

USAID Improving Private Sector Competitiveness

Scope of Work Innovation Program Manager

Background

The purpose of the USAID Improving Private Sector Competitiveness Activity (“Activity”) is to remove constraints and build the competitiveness of small and growing businesses (SGBs) in Vietnam, including those led by vulnerable populations. With this activity, USAID/Vietnam is supporting Vietnam’s competitiveness: *vertically* at the policy, market and firm level; and *horizontally* by working along the entire spectrum of enterprise growth models, from household businesses transforming into registered firms to small firms on the cusp of scaling up. Deloitte Consulting LLP (“Deloitte”) is implementing this Activity on behalf of USAID. The Agency for Enterprise Development of the Ministry of Planning and Investment is the Vietnam Government counterpart of IPS-C.

The Activity is made up of four interrelated Objectives:

Objective 1. Building business management capacity of SGBs, including those led by vulnerable populations (particularly women and ethnic minorities),

Objective 2. Improving efficiency and productivity by promoting innovation, technology adoption, and sustainable business models,

Objective 3. Enhancing business enabling environment for a broad-based inclusive economy,

Objective 4. Strengthening business-to-business (B2B) and cross-sectoral linkages.

Summary of Activities

The Innovation Program Manager will manage the implementation of activities that promote innovations and technology transfer to SGBs under Objective 2, aimed at helping SGBs identify and adopt new technologies to improve their competitiveness and market position.

Specific Tasks

The Innovation Program Manager shall perform the following tasks:

1. Develop activities to support SGBs to adopt new technology to enhance their competitiveness and position in the market.
2. Work with Pioneering Enterprises (PEs) to enable them to improve their technology and innovation.
3. Work with partners on designing and implementing platforms that promote the development, application, and transfer of technology to SGBs.
4. Propose and implement technical assistance to improve the policy and regulatory environment for technology improvement and innovations.
5. Work closely with other members of Component 2 to pilot new innovative solutions to promote new technology adoption and transfer.
6. In conjunction with the MEL Manager, collect and report on relevant data for reporting to USAID and project partners.

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7. Contribute regular inputs for IPS-C's weekly, quarterly, and annual reporting, in addition to creating success stories as required.
8. Carry out additional tasks, as per the request of the Team Lead within the scope of the adviser's expertise and experience.

Qualifications

- Degree in business, engineering, technology, innovation, or relevant field.
- At least eight years of experience corporate innovation, integrating technology into business operations, improving firm productivity, assisting in the development of innovative technologies, and similar activities.
- Working knowledge of SGB capacity building activities and understanding of the fundamentals of business management practices in Vietnam.
- Experience working with complex networks of stakeholders, governments officers and businesspersons.
- Practical understanding of social inclusion, gender equity, and women's economic empowerment.
- Demonstrated high level organizational and time management skills, including the ability to manage workflow and balance competing priorities to ensure deadlines are met.
- Experience working in a team environment, possessing excellent people skills.
- Vietnamese nationality.
- Fluency in spoken and written English and Vietnamese and proficiency in reporting and presenting.

Reporting Requirements

This position will report to the Objective 2 Team Lead, Innovation, Technology, and Access to Finance.

Place, Period of Performance and Level of Effort

Level of effort: Full time
Expected start date: February 2022
End date: December 2025
Location: Hanoi, Vietnam with travel to other provinces as required

USAID Improving Private Sector Competitiveness Key Concepts and Definitions

- **Small and Growing Business (SGB):** An organization/economic unit of Vietnam, including enterprises, under the provisions of the Law on Enterprises, cooperatives operating under the provisions of the Law on Cooperatives, and business households registered in accordance with Vietnamese law, which employs no more than 500 full-time employees, has growth potential but lacks the resources of knowledge, finance, human resources, and technology to realize its goals and growth potential.
- **Pioneering SGBs or Pioneering Enterprises (PEs):** A growing Vietnamese enterprise with Vietnamese-branded products, good competitiveness, the ability to lead and expand in the industry, sector, and locality, good management capacity and willingness to innovate and

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produce products with high added value, with the vision/objective to build a Vietnamese brand in the international market.

- **Business Development Service Provider (BDSP):** Agencies, organizations and enterprises in both the public and private sector with functions, duties/business lines providing non-financial services to support enterprises to improve operational efficiency and business development.
- **Business Support Organization (BSO):** An organization with the function and mission to connect and support business development, often including business associations/clubs, industries, etc.