INVITATION TO TENDER

Tender Reference: TD 26/002/HN-VN

Tender Title: Consultancy for Development of extra curriculum activity on renewable energy and energy efficiency and conservation for school

Date: 20/11/2026

Dear Sirs/Madams,

Oxfam is a registered International Non-Governmental Organisation. It is a member of Oxfam International, an international confederation of 21 organisations working together in 79 countries with partners and other allies around the world.

Oxfam focuses its activities on providing a comprehensive response to poverty, working cohesively in the four areas that constitute its identity: development cooperation, humanitarian action, faire trade, social mobilization, campaigns and education for global citizenship.

Oxfam are conducting a tender process within Vietnam and invites your submission of a proposal to provide Oxfam, within their requirements, for development of extra curriculum activity on renewable energy and energy efficiency and conservation for school. The assignment is briefly outlined below:

The Sustainable Energy Transition Programme (SETP) was established under an agreement between the Government of Viet Nam and the European Union (EU) to support Viet Nam's transition towards a more sustainable energy sector. Within the framework of SETP, the project “Public Awareness Raising on Renewable Energy and Energy Efficiency in Viet Nam (PAR3E)” is funded by the European Union. The Ministry of Industry and Trade (MOIT) serves as the implementing authority, while the project is implemented by Oxfam in Viet Nam (OiV) in partnership with the Vietnam Chamber of Commerce and Industry (VCCI) and the Vietnam Journalists Association (VJA). The project is being implemented nationwide, with a particular focus on six target locations: Ha Noi, Da Nang, Ho Chi Minh City, Lao Cai, Nghe An, and Bac Lieu.

The project aims to enhance awareness, strengthen capacities, and promote the adoption of RE/EE practices among priority target groups. It also seeks to strengthen gender mainstreaming and promote the role of women in the RE/EE sectors. The overall objective of the project is to contribute to Viet Nam's sustainable energy transition.

The PAR3E project plans to implement a communication and awareness-raising programme to improve school students’ understanding of RE/EE. The programme aims to ensure that 5,000 female and male shool students demonstrate improved awareness, knowledge and behaviours related to RE/EE with gender lens, and that **18 schools** implement *Sinh hoạt dưới cờ* session on RE/EE.

To support this objective, Oxfam in Viet Nam (OiV) is seeking a qualified consulting firm, service provider, organization or consortium (hereinafter referred to as the “Consultant”) to “Develop Extracurricular Activities on Energy Efficiency, Energy Conservation, and Renewable Energy for Schools”. The selected Consultant will be responsible for carrying out the assignment through the implementation of the following interrelated activities:

(i) Development of a Gender-Responsive Guidance Handbook for Sinh hoạt dưới cờ Sessions to provide practical guidance, sample activities and facilitation tools for organizing RE/EE-themed sessions in primary schools;

(ii) Orientation and Capacity-Building on the Application of the Guidance Handbook to equip teachers and school staff with the knowledge and skills required to effectively use and implement the Handbook;

(iii) Based on the Guidance Handbook, Organization and Facilitation of Sinh hoạt dưới cờ Sessions in Selected Primary Schools in the six priority provinces/cities of the Project to increase students' awareness and promote positive behaviours related to renewable energy and energy efficiency;

(iv) Preparation of a Final Report and Scale-Up Recommendations to document implementation results, lessons learned, and opportunities for replication and broader application.

as per the conditions detailed in the Tender Dossier.

Tender dossier can be obtained by interested parties from:
Email: HR.Vietnam@oxfam.org

or at the below address :
Oxfam Novib
Office address: 22 Le Dai Hanh Street, Hanoi, Vietnam
Between 9 am - 5 pm (Hanoi time) Monday to Friday.

The deadline for the collection of the Tender Dossier is 05 December, 2026 at 5pm (Hanoi time).

The deadline for submission of tenders is 11 December, 2026 at 5pm (Hanoi time) upon conditions in the tender dossier.

Oxfam does not bind itself to award the tender to the lowest offer and reserves the right to accept the whole or part of the tender.

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours sincerely,



Pham Quang Tu
Acting National Director
Stichting Oxfam Novib