

USAID Improving Private Sector Competitiveness

Scope of Work

Intra-Governmental Coordination 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 Intra-Governmental Coordination Program Manager will manage implementation of activities that support completing some key Government of Vietnam (GVN) reform agendas by enhancing intra-GVN coordination under Objective 3. Specific activities are aimed at creating a more efficient coordination mechanism and practices among government agencies in terms of policy and regulation formulation and implementation. In addition, the Program Manager will support other team members in implementing activities related to business regulation and legal reforms.

Specific Tasks

The Intra-Governmental Coordination Program Manager shall perform the following tasks:

1. Proposing activities to support the enhancement of a more efficient coordination among GVN agencies (including among central agencies and between central and local agencies) in specific reform agendas.
2. Studying and recommending best practices and models of intra-government coordination that are relevant within the Vietnamese context on specific reforms the GVN is conducting and selected for IPS-C support.
3. In coordination with AED and relevant stakeholders, designing and formulating specific activities to support enhancing more efficient coordination among GVN agencies in selected reforms, including identifying implementation plans, required resources, and specific outputs and outcomes of each activity.

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4. Overall management of the progress and quality of implemented activities assigned, ensuring timely and quality delivery of technical assistance to counterparts.
5. Providing technical advice on other activities within Objective 3, relating to regulatory and legal reforms.
6. Collaborating with other Objective Leads on identifying potential reforms to enhance the enabling environment for SGBs.
7. In conjunction with the MEL Manager, collect and report on relevant data for reporting to USAID and project partners.
8. Contribute regular inputs for IPS-C's weekly, quarterly, and annual reporting, in addition to creating success stories as required.
9. Carry out additional tasks, as per the request of the Team Lead within the scope of the adviser's expertise and experience.

Qualifications

- BA in international development, economics, law or other relevant field.
- At least eight years of work experience supporting business environment reform.
- Working knowledge of policies relating to private sector development and business environment reform.
- Proven work experience with Government of Vietnam agencies.
- Experience working on international donor-funded projects.
- Experience working with complex networks of stakeholders, governments officers, and businesspersons.
- Practical understanding of social inclusion, gender equity, and women's economic empowerment.
- 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 3 Team Lead, Business Enabling Environment.

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

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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 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.