

REGIONAL TRADE FOR DEVELOPMENT (RT4D)

TERMS OF REFERENCE FOR THE PROJECT

Promote Resilient Agriculture through Green, Bio-based and Inclusive MSME Business Models

1. Summary

Title	Consultant to implement the project “Promote Resilient Agriculture through Green, Bio-based and Inclusive MSME Business Models”
Start Date	November 2026
Completion Date	July 2027
Reports to:	RT4D Manager: <i>Mai Nguyen, RT4D Regional Manager</i>
Interacts With	RT4D: Mai Nguyen, RT4D Regional Manager, Trang Duong, RT4D Program Officer Project Proponent: <i>Agency for Private Enterprise and Cooperative Development (APED), Ministry of Finance Viet Nam (MOF)</i>
Requires Approval from:	The RT4D Facility Project Proponent: <i>Agency for Private Enterprise and Cooperative Development (APED), Ministry of Finance Viet Nam (MOF)</i>
Timetable for Tender Process	Request for Proposals: 08/10/2026 Closing Date for Queries: 23/10/2026 Clasing Date for Proposals: 01/11/2026
Submission Instructions	The provider should submit Technical and Financial submissions in alignment with requirements outlines in the Request for Proposal (RFP). The Submissions or any questions should be sent to the RT4D Manager at procurement@regionaltrade4dev.org by 01 November 2026 . Please also copy: trang.duong@regionaltrade4dev.org
Scope of Work Summary: The Regional Trade for Development Facility (RT4D) is seeking a consultancy firm/consortium partner (hereafter “the Consultant”) to manage and deliver both technical and event organisation services for a project approved under the Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP). Under the scope of services set in this ToR, the Consultant will manage the delivery of the following project: Promote Resilient Agriculture through Green, Bio-based and Inclusive MSME Business Models The Project Design will inform the implementation of this project. The delivery will be guided by standard RT4D processes and template and be subject to comments, amendments, and approval from RT4D Team, the Project Proponent and Australia’s Department of Foreign Affairs and Trade (DFAT).	

2. Background

Viet Nam's agriculture sector is undergoing a transition towards greener, more resilient and sustainable production systems, driven by increasing market demand, climate change pressures, and commitments under international trade agreements such as RCEP. However, many agricultural Micro, Small and Medium Enterprises (MSMEs), cooperatives, and farmers continue to face significant barriers to adopting bio-based and inclusive business models. These include limited awareness of commercially viable green solutions, weak linkages between solution providers and end users, inadequate technical capacity, and insufficient evidence of practical business models that can be replicated at scale. The market for bio-based agricultural inputs and post-harvest technologies also remains fragmented, with limited information on both the supply of innovative solutions, the demand, and the constraints on adoption among MSMEs and producers. At the institutional level, APED and relevant local agencies also have limited practical evidence, tested business models and implementation tools to support agriculture MSMEs in adopting green and bio-based solutions. As a result, many promising green and circular economy solutions have yet to achieve widespread commercial uptake, limiting the competitiveness and resilience of agriculture MSMEs and their ability to fully benefit from regional market opportunities under RCEP.

2.1 Project Objectives

The project aims to strengthen the capacity of Vietnamese MSMEs, including women-led enterprises and enterprises led or managed by persons with disability, to develop and apply green, bio-based and inclusive business models that enhance their competitiveness, while contributing to more resilient, lower-carbon and inclusive economic growth.

The project contributes in particular to RCEP Chapter 14 (Small and Medium Enterprises), including Article 14.3 on improving SMEs' capability and competitiveness, encouraging innovation and use of technology, and best practices. That, in turn, supports their ability to participate in domestic and regional trade in goods and benefit from opportunities created by RCEP.

The project objectives will be pursued through a progressive pathway of raising awareness, strengthening capacity, promoting innovation, and enabling the replication of sustainable agricultural models across the selected agricultural value chains:

- **Objective 1: Awareness** – To improve awareness and understanding among agribusinesses and local communities of the economic, environmental and social benefits of sustainable, bio-based and inclusive business models.
- **Objective 2: Capacity** – To strengthen the capacity of farmers, local communities and agribusinesses to understand and apply sustainable agricultural practices and implement bio-based practices.
- **Objective 3: Innovation** – To support the refinement, validation and demonstration of existing bio-based solutions and inclusive business practices with potential to improve environmental sustainability and business performance, thereby expanding the range of validated solutions provided by technology and solution providers to agribusinesses.
- **Objective 4: Adoption and replication** – To promote the readiness for replication of sustainable agricultural models through practical showcase, partnerships and knowledge sharing, contributing to lower-carbon and greener economic growth.

The objective will be achieved through a set of interventions including market assessment, awareness raising, capacity building, targeted enterprise advisory support and practical demonstration of bio-based solutions, strategic partnerships, and knowledge dissemination to facilitate wider adoption and replication.

2.2 Intended Beneficiaries

The key project beneficiaries are the agriculture MSMEs, cooperatives, producer groups, farmers and local communities, especially those operate in leafy crop value chains (e.g. tea and leafy vegetables) and citrus fruit value chains. These enterprises will receive targeted support to strengthen their awareness, knowledge and capacity to access and apply green, bio-based and inclusive business models, thereby improving their competitiveness, resilience and access to sustainable market opportunities under RCEP.

The project will also engage technology and solution providers, particularly those with existing bio-based solutions relevant to the selected agricultural value chains. Selected solution providers will receive targeted technical support to refine, validate and demonstrate their solutions in partnership with participating farmers, cooperatives, producer groups and agriculture MSMEs.

The project will also benefit relevant government agencies, particularly APED and local authorities involved in MSME development and agricultural extension. Evidence generated through the market assessment, enterprise support activities and project demonstrations will provide practical insights into the barriers, needs and opportunities faced by agriculture MSMEs, enabling government agencies to design more targeted and effective MSME-support programmes and policies in the future.

2.3 Project Outcomes

- **Outcome 1:** By the end of the project, participating agricultural MSMEs cooperatives, producer groups, and farmers in Viet Nam demonstrate both improved understanding and strengthened capacity to access and apply green, bio-based, and inclusive business models.
- **Outcome 2:** By the end of the project, selected MSMEs, cooperatives and producer groups will have demonstrated practical application of selected green and bio-based solutions through two practical business models, supported by lessons learned and implementation guidance for replication and wider adoption.
- **Outcome 3:** By the end of the project, APED and relevant agriculture/MSME support organisations have improved knowledge of practical approaches for supporting green and bio-based transition among agriculture MSMEs and producers, supported by evidence from solution validation, business models, implementation guides and lessons learned.

This contributes to RT4D IO4¹ by strengthening practical knowledge and capacity relevant to the implementation of RCEP commitments among MSMEs and agricultural stakeholders.

2.4 Complementarity with Other Efforts

Rather than duplicating these initiatives, the proposed project addresses a complementarity gap by supporting the practical adoption and demonstration of green, bio-based and inclusive business

¹ RT4D IO4: FTA Parties and their institutions, particularly LDCs, have improved knowledge and skills to increasingly implement priority areas within FTAs

models among agriculture MSMEs in selected value chains. The project will generate practical evidence, case studies and communication products that complement APED's broader MSME development agenda and can be leveraged by existing and future development partner programmes.

Particularly, the proposed project complements a range of ongoing initiatives implemented by APED with support from international development partners to strengthen MSME competitiveness, green transformation and sustainable agriculture in Viet Nam. These include the AGILE Project supported by Global Affairs Canada (GAC), which promotes climate resilience, green investment readiness and women-led enterprises; the Dual Transformation Centre Project and other SME development initiatives supported by GIZ, which focus on digital transformation, resource efficiency and enterprise competitiveness; and the USAID Improving Private Sector Competitiveness (IPSC) project, which strengthened enterprise competitiveness, ESG integration and market access. The project also aligns with broader technical assistance programmes supported by organisations such as the ILO improving enterprise productivity, working conditions, and supply chain integration for SMEs.

3. Scope of Services

The RT4D Facility is seeking a **consultancy firm/ consortium partner** (the Consultant) **to support the delivery of project activities between November 2026 and July 2027**. The selected Consultant will be responsible for the scope of services outlined in the sections below.

3.1 Project Activities

A.1 Activity 1 – Research report

Activity description

A desk-based and field-based market assessment will be undertaken to analyse the current landscape of both the supply side (providers of bio-based agricultural solutions) and the demand side (agriculture MSMEs, cooperatives and farmers). The assessment will identify market gaps, adoption barriers, enterprise needs and opportunities for promoting green, bio-based and inclusive business models across the selected agricultural value chains.

The supply-side assessment will focus on two categories of solutions: (i) bio-based fertilisers, and crop nutrition products, and (ii) bio-based and non-chemical post-harvest preservation solutions. The demand-side assessment will focus on agriculture MSMEs, cooperatives and farmers operating in leafy crop and citrus fruit value chains, with a particular focus on selected Northern provinces of Viet Nam (in particular Thai Nguyen, Son La, Phu Tho).

The activity will produce a Market Assessment Report, including an analysis of market supply and demand, key constraints to technology adoption, and recommendations to guide subsequent project activities.

The report will also include a directory of a wide range of technology and solution providers operating across the selected supply chains to facilitate enterprise engagement, capacity-building activities and demonstration partnerships under subsequent Project Activities 2 and 3. From this broader mapping, at least three solution providers will be shortlisted for consideration for subsequent technical advisory and partnership activities, based on the relevance of their solutions and their commitment to work with participating farmers, cooperatives and agriculture MSMEs.

Activity outputs:

- Output 1: One market assessment report

Consultant responsibilities

The Consultant shall be responsible for the full implementation of the activity description and delivery of the Market Assessment Report, including, but not limited to, the following:

- Conduct a comprehensive desk-based and field-based market assessment of the supply and demand for green and bio-based agricultural solutions across the selected value chains and provinces. The supply-side assessment will focus on two categories of solutions: (i) bio-based fertilisers, and crop nutrition products, and (ii) bio-based and non-chemical post-harvest preservation solutions. The demand-side assessment will focus on agriculture MSMEs, cooperatives and farmers operating in leafy crop and citrus fruit value chains, with a particular focus on selected Northern provinces of Viet Nam (in particular Thai Nguyen, Son La, Phu Tho).
- Develop the assessment methodology, stakeholder mapping and data collection tools, and submit them to APED and RT4D for review prior to field-based data collection.
- Undertake appropriate field-based data collection and stakeholder engagement, including, but not limited to, agriculture MSMEs, cooperatives, farmers, technology and solution providers, relevant government agencies and business/industry associations, in close coordination with APED.
- Analyse and synthesise findings to identify market gaps, adoption barriers, enterprise needs and opportunities for promoting green, bio-based and inclusive business models across the selected agricultural value chains, incorporating relevant GEDSI considerations where supported by available evidence.
- Develop a directory of relevant technology and solution providers and, based on agreed criteria, shortlist at least three providers for consideration under subsequent project activities.
- Develop Output 1: Market Assessment Report, including the supply- and demand-side analysis, key findings, provider directory and recommendations to inform subsequent project activities. Submit the draft to APED and RT4D for review, incorporate feedback, and finalise for approval.

A.2 Activity 2 – Training workshops**Activity description**

Following completion of the research report, the project will organise two two-day training workshops to strengthen awareness, knowledge and practical capacity among agriculture MSMEs and other value chain stakeholders to adopt green, bio-based and inclusive business models. The workshops will facilitate knowledge exchange between bio-based solution providers and end users while encouraging the practical adoption of sustainable agricultural practices.

The workshops will follow the following approach:

- **Location** – Two two-day workshops will be conducted in Thai Nguyen and Son La/Phu Tho provinces. In consultation with APED and relevant local stakeholders, the locations may be

adjusted where necessary to maximise participation, logistical feasibility and alignment with local priorities. The selected venues should be easily accessible to local MSMEs, cooperatives and farmers, where possible, should be utilised from the meeting halls of Provincial Farmers' Union, Cooperative Alliance, Women's Union.

- **Participants** – Each workshop will engage approximately 40–50 participants, including agriculture MSMEs, cooperatives, farmers, bio-based solution providers and other stakeholders across the leafy crop value chains and citrus fruit value chains.
- **Approach and content** – The workshops will adopt a practical, learning-by-doing approach combining presentations, case studies, group discussions and hands-on learning activities. Each workshop will comprise approximately one day of classroom-based learning, a half-day field visit to a selected bio-based solution provider or demonstration site, and a half-day reflection and peer-learning session to discuss lessons learned, practical application and opportunities for collaboration.
- **Participants** will primarily represent leafy crop value chains and citrus fruit value chains, while ensuring appropriate participation by women-led enterprises and other priority beneficiary groups. Participant identification and mobilisation will be undertaken in close coordination with APED and relevant provincial partners, including the Provincial Farmers' Union, Cooperative Alliance, Women's Union, Agricultural Extension Centre (under provincial Department of Agriculture and Environment), local innovation and entrepreneurship support organisations, and other relevant business support organisations, as appropriate.
- To maximise the relevance and effectiveness of the workshops, an online communication group will be established approximately 10 days before each workshop. The group will provide participants with preparatory materials, facilitate pre-workshop discussions, identify key learning needs and practical challenges, and support more tailored and interactive workshop delivery.

Activity outputs

- Output 2.1: A 2-day workshop in Thai Nguyen
- Output 2.2: A 2-day workshop in Son La/ Phu Tho
- Output 2.3: A consolidated workshop report

Consultant responsibilities

In close consultation with APED and RT4D, the Consultant shall be responsible for the full implementation of Activity 2 and delivery of the required outputs, including, but not limited to, the following:

Technical responsibilities

- Develop the workshop delivery approach, two-day agenda and training materials for each workshop, reflecting the findings of the Market Assessment Report and tailored to the leafy crop and citrus fruit value chains. Submit the approach, agenda and materials to APED and RT4D for review and approval.
- Identify and propose appropriate participants, speakers, trainers, facilitators, bio-based solution providers and field-visit hosts, in consultation with APED, RT4D and relevant

provincial stakeholders.

- Coordinate participant identification and mobilisation, ensuring appropriate representation of agriculture MSMEs, cooperatives, farmers, women-led enterprises and other priority beneficiary groups.
- Establish and manage an online communication group approximately 10 days before each workshop to share preparatory materials, identify participant learning needs and practical challenges, and support tailored workshop delivery.
- Secure and coordinate the participation of approved speakers, trainers, facilitators, solution providers and field-visit hosts, including necessary briefing and preparation.
- Manage the end-to-end technical delivery of the two workshops. Each workshop will comprise approximately one day of classroom-based learning, a half-day field visit to a selected bio-based solution provider or demonstration site, and a half-day reflection and peer-learning session to discuss lessons learned, practical application and opportunities for collaboration.
- Prepare Output 2.3: Consolidated Workshop Report using the RT4D template; submit to APED and RT4D for review, revise based on feedback, and finalise for approval.

Event organising responsibilities

- **Workshop organisation and logistics**
 - In consultation with RT4D and APED, identify and secure a suitable venue and manage all venue-related arrangements, including, but not limited to, room setup and seating arrangements, accessibility requirements, catering, and the design, production and installation of event branding and visibility materials, such as backdrops, e-standees and branded stationery.
 - Provide and manage all technical infrastructure required for the workshop, including LED screen(s), audio-visual and sound systems, interpretation equipment (if required) and internet connectivity. Ensure all equipment is tested and fully operational prior to the event and provide qualified technical personnel throughout the workshop.
 - Manage participant and event support services, including registration and check-in in accordance with RT4D requirements, reception/event support staff, and professional interpretation and MC services where required.
 - Prepare and provide all required workshop materials and manage their distribution, while coordinating the workshop schedule and providing on-site operational support to ensure smooth delivery of the event.
 - After the workshops: Compile participant feedback and the check-in list in accordance with RT4D's required standard/ template to produce a comprehensive post-workshop report and finalize all expense reports with required supporting documentation for the RT4D payment process.
- **Participant accommodation and travel reimbursement**
 - Coordinate with RT4D Facility and APED to follow up on participant registrations for the workshop.
 - Facilitate travel arrangements.
 - Coordinate and provide suitable lodging arrangements.

- Facilitate the payment of per diems and travel expenses.
- Prepare, collect and compile all required data, records and documentation throughout the workshop preparation, delivery and completion process, and submit them in accordance with RT4D requirements and templates.
- **Media-related support**
 - Draft and submit the press release in Vietnamese and English to APED and RT4D Facility for review, feedback and approval.
 - Prepare and conduct 2–3 interviews with selected workshop participants and/or stakeholders, as required, to support the production of a workshop recap video featuring key proceedings, highlights of the workshop and participants reflections.
 - Deliver high-quality photographs and all video footage from the workshop, including complete, unedited footage of opening remarks delivered by VIP guests.

A.3 Activity 3 –Support bio-based solutions

Activity description

Building on the findings of the research report and the engagement of solution providers through the training workshops, and subject to the availability of suitable candidates, up to 3 bio-based solution providers will be selected to receive tailored technical support. Selection will be based on transparent criteria, including technical relevance, commercial potential, scalability, commitment to collaboration and alignment with the project's objectives.

Tailored support will focus on two categories of solutions: (i) bio-based fertilisers and crop nutrition products, and (ii) bio-based and non-chemical post-harvest preservation solutions.

The technical support will include:

- Expert consultants will work with selected solution providers to assess the technical performance, safety, quality and suitability of their solutions for the selected agricultural value chains. This may include laboratory testing, field trials, product verification and certification support, depending on the nature of the solution.
- Solution providers will receive mentoring and coaching to improve their product positioning, value proposition, cost-effectiveness and business models, with a focus on making solutions more accessible and relevant to agriculture MSMEs, cooperatives and farmers.
- The project will facilitate partnerships between solution providers and participating farmers, cooperatives, producer groups and agriculture MSMEs to enable practical testing and demonstration of the solutions. Selected solution providers will contribute relevant technical support, training or pilot/free-trial solutions as part of these partnerships.
- Successful solutions will be demonstrated through field activities and documented as practical examples to inform the development of the business models and implementation guides under Activity 3.4.

The implementing partner will coordinate the delivery of this support by facilitating collaboration between the selected solution providers and relevant technical experts, universities, laboratories and specialised institutions. A short report will be developed to capture these technical supports and interventions.

The project will not finance research and development of new technologies; rather, it will support the refinement, validation and demonstration of existing bio-based solutions with strong potential for practical application and wider replication.

Activity outputs

- Output 3: Up to three firms receiving technical supports

Consultant responsibilities

In close consultation with APED and RT4D, the Consultant shall be responsible for the full implementation of Activity 3 and delivery of the required outputs, including, but not limited to, the following:

- Develop the selection criteria and technical support approach and support the assessment and selection of up to three suitable bio-based solution providers, subject to availability and based on agreed criteria.
- Assess the needs of selected solution providers and develop and implement tailored technical support plans, including appropriate technical assessment, validation and refinement of existing solutions, such as laboratory testing, field trials, product verification and certification support where relevant.
- Identify, engage and coordinate appropriate technical experts, universities, laboratories, specialised institutions and other relevant partners to support implementation of the tailored technical assistance.
- Provide or coordinate mentoring and coaching to strengthen product positioning, value propositions, cost-effectiveness and business models, with a focus on improving the accessibility, relevance and scalability of solutions for agriculture MSMEs, cooperatives and farmers.
- Facilitate partnerships, practical testing and demonstration activities between solution providers and relevant farmers, cooperatives, producer groups and agriculture MSMEs, and document relevant results and lessons to inform subsequent project activities.
- Prepare a consolidated technical support report, including relevant technical data, interventions, results and lessons learned; submit to APED and RT4D for review, incorporate feedback, and finalise for approval.

A.4 Activity 4 – Development of replicable business models**Activity description**

Building on the tailored support provided under Activity 3.3, the project will work collaboratively with selected solution providers to develop, test, refine and document two scalable business models that demonstrate the practical application of bio-based solutions within the selected agricultural value chains. Through technical advisory support, mentoring, demonstration activities and stakeholder engagement, the project will help participating enterprises strengthen both the technical and commercial viability of their solutions while generating practical implementation experience for wider replication.

One business model will focus on leafy crop value chains, while the other will focus on citrus fruit value chains, reflecting the project's priority value chains identified during the consultation process.

Each business model will be translated into a concise Business Model Implementation Guide, documenting the step-by-step implementation process from enterprise selection and solution assessment through technical refinement, stakeholder engagement, field demonstration, business model adaptation, lessons learned and recommendations for replication. The guides will provide practical reference materials for agriculture MSMEs, cooperatives, solution providers, extension organisations and government agencies seeking to replicate or adapt the models in other locations.

The two business models will also generate practical evidence to inform subsequent communication products, policy recommendations and future scale-up by APED and relevant stakeholders.

Activity outputs

- Output 4: Two replicable business models. One business model will focus on leafy crop value chains, while the other will focus on citrus fruit value chains, reflecting the project's priority value chains identified during the consultation process

Consultant responsibilities

In close consultation with APED and RT4D, the Consultant shall be responsible for the full implementation of Activity 4 and delivery of the required outputs, including, but not limited to, the following:

- Develop the approach and methodology for developing and documenting the two replicable business models, building on the technical support and evidence generated under previous project activities.
- Analyse and document the implementation process, results, challenges, lessons learned and recommendations for replication and scale-up, drawing on evidence generated through testing and demonstration activities.
- Develop a concise Business Model Implementation Guide for each model, providing practical step-by-step guidance for replication or adaptation by agriculture MSMEs, cooperatives, solution providers, extension organisations and relevant government agencies.
- Submit Output 4: Two Replicable Business Models, including the associated Implementation Guides, to APED and RT4D for review; incorporate feedback and finalise for approval.

A.5 Activity 5 – Knowledge sharing and replication workshop

Activity description

A one-day knowledge sharing workshop will be organised in Hanoi to disseminate the project's findings and practical experience, particularly the two practical business models developed under the project. The workshop will provide a platform for sharing lessons learned, discussing opportunities for wider adoption, and promoting the replication of sustainable and bio-based business models among agriculture MSMEs and relevant stakeholders.

- **Location** – The workshop will be held in Hanoi.
- **Participants** – Approximately 50-60 agriculture MSMEs and stakeholders across the selected value chains will be invited, as well as relevant government agencies who are responsible for MSME development, agriculture, innovation and rural development.

Business associations such as Vietnam Chamber of Commerce and Industry (VCCI), Vietnam Women Entrepreneurs Council (VWEC), Vietnam Association of Women Entrepreneurs (VAWE), and Vietnam Association of Small and Medium Enterprises (VINASME), and other relevant associations, will also be invited. Particular efforts will be made to encourage participation by women-led enterprises and organisations supporting women's entrepreneurship.

- **Approach and content** – The workshop will sensitise the findings and outcomes of the project, as well as promote the replication and wider adoption of the two business models. Participants will also be invited to develop a simple action plan identifying whether and how they intend to use or adapt the models, including any key conditions or support required.

By providing a platform for sharing knowledge learned, showcasing the business models, connecting agribusinesses with solution providers, the workshop strengthens the awareness and capacity of a wider group of private sectors to apply bio-based business practices; strengthening business linkage; as well as supporting the wider adoption and replication of the project outputs. Through that, the workshop contributes to promoting lower-carbon, greener economic growth, and environmental sustainability.

Activity outputs

- Output 5.1: One knowledge sharing workshop
- Output 5.2: One workshop report

Consultant responsibilities

In close consultation with APED and RT4D, the Consultant shall be responsible for the full implementation of Activity 5 and delivery of the required outputs, including, but not limited to, the following:

Technical responsibilities

- Develop the workshop delivery approach, one-day agenda and workshop materials, focusing on dissemination of project findings, lessons learned and the two business models, and submit them to APED and RT4D for review and approval.
- Identify and propose appropriate participants, speakers, moderators and facilitators, including representatives from relevant government agencies, agriculture MSMEs, solution providers, business associations and other relevant stakeholders, with appropriate consideration of GEDSI objectives.
- Secure and coordinate the participation of approved speakers, moderators and facilitators, including necessary briefing and preparation.
- Manage the end-to-end technical delivery of the workshop, including knowledge sharing, presentation of business models, stakeholder exchange, business linkages and participant action-planning activities to support wider adoption and replication.
- Prepare Output 5.2: Workshop Report, including key discussions, participant feedback and relevant action-planning results; submit to APED and RT4D for review, revise based on feedback, and finalise for approval.

Event organising responsibilities

- **Workshop organisation and logistics**

- In consultation with RT4D and APED, identify and secure a suitable venue and manage all venue-related arrangements, including, but not limited to, room setup and seating arrangements, accessibility requirements, catering, and the design, production and installation of event branding and visibility materials, such as backdrops, e-standees and branded stationery.
- Provide and manage all technical infrastructure required for the workshop, including LED screen(s), high-quality audio-visual and sound systems, interpretation equipment, reliable high-speed internet connectivity, and hybrid meeting facilities where required. Ensure all equipment is tested and fully operational prior to the event and provide qualified technical personnel throughout the workshop.
- Manage participant and event support services, including registration and check-in in accordance with RT4D requirements, reception/event support staff, and professional interpretation and MC services where required.
- Prepare and provide all required workshop materials and manage their distribution, while coordinating the workshop schedule and providing on-site operational support to ensure smooth delivery of the event.
- After the workshops: Compile participant feedback and the check-in list in accordance with RT4D's required standard/ template to produce a comprehensive post-workshop report and finalize all expense reports with required supporting documentation for the RT4D payment process.
- **Participant accommodation and travel reimbursement**
 - Coordinate with RT4D Facility and APED to follow up on participant registrations for the workshop.
 - Facilitate travel arrangements.
 - Coordinate and provide suitable lodging arrangements at a four-star hotel.
 - Facilitate the payment of per diems and travel expenses.
 - Prepare, collect and compile all required data, records and documentation throughout the workshop preparation, delivery and completion process, and submit them in accordance with RT4D requirements and templates.
- **Media-related support**
 - Draft and submit the press release in Vietnamese and English to APED and RT4D Facility for review, feedback and approval.
 - Prepare and conduct 2–3 interviews with selected workshop participants and/or stakeholders, as required, to support the production of a workshop recap video featuring key proceedings, highlights of the workshop and participants reflections.
 - Deliver high-quality photographs and all video footage from the workshop, including complete, unedited footage of opening remarks delivered by VIP guests.

Project Completion Report

Prepare and finalise the Project Completion Report (PCR) in accordance with the RT4D template, incorporating feedback from RT4D/ DFAT, and submit for approval.

4. Project Work Plan

Working closely with the RT4D team and the Project Proponent team, the Consultant is expected to deliver the outlined deliverables in line with the work plan and timeline below.

The support from the selected Consultant, will be undertaken over a continuous effective period of **09 calendar months**. Work will commence immediately after contract signing.

Activity/Task	Responsible Party	Deadline
Activity 1: Research report		
• Task 1.1: Develop research methodology, survey instruments and workplan. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Nov-26
• Task 1.2: Conduct desk review and field data collection. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Nov-26
• Task 1.3: Develop the outline of the research. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Nov-26
• Task 1.4: Analyse findings and prepare draft research report. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Nov-26
• Task 1.5: Validate findings with stakeholders. Conduct revisions in accordance with the guidance and feedback of relevant stakeholders.	Implementing Partner, APED, RT4D	Nov-Dec 2026
• Task 1.6: Finalise research report. Obtain final approval.	Implementing Partner, APED, RT4D	Dec-26
Activity 2: Training workshops		
• Task 2.1: Coordinate with APED, RT4D and local partners to confirm dates, venues and participant outreach strategy	Implementing Partner, APED, RT4D	Nov-26
• Task 2.2: Prepare logistics, develop training agenda, materials and site visit programme. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Nov-26

Activity/Task	Responsible Party	Deadline
Task 2.3: Establish online participant groups and conduct pre-workshop engagement	Implementing Partner	Nov-26
Task 2.4: Deliver two training workshops and field visits	Implementing Partner, APED, RT4D	Nov-Dec 2026
Task 2.5: Collect participant feedback and prepare workshop reports	Implementing Partner, RT4D	Dec-26
Activity 3: Support for bio-based solutions		
Task 3.1: Develop selection criteria and identify participating solution providers. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Dec-26
Task 3.2: Match solution providers with technical experts, laboratories and mentors.	Implementing Partner, APED, RT4D	Jan-27
Task 3.3: Deliver tailored technical advisory, mentoring and validation support. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Jan-Mar 2027
Task 3.4: Review progress and document implementation experience with a short report. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Mar-27
Activity 4: Development of scalable business models		
Task 4.1: Identify two scalable business models based on implementation results. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Mar-27
Task 4.2: Validate the business models with participating enterprises to develop the initial draft of the Business Model Implementation Guides. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	Apr-27
Task 4.3: Conduct revisions and validation in accordance with the guidance and feedback of relevant stakeholders.	Implementing Partner, APED, RT4D	Apr-May 2027
Task 4.4: Finalise implementation guides. Obtain final approval.	Implementing Partner, APED, RT4D	May-27
Activity 5: Knowledge sharing and replication workshop		
Task 5.1: Coordinate with APED, RT4D to confirm dates, venues and participant outreach strategy.	Implementing Partner, APED, RT4D	Apr-27

Activity/Task	Responsible Party	Deadline
Task 5.2: Prepare logistics, develop training agenda and materials. Obtain required feedback and approval.	Implementing Partner, APED, RT4D	May-27
Task 5.3: Deliver the national knowledge-sharing workshop	Implementing Partner, APED, RT4D	Jun-27
Task 5.4: Collect participant feedback and prepare workshop reports. Obtain required feedback and approval.	Implementing Partner, RT4D	Jun-27
Prepare and submit the Project Completion Report. Obtain required feedback and approval.	Implementing Partner, RT4D	Jun-Jul-27

5. Gender Equality Disability and Social Inclusion

All RT4D projects mainstream Gender Equality Disability and Social Inclusion (GEDSI) throughout the project cycle. The Consultant will be responsible for ensuring that project implementation embeds GEDSI in line with the requirements set in this ToR. The Consultant should consult and work closely with the RT4D Manager, RT4D GEDSI & Trade Manager, Project Proponent and other stakeholders in ensuring that the project implementation addresses these requirements.

The consultant is expected to adhere to the following RT4D Guidelines as required:

- Embedding GEDSI considerations into the methodology, work plan, stakeholder engagement and activity delivery.
- Identifying and addressing barriers to the participation, access, influence and benefit of women, people with disability and other relevant or underrepresented groups.
- Applying inclusive and accessible approaches to consultations, workshops, training, communications and other activities.
- Ensuring that relevant GEDSI perspectives are reflected in project outputs, recommendations, tools and other deliverables.
- Collecting disaggregated participation data.
- Reporting on GEDSI actions, participation, results, risks and lessons through the agreed project reporting and MEL processes.

The Consultant must ensure that appropriate technical expertise and resources are available throughout implementation to support the effective integration of GEDSI requirements into project activities, outputs, communications, monitoring and reporting.

5.1 GEDSI Dimensions of the Project

The project focuses on disadvantaged groups, namely rural agribusinesses that often face barriers in accessing green technologies. The project prioritises outreach to enterprises in rural areas with a particular focus on women-led businesses and promotes their meaningful participation across the implementation period - from capacity-building workshops to the selection of top technology partners to provide tailored advisory service. The project not only adopts an inclusive outreach to ensure that the underrepresented groups are reached and prioritised but also tracks gender- and disability-disaggregated data for relevant project activities; to support monitoring of equitable participation and benefits.

5.2 GEDSI Dimensions of the Sector

Agriculture remains a sector with significant participation by women, particularly in rural areas, yet women-led and rural enterprises often face greater barriers in accessing green technologies and qualified networks of technology partners. Therefore, they often face greater challenges in participating in regional and international trade. Without targeted support to improve the awareness, capacity and business networks for those enterprises, the benefits of green transition and green technologies may be concentrated among larger firms, limiting economic participation. By strengthening awareness, knowledge and capacity to adopt green, bio-based and inclusive business models, the project improves equitable access to trade opportunities, contributing to inclusive trade ecosystem.

5.3 GEDSI Mainstreaming

A. *How will this project mainstream gender considerations? Describe how the project's content, practitioners, and delivery will reflect RT4D's GEDSI requirements?*

- The workshops and group coaching will address barriers faced by women-led enterprises, rural enterprises, and other disadvantaged groups in accessing green technologies, technical support and business networks. GEDSI considerations identified through the market assessment and stakeholder engagement will be reflected in workshop content, examples and practical guidance, while outreach and delivery arrangements will be designed to facilitate their participation.
- The workshops will target a minimum participation of 30% women.
- Participant and enterprise selection criteria for Activity 2 (training workshops) and Activity 3 and 4 (support for bio-based solutions and development of practical business models) and Activity 5 (knowledge sharing and replication workshop) will incorporate GEDSI considerations to encourage participation by women-led enterprises and other disadvantaged groups. The project will also work with relevant local partners, including Women's Unions and other organisations representing target groups, to support outreach and participation.

B. *Who are the targeted participants of the project's activities? What will be the planned proportion of male and female participants? Will there be participants with disabilities and/or other participants representing under-represented and/or under-privileged groups?*

- The project targets agriculture MSMEs, cooperatives, farmers and bio-based solution providers. The project will use targeted outreach and engagement with relevant local partners to encourage participation by women-led enterprises and other underrepresented groups, where relevant and feasible. The project will also encourage the participation of enterprises led by people with disability and other underrepresented groups if identifiable.
- The beneficiaries come from both rural provinces and urban areas to ensure broad representation across the selected value chains.

C. *How does this project benefit disadvantaged groups (e.g. people with disability, ethnic minorities, MSMEs)? What will the project do to apply the "Do No Harm" principle?*

The project directly works with disadvantaged groups, including agriculture MSMEs, cooperatives and rural enterprises that often face greater barriers in accessing green technologies. The project directly benefits them by engaging them to project activities and providing tailored capacity building, improved access to bio-based solution providers and business linkages.

To promote inclusive and equitable participation, the project will use targeted outreach and participant selection approaches that consider barriers faced by women-led enterprises, rural enterprises and other underrepresented groups, and will seek to provide accessible and appropriate arrangements for participation. The project will also apply the Do No Harm principle by identifying and avoiding project activities or approaches that could reinforce or exacerbate existing disadvantages.

D. How will the proposed project activities ensure the voices and aspirations of all participants, including those representing woman and other marginalised groups, be heard and incorporated? What measures will the project take to incorporate the views and input of women, people with disability and other marginalise groups in the various stages of project implementation?

The project activities include research, workshops and tailored support. They will be designed and conducted through a GEDSI lens to ensure all participants can actively participate and benefit. Interactive workshop formats, group discussions, participant feedback mechanisms and evaluation forms will provide opportunities for women, people with disability and other underrepresented groups to share their perspectives and inform project implementation.

E. How will you ensure the organisation and/or implementation of project activities is inclusive (please refer to the RT4D Guidelines for Inclusive Events and Communications)?

The project will adhere to RT4D Guidelines for Inclusive Events and Communications, to ensure that:

- Accessible venues that are physically accessible, safe and convenient for all participants, including people with disability, where feasible.
- Workshop materials are provided in clear and accessible formats, using readable fonts and plain language where appropriate.
- Participants' accessibility, dietary and other reasonable support requirements are identified and accommodated, where practicable, before and during project activities.

Project activities are delivered in an inclusive, respectful and culturally appropriate environment that encourages equal participation and values diverse perspectives.

6. Communications and Media

The Consultant will support the RT4D Facility in meeting any Communications and Media objectives through the course of the Project.

All reports, presentations, invitations, event materials and other communications products must be accurate, evidence-based, fit for purpose, accessible and of a high professional standard. Materials must comply with RT4D branding, acknowledgement and approval requirements, as advised by the RT4D Communications Team.

The Consultant is expected to adhere to following RT4D guidelines as required:

- Use approved RT4D branding, templates, logos and acknowledgement wording in project documentation and materials (e.g. reports, PPTs, invitations).
- Provide timely project information, verified evidence, photographs, participant inputs, quotations, testimonials and other materials required for RT4D communications and reporting.
- Collect photographs, video or other visual materials during project activities, where appropriate and with the required consent and permissions.
- Ensure that communications use inclusive and respectful language, representative imagery and accessible formats, including alt text, captions, transcripts or plain-language summaries where relevant.

- Obtain the required consent and permissions for the use of personal information, images, video, quotations, testimonials and case studies, including any additional safeguards required for children, people with disability or other vulnerable groups.
- Submit public-facing communications products to the RT4D Manager and Communications Team for review and approval before publication or distribution.

RT4D will retain oversight of communications quality, branding, messaging, approvals and release. The Consultant must not publish or distribute public-facing communications products relating to the Project without the required RT4D and, where relevant, Project Proponent, partner or donor clearance.

In addition, the Consultant is expected to manage the implementation of the project so that it adheres to communications objectives and planned outputs outlined in the sections below.

6.1 Communications Focus, Key Messages and Audiences

A. Communication focus and key messages

Project communications will highlight how adopting green, bio-based and inclusive business models can strengthen the competitiveness of agriculture MSMEs, improve their participation in domestic and regional value chains, and strengthen their readiness to benefit from trade and business opportunities under RCEP.

All communication products will use practical, business-oriented language supported by real project experiences and case studies

B. Main audiences

The primary audience will be agriculture MSMEs, cooperatives, farmers and bio-based solution providers. Secondary audiences will include government agencies, business associations, local authorities and other organisations supporting MSME development and RCEP implementation.

6.2 Communications Outputs

Project findings, practical experiences and recommendations will be communicated through the final knowledge-sharing and replication workshop.

The two models developed in this project in the form of Business Model Implementation Guides (in Vietnamese) will also be promoted for replication and wider adoption in relevant formats (e.g. the Guides itself, or social media friendly charts/videos/carousels) through different channels such as workshops, websites, social media, business associations, and local authorities to promote the adoption of those models by agri-businesses.

7. Business Engagement

A. Business relevance

The project has a strong business-facing focus, centred on supporting agriculture MSMEs to adopt green and bio-based business practices and strengthen their competitiveness. It targets agriculture MSMEs operating in leafy crop and citrus fruit value chains, as well as bio-based solution providers that can support business transformation. In doing so, the project contributes to improved agribusiness competitiveness, greater domestic trade, regional integration and economic growth.

B. Reflection of business needs in project delivery

Business needs identified through the market assessment, consultations and workshops will inform the design and delivery of all project activities.

The project provides practical capacity building, facilitates linkages between MSMEs and solution providers, and delivers tailored technical support to selected enterprises to validate and strengthen scalable business models.

C. Direct business engagement, if relevant

Businesses will be engaged throughout the project through the market assessment, workshops, business networking, tailored technical support and the development and validation of scalable business models.

Continuous engagement will ensure that project outputs remain practical, relevant and business-driven.

D. Use of business input

Business feedback collected through the market assessment, workshops, tailored technical support and the final knowledge-sharing workshop will be used to refine project activities, strengthen the scalable business models, develop the practical implementation guides, and inform recommendations for wider replication and adoption. A simple feedback and action log will record key business feedback received, the action taken in response, and any resulting changes to workshop content, technical support, business model implementation guides.

8. Support to Lesser Developed Economies

A. How will this activity recognise and address knowledge, capacity, or institutional needs specific to ASEAN LDE governments?

Agriculture MSMEs in ASEAN Lesser Developed Economies, including Viet Nam, often face capacity constraints in adopting green and bio-based business practices and participating in regional value chains. This project addresses these challenges by strengthening practical knowledge, facilitating partnerships with bio-based solution providers, and supporting the adoption of scalable business models that enhance competitiveness and sustainability. By improving enterprise capabilities, the project contributes to creating stronger foundations for MSMEs to access opportunities arising from regional economic integration, including RCEP.

B. How will this activity ensure relevant ASEAN LDE government institutions and representatives can engage and make the most out of all activity outputs, at a pace that supports their capacity and institutional needs/constraints?

The project aligns with Viet Nam's priorities to strengthen agriculture MSMEs, promote green growth and support sustainable rural development. Relevant government agencies and local authorities will be engaged throughout project implementation, including the market assessment, workshops and the final knowledge-sharing workshop. Practical implementation guides, case studies and other project outputs will be developed in accessible formats to support wider use, replication and future policy and programme development.

9. Monitoring, Evaluation & Learning

The project's performance will be monitored against the activities, outputs, outcomes, indicators and evidence sources specified in this ToR. The Consultant will support the RT4D Facility to collect, manage and report reliable evidence on project delivery, participation, output quality, GEDSI integration, stakeholder feedback, outcomes and learning.

The Consultant must ensure that sufficient appropriately skilled personnel, time and other resources are available throughout implementation to meet the MEL requirements set out in this ToR. This will include, but not be limited to:

- Standardised participant registration forms (online).
- Standardised participant sign-in sheet and attendee tracking (online or paper form) for virtual and in-person consultation and workshops.
- Standardised participant feedback forms (online).
- Consolidated participant, attendance and feedback data (MS Excel in standardised RT4D template)
- Workshop Report using standardised RT4D template (due within two weeks after a workshop or training) summarising workshop participant and feedback information, workshop proceedings, outputs and key achievements and lessons learned.
- Relevant GEDSI participation data, including sex and disability disaggregation.
- Progress and Project Completion Reports, using the standardised RT4D template, documenting delivery against the approved activities, outputs and work plan, and assessing whether the project met or contributed to its intended outcomes. In assessing project outcomes reports must describe observed changes, including who changed, what changed, when and where the change occurred, the supporting evidence and the significance of the change.

The Consultant should consult RT4D's MEL team to:

- Verify that participant registration, attendance tracking and feedback arrangements comply with RT4D requirements.
- Obtain guidance on using MEL templates.
- Seek support with data collection during implementation, where required;
- Obtain guidance on the tabulation and analysis of participant, attendance and feedback data required to complete the Workshop Report
- Seek guidance on assessing and documenting whether the project achieved or contributed to its intended outcomes, including identifying observed changes, supporting evidence, significance and contribution to the relevant project outcomes.

Table 9-1: Project Performance Indicators

Result level	Project result	Indicator	Target	Evidence/s ource	GEDSI consideration
Output	Market/needs evidence generated	Research/market assessment completed	1 research report	Final research report approved	Yes – where data is available, the market assessment will consider barriers and opportunities for

Result level	Project result	Indicator	Target	Evidence/s ource	GEDSI consideration
					women-led enterprises and other underrepresented groups.
Output	Capacity-building workshops delivered	Number of workshops delivered and participants trained	2 workshops, 40–50 participants per workshop	Workshop report, participant list	≥30% female participants
Output	Tailored technical support delivered	Number of enterprises receiving tailored technical support	Up to 3 enterprises	Technical support report	Yes – enterprise selection will incorporate GEDSI considerations to encourage participation by women-led enterprises.
Output	Practical business models documented	Number of business model implementation guides completed	2 business model implementation guides	Final guides approved	Yes – where adaptable and contributed by sufficient evidence, should include practical GEDSI considerations.
Outcome	Improved capacity of agriculture MSMEs to adopt green and bio-based business practices.	Percentage of workshop participants improved knowledge and understanding	≥70% of workshop respondents	Post-workshop evaluation	Results disaggregated by sex and, where feasible, disability and ethnic minority status
Outcome	Supported solution providers have increased capabilities to provide more practical green and bio-based solutions	Percentage of supported solution providers demonstrating their improved green and bio-based solutions	100% of supported enterprises (up to 3)	Technical support report, testimonial, feedback	Yes – enterprise selection will incorporate GEDSI considerations to encourage participation by women-led enterprises.
Outcome	APED and relevant government partners have improved knowledge, evidence and practical tools to support agriculture MSMEs in adopting green	APED and/or relevant government partners reference or intend to apply project-generated evidence and products	One evidence of the intended use	Meeting records/minutes, written feedback, correspondence, testimony, or documented follow-up	No

Result level	Project result	Indicator	Target	Evidence/s ource	GEDSI consideration
	and bio-based practices				

10. Reporting and Program Management

Deliverables are subject to feedback and amendments from the RT4D Facility team, the Project Proponent, and DFAT. The Consultant will engage regularly with these stakeholders in the drafting process, including seeking comments and adjustments and revising deliverables as directed.

The RT4D Facility will support with standard procedures required to receive feedback and endorsement from key stakeholders. A full list of stakeholders the Consultant will engage with is outlined below:

Stakeholder and Contact Points	Responsibilities
Project Proponent (MOF/APED) <i>Ms. Nguyen Thi Bich Thuy, Deputy Head in Charge of the Enterprise & Business Household Support Division</i>	Provide strategic direction and technical guidance; facilitate coordination with relevant government agencies, business associations and other stakeholders; facilitate stakeholder consultations and workshops; review and endorse key project deliverables; support dissemination and ongoing utilisation of project outputs.
The RT4D Facility	Provide overall project management, technical oversight, and quality assurance; review and endorse key project deliverables; facilitate communication between Proponent and the Implementing Partner; monitor project progress and reporting.
Implementing Partner	Deliver project activities in accordance with the approved Project Design and work plan; coordinate stakeholder engagement; prepare project deliverables and progress reports; and integrate monitoring, evaluation, learning (MEL), GEDSI, and communications requirements throughout project implementation.

11. Child Protection, PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations

For this specific project, and all other activities undertaken through RT4D, it is expected that anyone involved in the delivery must operate in strict compliance with DFAT's [Child Protection](#) and [Protection from Sexual Exploitation, Abuse and Harassment \(PSEAH\)](#) Policies. In the design of stakeholder consultations and workshop or trainings the project should consider the importance of managing risks associated with the Australian Government Department of Foreign Affairs and Trade's (DFAT) Child Protection and PSEAH Policies.

The project should refer to Tetra Tech's policy on PSEAH for additional guidance on risk assessment and management. The project should also note that any activities that require

personnel to be deployed outside their usual location or country of residence (e.g. consultations and regional workshops) may pose higher PSEAH risks.

The Consultant will work closely with the RT4D Facility to ensure that all project activities set in place adequate risk management measures including, but not limited to:

- **Safe event delivery:** Workshops, training activities and meetings will be conducted in safe, accessible and professional venues that promote a respectful and inclusive environment and minimise PSEAH risks.
- **Partner and personnel compliance:** All consultants, delivery personnel and partner organisations engaged under the project will comply with applicable contractual requirements, Codes of Conduct and relevant DFAT and Tetra Tech safeguarding policies.
- **Inclusive participation:** Project activities will be delivered in a safe, respectful and inclusive manner. Where travel is required, reasonable arrangements will be made to support the safety and wellbeing of participants, facilitators and project personnel.
- **Communications and imagery:** Project communications, photographs, case studies and other materials will be respectful, culturally appropriate and avoid reinforcing harmful stereotypes or discriminatory practices.
- **Child protection:** The project is not expected to directly engage with children. Should any interaction with children arise during project implementation, all applicable DFAT Child Protection requirements will be strictly observed.

12. Privacy and Confidentiality

Regional Trade for Development Facility (RT4D) is committed to ensuring and maintaining the security and confidentiality of all documents and information produced by its development programs and by its partners and clients. This includes ensuring the security and confidentiality of all information and documents produced by the ASEAN Secretariat and by RCEP FJC and its Subsidiary Bodies that are shared with RT4D's RCEP Implementation Support Program (RISP). RT4D security and confidentiality measures and protocols are underpinned by Tetra Tech (the managing contractor) systems.

All files/outputs associated with the delivery of outputs set in this ToR will be stored on a secure file-sharing platform (SharePoint). Access to SharePoint is controlled and will only be granted to non-RT4D users on a needs basis and as agreed with ASEC and or Subsidiary Bodies.

All RT4D sub-contractors and consultants will sign a Code of Conduct, a Deed of Confidentiality, and a Conflict-of-Interest Declaration before starting their tenure/assignment. These documents specify acceptable behaviours on confidentiality, handling of sensitive information, and information security. Training on these topics is also provided on regular basis to ensure compliance.

All personnel engaged by RT4D for the delivery of outputs set in this Scope of Services are expected to sign these documents before the implementation of this project.

13. Risk Management and Safeguards

The Consultant will support the RT4D Facility in the management and mitigation of project risks as outlined in the table below.

Risk	Likelihood	Impact	Mitigation Plan
Limited participation of agriculture MSMEs and	Medium	High	Work closely with APED, provincial authorities, business associations and

Risk	Likelihood	Impact	Mitigation Plan
relevant stakeholders in project activities			local partners to identify participants, conduct early outreach and maintain regular communication throughout implementation.
Limited uptake of bio-based business practices by participating enterprises	Medium	Medium	Select enterprises based on readiness and interest; provide practical demonstrations, tailored technical support and mentoring aligned with enterprise needs.
Delays in project implementation due to coordination or scheduling constraints	Medium	Medium	Develop a detailed implementation schedule, maintain regular coordination with APED and RT4D, and adjust activity sequencing where required.
Limited sustainability of project outcomes beyond the project period	Low	Medium	Develop practical implementation guides, strengthen business linkages, and disseminate lessons learned to support wider replication and continued adoption.
Selection criteria based on enterprise readiness/commercial potential (Activities 3 and 4) and language/literacy barriers result in under-representation of women-led, disability-led or ethnic-minority-led MSMEs	Low	Medium	In close consultations with Project proponents and RT4D, set up selection criteria with a GEDSI lens. While conducting outreach, partner with local Women's Union and relevant ethnic minority organisations; and monitor GEDSI participation data at each project phase.

About RT4D

Regional Trade for Development (RT4D) is an AUD53.3 million, 6-year initiative funded by the governments of Australia and New Zealand to support the effective implementation of ASEAN-Australia-New Zealand Free Trade Area (AANZFTA) and the Regional Comprehensive Economic Partnership (RCEP) agreements.

RT4D is delivered through 3 programs: the AANZFTA Implementation Support Program, the RCEP Implementation Support Program and the Australia-funded Trade and Gender Equality Incubator. Through these programs, RT4D provides targeted technical expertise, supports planning and coordination with ASEAN partners, focuses on less developed ASEAN economies, and facilitates selected FTA implementation in ways that support inclusive development outcomes.

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