

Terms of Reference	
Position Title:	ODA Expert (Consultant contract)
Location:	Base location: Yen Bai or Ha Noi, Viet Nam, with frequent travel to the other destination
Period of Assignment:	May 26 to December 31, 2024
Reporting To:	Team Leader, with support and guidance from Provincial Cooperatives Alliance Yen Bai (PCA), Department of Planning and Investment (DPI) and People' Committee of Yen Bai (PPC)
Background:	<p>Cowater International is a leading global development consulting company founded in 1985. Headquartered in Canada and with corporate hubs in globally. Cowater International has successfully delivered a portfolio of over 2,500 projects and assignments in more than 95 countries. We work with governments, private sector actors and communities implementing projects that support socio-economic development, institutional strengthening, environmental improvements, and advance equal opportunities for all.</p> <p>Cowater are a diverse and experienced team committed to building a better tomorrow for the people we serve. Our adaptive approach to management has led to our yearly award-winning work and recognition as one of Canada's Best Managed Companies since 2017.</p> <p>The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Project is a flagship initiative of Global Affairs Canada, implemented by Cowater International in the province of Yen Bai. The Project aims to improve the socioeconomic well-being of ethnic minority women (EMW) working in the agricultural sector by elevating their economic status, leadership and agency through the promotion of clean growth. The program will implement a series of interventions designed to strengthen the performance of EMW led MSMEs, cooperatives and producer groups in agri-food system. The primary beneficiaries are women living in the province of Yen Bai, while an overarching emphasis is placed on the inclusion of women from ethnic minority communities. It will respond to critical skills and knowledge gaps and incentivize the innovation and adoption of clean and resilient production solutions, including climate smart agriculture, Renewable Energy (RE) and Energy Efficient (EE) among EMW led businesses.</p> <p>Cowater seeks a national Overseas Development Assistance (ODA) expert to support the partners of SPRINT project, including Cowater, Yen Bai PPC and DPI in completing and submission of Project document for Ministries and relevant departments/institutions for consultation; completing the regulated procedures in line with ODA policy to obtain the project approval.</p>
Statement of Duty:	<p>The consultant will work closely with the SPRINT team led by the Team Leader, with close coordination with Yen Bai PPC and DPI, as well as project provincial stakeholders. The ODA expert will provide necessary advice and facilitation of stakeholder participation to ensure:</p> <ul style="list-style-type: none"> - Effective consultation and finalization of the project document, that ensure compliance to the Government of Vietnam's ODA policies and provincial management requirements and adherence to Global Affairs Canada (GAC), as the donor, guidance and regulations, as described and agreed between GAC, Cowater, and PPC Yen Bai

	<ul style="list-style-type: none"> - Effective undertaking and fulfillment of actions, procedures and progress, especially consultation with Ministries and authorities, responding to feedback and improvement etc. to obtain the project approval. 															
Specific Duties:	<p>The consultant will undertake the following specific activities (including but not limited to):</p> <ul style="list-style-type: none"> - Desk study of ODA policies, regulations, and relevant documents, including but not limited to: <ul style="list-style-type: none"> • Decree 114, version 2021 and 2022 (and previous Decree 56) • GAC policy on ODA • Draft Project document (version 1,2,3) • Yen Bai Socio Economic Development Plan, • PIP and Baseline report • Technical reports - Facilitate consultation meetings with key stakeholders at provincial and national level, including Yen Bai PPC, DPI, PCA, Yen Bai Police (if necessary), PWU, MPI (FERT and relevant departments), MoF and other relevant Ministries and stakeholders as required. - Support finalization of project document (PD), including context, technical description, justification, work plan etc. as required during project approval process. - Supporting the SPRINT project (Cowater and provincial stakeholders including DPI, PCA, Yen Bai Police (if necessary), and PPC) in close following up progress of handling and comments on the proposal for project approval by departments/administration of MPI, Ministry of Finance and other related ministries (following Correseponde of Yen Bai PPC to request assessment feedback); supporting the progress to obtain feedback/guidance, in facilitation of appraisal, replying and revising/updating the document, as well as undertaking further actions to fulfil the procedures, including finalization of the document package for MPI's approval. - Facilitate the progress review and preparing the note of progress for sharing with Yen Bai PPC and donor. 															
Deliverables	<p>The consultant will provide the following deliverables as basis for payment (Deliverables all to be delivered in Vietnamese or English, the Project will be responsible for translation)</p> <table border="1" data-bbox="418 1360 1422 1881"> <thead> <tr> <th data-bbox="418 1360 483 1409">No.</th> <th data-bbox="483 1360 1170 1409">Deliverables/Language</th> <th data-bbox="1170 1360 1422 1409">Expected Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 1409 483 1577">1</td> <td data-bbox="483 1409 1170 1577">Draft a work plan for obtaining Project approval, including Project Document endorsement by PPC, consultations process with project stakeholders and partners at national and provincial level, including specific tasks and timelines</td> <td data-bbox="1170 1409 1422 1577">31/5/2024</td> </tr> <tr> <td data-bbox="418 1577 483 1688">2</td> <td data-bbox="483 1577 1170 1688">A review consolidation of comments and PD update requirements and draft Partners' ODA Agreement between PPC Yen Bai and GAC/Cowater (if required)</td> <td data-bbox="1170 1577 1422 1688">04/06/2024</td> </tr> <tr> <td data-bbox="418 1688 483 1766">3</td> <td data-bbox="483 1688 1170 1766">PD endorsement formally by PPC Yen Bai and correspondence to submit to Ministries (1st round)</td> <td data-bbox="1170 1688 1422 1766">10/06/2024</td> </tr> <tr> <td data-bbox="418 1766 483 1881">4</td> <td data-bbox="483 1766 1170 1881">Notes of following up weekly/monthly progress/comments of consultation and discussion with key departments of related Ministries and stakeholders</td> <td data-bbox="1170 1766 1422 1881">31/07/2024</td> </tr> </tbody> </table>	No.	Deliverables/Language	Expected Deadline	1	Draft a work plan for obtaining Project approval, including Project Document endorsement by PPC, consultations process with project stakeholders and partners at national and provincial level, including specific tasks and timelines	31/5/2024	2	A review consolidation of comments and PD update requirements and draft Partners' ODA Agreement between PPC Yen Bai and GAC/Cowater (if required)	04/06/2024	3	PD endorsement formally by PPC Yen Bai and correspondence to submit to Ministries (1 st round)	10/06/2024	4	Notes of following up weekly/monthly progress/comments of consultation and discussion with key departments of related Ministries and stakeholders	31/07/2024
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	<p>on assessment of project document; inputs for revising and updating PD and draft of content for justification correspondence (if required)</p>		
	5	Revise PD, related correspondences/letter of discussion and consolidated points contributed to the revision taking into comments from MPI and other stakeholders/Ministries.	15/08/2024
	6	Facilitate project no-objection/endorsement from MPI	30/08/2024
	7	Facilitate final provincial internal review round and Project approval by Yen Bai PPC	15/09/2024
	8	Report of completion, including inputs regarding ODA for launching event (if required)	31/12/2024
Required Qualifications:	<ul style="list-style-type: none"> - Vietnamese national; - At least 7 years' experience with ODA policy, ODA project approval and management. Experience with key Ministries will be advantages; - Good understanding of newly developed ODA regulations and processes; - Experience in coordinating partners/stakeholders of ODA project (e.g. between national/provincial stakeholders, international organizations/donors). - Experience in working with national Ministries (Ministry of Planning and Investment) relating the ODA management; - Proven track record of attaining approval for Project Documents; - Experience with GAC-funded projects would be welcome; - Experience with the provincial governance ecosystem in Vietnam. Experience with Yen Bai will be advantages. 		
Application Package	<ul style="list-style-type: none"> - Overview of methodology and approach to the survey. - CV - Proposed Budget (including daily rates and associated costs if any) <p>Applications to be emailed to Recruitment@sprint-vietnam.com by 17.00, May 15, 2024.</p>		
Contract arrangement	<p>Fees: following EU-UN cost norms for consultant fee. Travel and other reimbursable costs (perdiems, accomodation, etc.) will follow SPRINT Operations Manual. Copy of the cost norms shall be provided upon request.</p> <p>Type of contract: A time and materials reimbursable contract will be signed with the lead consultant/firm, on behalf of the whole team. The budget proposal should include all relevant taxes and fee (e.g. VAT, PIT, etc.). The consultancy fee will be paid following agreed upon progress of the assignment accompanied with the timesheet/report/deliverables which are verified by the SPRINT's Team Leader.</p>		
Recruitment process	Competitive tendering		