



Vietnam Counter Trafficking in Persons Project

Hanoi, 21 October, 2024

RECRUIT

POSITION: **Project Approval Consultant**

LOCATION: Thanh Hoa, Vietnam

- 1. BACKGROUND:** The Vietnam CTIP project will support the Government of Vietnam (GVN) strengthen national and provincial responses to identify and support victims and prevent human trafficking through survivor-centered, localized, and adaptive approaches under two immediate results:
 - Sustainable, survivor-centered identification and services systems established and strengthened (protection); and
 - Creative and targeted measures to prevent under-recognized forms of trafficking among inadequately reached populations established and institutionalized (prevention).

2. OBJECTIVE OF THIS ASSIGNMENT:

The Vietnam CTIP project is starting the process of project approval by the Thanh Hoa provincial authorities, following the procedures outlined in Decree 80/2020/NĐ-CP on the management and use of grant AID not in the form of official development assistance (non-ODA) of foreign agencies, and individuals for Vietnam, or any other relevant Decrees.

The objective of this assignment is to plan, execute and support the necessary steps for competent provincial authorities to secure Project Approval for implementation of the project in Thanh Hoa province.

3. RESPONSIBILITIES

- Coordinate with key stakeholders in Thanh Hoa province, including Department of Labour Invalids and Social Affairs (DOLISA), Department of Foreign Affairs (DOFA), Department of Planning and Investment (DPI) and other relevant GVN agencies as needed, to ensure that the most optimal project approval approach is followed;
- Identify the necessary steps to follow, timelines and documents to submit, to secure project approval in a timely manner; and propose solutions to ensure a smooth process;
- Provide updates and address any emerging issues related to project approval;
- Support the Winrock Vietnam CTIP Team in drafting and preparing the necessary official documents for submission to DOLISA, DPI and other provincial authorities for project approval;
- Support the issuance of written requests for comments on CTIP project documents to relevant provincial departments;

- Review and finalize the project document as per feedback received from provincial authorities, and ensure they are in line with the appropriate GVN policies and guidelines;
- Work with the focal point of DOLISA, DPI and other relevant departments, and support the Vietnam CTIP Project to organize at least one consultation workshop on addressing all feedback from key departments, finalizing the project document;
- Consolidate a full and completed package of project documents to submit to DOLISA and Thanh Hoa PPC for approval.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience and track record in developing and securing project approval by the GVN, especially on provincial level in Thanh Hoa
- Bachelor's degree at minimum. Master's degree / Law degree preferred
- Proven experience in project administrative procedures, project management, and stakeholder management in Vietnam
- Energetic, forward-thinking, problem-solver and creative individual
- Excellent writing, speaking, and reading skills in Vietnamese and English
- Familiarity with Decree 80/2020/NĐ-CP on management and use of grant AID not in the form of official development assistant of foreign agencies, and individuals for Vietnam and Decision number 05/2024/QĐ-UBND by Thanh Hoa PPC on Non-ODA management in Thanh Hoa province preferred
- Vietnamese Position is for Vietnam Nationals only.

5. PERIOD OF IMPLEMENTATION AND DELIVERABLES

This task will last from **November 2024** to **March 2025**, for a total of **25 working days**.

The main deliverables include and may be submitted in Vietnamese:

1. Letters sent by relevant provincial departments with feedback on project document.
2. Summary of comments/opinions from relevant departments and responses for submission with final Project Document based on feedback through official letters or from consultation workshop
3. DOLISA's letter and Final Project Document for submission to Thanh Hoa DPI for appraisal and approval.
4. Official Decision from Thanh Hoa Provincial People Committee to approve the Project Document.

6. HOW TO APPLY

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English or Vietnamese to the following email address: VCTIPprocurement@winrock.org with subject line of "**Your full name_CTIP Project Approval Consultant**" no later than **30 October, 2024**

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are shortlisted will be contacted.