TA processes.</p> <p>Staff movement is not significant.</p>
<p>2. Capacity Building</p> <ul style="list-style-type: none"> Design training materials and workshop methodologies, including assessments before and after training. Conduct participatory workshops for senior and technical staff to <ul style="list-style-type: none"> identify gender gaps in MARD policies, programs; 	<p>April - May 2002</p> <p>June 2002 - February 2003</p> <p>June - September 2002</p>	<p>Training materials</p>	<p>Senior staff are willing to participate in workshops.</p> <p>MARD decision makers are committed to adopt gender mainstreaming.</p>

Design Summary	Performance Indicators and Targets	Monitoring Mechanisms	Assumptions/Risks
<ul style="list-style-type: none"> - design and approve gender strategy and implementation action plan; - learn gender analysis and planning skills. • Conduct gender capacity training for MARD-Committee for Advancement of Women (CFAW). 	<p>October - December 2002</p> <p>June 2002 - February 2003</p> <p>May 2002 - February 2003</p>	<p>Training program</p>	<p>Risk is not significant.</p>
Part B: VWU			
1. Identify key issues for women and gender gaps in agriculture and rural development programs.	<p>April - May 2001</p>	<p>Training materials</p>	
<ul style="list-style-type: none"> • Design learning-by-doing training materials and workshop. 	<p>June - August 2002</p>	<p>Training program</p>	<p>Risk not significant</p>
<ul style="list-style-type: none"> • Conduct participatory workshops for senior and technical VWU staff at provincial and district levels, and men and women at the community level to 	<p>June - July 2002</p>		<p>Training provided is tailored to agriculture</p>
<ul style="list-style-type: none"> - Identify key concerns of women in agriculture and rural development sectors - document results and prepare report for MARD. 	<p>August 2002</p>	<p>Documentation report for MARD</p>	
2. Capacity building			
<ul style="list-style-type: none"> • Assess gender training materials and methodologies currently being used by VWU. 	<p>April 2002</p>		
<ul style="list-style-type: none"> • Design learning-by-doing gender mainstreaming training materials and capacity building methodologies, including assessments before and after training. 	<p>May - June 2002</p>	<p>Training materials Workshop programs</p>	<p>Appropriate case studies for use are identified.</p>

Design Summary	Performance Indicators and Targets	Monitoring Mechanisms	Assumptions/Risks
<ul style="list-style-type: none"> Conduct for VWU staff at national, provincial, and district levels workshops on gender mainstreaming in agriculture and rural development. Document results of learning-by-doing workshops and present findings to VWU. 	<p>July 2002 - February 2003</p> <p>July 2002 - March 2003</p>	<p>TA review</p> <p>Reports</p>	
Inputs International consultants Domestic consultants Equipment and supplies Training and workshops Other ADB financing Counterpart financing	<p>18 person-months</p> <p>36 person-months</p>	<p>Standard ADB procedures for recruiting and monitoring of staff consultants followed</p> <p>Consultant inception report and work plan in place</p> <p>Consultant mid term and final reports</p> <p>ADB TA review missions</p>	

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Foreign Exchange	Local Currency	Total Cost
I. Asian Development Bank Financing^a			
Part A – Ministry of Agriculture and Rural Development (MARD)			
1. Consultants			
a. Remuneration and Per Diem			
i. International Consultant	189.0	0.0	189.0
ii. Domestic Consultant	0.0	48.0	48.0
b. International Travel	10.0	0.0	10.0
c. Reports and Communications	0.0	5.0	5.0
2. Local Transport	0.0	8.0	8.0
3. Equipment	3.5*	0.0	3.5
4. Training, Workshops and Conferences			
a. Facilitators/ Resource persons	0.0	5.0	5.0
b. Training Programs	0.0	5.0	5.0
c. Workshops	0.0	20.0	20.0
d. Translation	0.0	5.0	5.0
5. Miscellaneous Administration and Support Costs	0.0	4.0	4.0
6. Contingencies	30.0	0.0	30.0
Subtotal (A)	232.5	100.0	332.5
Part B – VWU			
1. Consultants			
a. Remuneration and Per Diem			
i. International Consultant	36.0	0.0	36.0
ii. Domestic Consultant	0.0	12.0	12.0
b. International Travel	5.0	0.0	5.0
c. Reports and Communications	0.0	2.0	2.0
2. Local Transport	0.0	3.0	3.0
3. Equipment	3.5*	0.0	3.5
4. Training, Workshops and Conferences			
a. Facilitators/ Resource Persons	0.0	9.0	9.0
b. Training Programs	0.0	7.0	7.0
c. Workshops	0.0	20.0	20.0
d. Translation	0.0	3.0	3.0
5. Miscellaneous Administration and Support Costs	0.0	2.0	2.0
6. Contingencies	15.0	0.0	15.0
Subtotal (B)	59.5	58.0	117.5
Subtotal (A+B)	292.0	158.0	450.0

(Reference in text: page 5, para 17)

Item	Foreign Exchange	Local Currency	Total Cost
II. Government Financing			
1. Office Accommodation/Utilities	0.0	30.0	30.0
2. Remuneration of Counterpart Staff	0.0	35.0	35.0
3. Workshop Facilities and Training	0.0	32.0	32.0
4. Miscellaneous Support Costs	0.0	18.0	18.0
Subtotal (C)	0.0	115.0	115.0
Total	292.0	273.0	565.0

^a Financed by ADB as a grant from the ADB-funded TA Program.

Source: ADB estimates.

PROPOSED MEMBERSHIP OF STEERING COMMITTEE

- | | |
|--|------------------|
| 1. President of Viet Nam Women's Union (VWU) | - Co chairperson |
| 2. Chair CFAW-MARD/Vice-Minister MARD | - Co chairperson |
| 3. Vice-President VWU | - Member |
| 4. Vice-Chairperson CFAW-MARD | - Member |
| 5. Head of Research, VWU | - Member |
| 6. National Committee For the Advancement of Women | - Member |
| 7. Ministry of Planning and Investment | - Member |

(Reference in text: Page 5, Para. 18)

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The technical assistance (TA) will need 54 person-months of international and domestic consulting services. The duties and tasks of the consultants and their period of engagement (person-months in parentheses) follow.

1. Team Leader /Gender and Organizational Specialist (international, 12)

2. The team leader must have a postgraduate degree in gender studies, or relevant social science qualifications; experience in gender and development (especially gender mainstreaming strategies in organizations), and project management; and an understanding of agricultural and rural development issues in Viet Nam. Under the guidance of the TA steering committee, TA director, and in consultation with senior officials of Ministry of Agriculture and Rural Development (MARD), MARD-Committee for the Advancement of Women (CAFW), Technical Working Group (TWG), and Viet Nam Women's Union (VWU), the consultant

The team leader will be responsible for managing the project team and all TA activities. In general, the team leader's task are as follows.

- (i) Develop a detailed work plan for the TA, and prepare an inception report (by the end of the first month) that includes the detailed work plan, activity schedule, and staffing plan; a midterm report (end of the 6th month); and a draft final report (end of the 11th month).
- (ii) Monitor/ensure that all activities are carried out on schedule.
- (iii) Identify key senior leaders and technical experts within MARD/District Agriculture and Rural Development (DARD) and the VWU at the national and provincial levels, and work closely with them to increase their capacity to act as champions for mainstreaming gender in the agriculture and rural development sectors.
- (iv) Develop and maintain linkages with appropriate aid agencies and groups working within MARD and the Government of Viet Nam, such as, PAR, the International Support Group.
- (v) Work closely with National Committee for the Advancement of Women (NCAFW), MARD-CAFW, and MARD-CAFW-TWG to develop mechanisms and strategies for the development and formal adoption of the gender mainstreaming strategy and implementation action plan for MARD.
- (vi) Review relevant government strategies and policies, for example, the government's national socio-economic development strategy for the first five years of the 21st century, the National Plan of Action for Women, the current plan of action for CAFW-MARD, and the agriculture and rural development strategy.
- (vii) Identify the sex-disaggregated data required to assess gender gaps in MARD strategies, policies, plans, programs, projects, and organizational mechanisms. Consult with the Office of Statistics in collecting, analyzing and disseminating sex-disaggregated data on agriculture and rural development.

3. The team leader/ gender and organizational specialist will be involved in formulating the MARD component. For the gender mainstreaming strategy and implementation plan, the team leader will undertake these specific tasks:

- (i) Assess the organization structures, policies, and procedures of MARD to identify the constraints and opportunities for mainstreaming gender in all their line departments.
- (ii) Prepare appropriate training materials and implement participatory workshops to identify and assess gender gaps in current MARD strategies, policies, plans, programs, and projects develop recommendations for addressing these gaps.
- (iii) In consultation with TWG and CFAW, identify the relevant groups within MARD who would participate in these workshops.
- (iv) Develop a draft gender mainstreaming strategy for discussion and modification through the stakeholder workshops.
- (v) Assist MARD to develop an implementation action plan based on the gender mainstreaming strategy. The plan will include clearly defined goals for MARD as an organization overall, as well as for all line departments targets, milestones, and gender indicators to monitor progress in implementing the plan.

4. For sector specific capacity building for mainstreaming gender, the consultant's tasks follow.

- (i) Prepare training materials and workshop methodologies, and conduct sector-specific workshops and seminars in agriculture, forestry, water resources management, and rural development for the relevant planning and implementation staff at national, provincial, and district levels to develop the ability to mainstream gender.
- (ii) Assist in strengthening the gender- mainstreaming capacity of CFAW members to enable them to more systematically and effectively promote and facilitate gender mainstreaming in all MARD activities.
- (iii) Initiate and carry out a process to ensure that MARD senior leaders officially adopt the gender mainstreaming strategy and implementation action plan.
- (iv) After completion of the strategy and implementation plan, prepare a report on gender capacity needs in the medium term for MARD to effectively implement the strategy and action plan.

2. Institutional Specialist for MARD (international, 3)

5. This position will require a person with an understanding of the Government of Viet Nam's structures and administrative systems; knowledge of MARD policies, programs, organizational structures, and practices at the national, provincial, and district levels; experience in advocating organizational change with senior government officials; an understanding of gender mainstreaming; and an understanding of agricultural and rural development issues in Viet Nam.

6. Under the guidance of the TA director and the direction of the team leader, the institutional specialist will undertake these tasks:

- (i) Review and assess the existing institutional mechanisms and operational procedures at MARD at the national, provincial, and district levels in terms of current capacity and organizational constraints to implement a gender mainstreaming strategy.
- (ii) Identify key personnel that could act as gender mainstreaming champions within MARD and work with them to ensure that senior leaders adopt the gender mainstreaming strategy and implementation action plan .
- (iii) Assist in conducting stakeholder workshops for senior MARD personnel to sensitize them to gender mainstreaming principles.
- (iv) Meet with key senior ministry leaders and technical experts to advocate the official adoption of the gender mainstreaming strategy and implementation action plan at MARD.
- (v) Carry out other activities as assigned by the team leader.

3. Agriculture and Rural Development Specialist for MARD (domestic, 12)

7. The agriculture and rural development specialist should have tertiary education qualifications; experience in implementing agricultural and rural development programs/projects in Viet Nam; an understanding of the steps in developing a gender- mainstreaming strategy within an organization, knowledge of participatory training methodologies, and excellent written and spoken English language skills.

8. Under the guidance of the TA director and the direction of the team leader, the consultant will undertake these tasks.

- (i) Assist in reviewing agricultural and rural development strategies, policies, and programs.
- (ii) Identify and review other relevant documents and studies on gender and agriculture, and prepare short reports on these for the team leader.
- (iii) Collect sex-disaggregated data in the agriculture and rural development sectors in Viet Nam.
- (iv) Undertake organizational and preparatory activities for the stakeholder workshops, assist in designing and preparing training materials and conducting all seminars and workshops.
- (v) Assist in preparing the draft gender strategy and implementation plan.
- (vi) Assist in the process to ensure that MARD senior leaders officially adopt the gender mainstreaming strategy and implementation plan.
- (vii) Facilitate and maintain regular contact and communication between staff in MARD/DARD, MARD-CFAW-TWG, VWU, and the TA office.
- (viii) Carry out other activities as assigned by the team leader.

4. Short-Term Specialists for MARD (domestic, 12)

9. Domestic consultants, as needed will be recruited for short assignments for the duration of the TA. At this stage, it is anticipated that assistance will be required in translation, strategic planning, sector training, and adult education/participatory training, among others.

10. For the Viet Nam Women's Union Component, the consultants, the period of engagement (person-months in parentheses), and their specific tasks are as follows.

5. Gender Mainstreaming Specialist for VWU (international, 3)

11. The gender mainstreaming specialist must have experience in implementing participatory gender training methodologies and developing gender training materials, an understanding of the steps required to develop a gender mainstreaming strategy within an organization, knowledge of adult education processes, and an understanding of agricultural and rural development issues in Viet Nam.

12. Under the guidance of the VWU vice-president and the direction of the team leader, the specialist will carry out tasks in two areas.

a. Formulating a Gender Mainstreaming Strategy

- (i) Review the current knowledge of gender gaps in the agricultural and rural development sectors in Viet Nam with VWU staff at the national, provincial, and district levels.
- (ii) Work with training staff at the VWU to design and plan provincial and district workshops to identify concerns, needs, and aspirations of women engaged in agriculture and rural development; and to determine gender gaps in MARD/DARD policies, programs, and projects at national, provincial, and district levels.
- (iii) Assist the VWU to conduct participatory stakeholder workshops for VWU staff and women and men at the provincial and district levels.
- (iv) Prepare a consolidated report with recommendations, based on the stakeholder workshops, for submission to MARD as an input to the development of MARD's gender mainstreaming strategy and implementation action plan.

b. Building the Capacity to Mainstream Gender

- (i) Review and assess the current gender training materials and methodologies used by staff at the national, provincial, and district levels of the VWU.
- (ii) Assist the VWU to design appropriate training materials and workshop methodologies for building the capacity to mainstream gender in agriculture and rural development for VWU staff at national, provincial, and district levels.
- (iii) With VWU training staff, conduct workshops for building the capacity for gender mainstreaming in agriculture and rural development for VWU staff at provincial and district levels, focusing on the district level.
- (iv) Carry out other activities assigned by the team leader.

6. Gender Training Specialist for VWU (domestic, 12)

13. The gender training specialist must have experience in implementing participatory gender-training methodologies, especially at the provincial and district levels; an understanding of gender and agricultural and rural development issues in Viet Nam, and excellent written and spoken English language skills.

14. Under the guidance and direction of the team leader and the international consultant for the VWU, the consultant will accomplish the following tasks.

- (i) Assist the gender mainstreaming specialist in assessing the gender training needs of the VWU at national, provincial, and district levels.
- (ii) Review and assess the current gender training materials and methodologies used by staff at the national, provincial, and district levels of the VWU.
- (iii) Assist in designing training materials and workshop methodologies to build the capacity to mainstream gender in agriculture and rural development for VWU staff at national, provincial, and district levels.
- (iv) Review the current knowledge of gender gaps in agriculture and rural development in Viet Nam with VWU staff at the national, provincial, and district levels.
- (v) Assist in collecting sex-disaggregated data in agriculture and rural development in Viet Nam.
- (vi) Conduct workshops and seminars for building the capacity to mainstream gender in agriculture and rural development for VWU staff at national, provincial, and district levels.
- (vii) Assist in designing and conducting participatory learning-by-doing stakeholder workshops for VWU staff, and women and men at the grassroots to assess the gender gaps in agriculture and rural development.
- (viii) Assist the international consultant with preparing the report and recommendations for MARD's gender mainstreaming strategy and implementation action plan.
- (ix) Assist in maintaining contact and communication between MARD-CFAW-TWG, staff of VWU at the national, provincial, and district levels and the TA office.
- (x) Assist in preparing of the inception report, midterm report, and final report.
- (xi) Carry out other activities assigned by the team leader.