



## **TERMS OF REFERENCE**

**Position Title:** Short-term Senior Manager, Finance, Grants and Procurement  
**Position Description:** Short-term position responsible for financial analysis and overall management of grants and procurement for the program  
**Reports to:** Program Director  
**Main place of work:** Hanoi, Vietnam  
**Period of employment:** 8 hours/days from Monday-Friday; 3 months, tentatively from 11 September 2018 - 11 December 2018

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## **BACKGROUND**

The USAID Governance for Inclusive Growth (GIG) Program (the Program) aims to assist efforts by the Government of Vietnam (GVN) to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain the momentum in expanding market reforms, institutional modernization, and global integration in trade. The Program strives to ensure that growth reaches all segments of Vietnam's population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment
2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program is providing technical assistance, training, and other direct support to the GVN, under the lead of the Ministry of Justice (MOJ), and in coordination with other government counterparts – Ministry of Finance (MOF), Ministry of Industry and Trade (MOIT), Ministry of Planning and Investment (MPI), State Audit Office of Vietnam (SAV), and the National Assembly (NA) – to strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms. The Program is promoting greater exchange, networking, and sharing of information nationwide among the government, private sector, and civil society/social organizations, research centers, and universities. Program activities include, but are not be limited to: providing training programs and workshops; data collection and analyses; public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

The Expected Results (ERs) of the program are:

- ER 1: A clear and transparent legal and regulatory framework (Trade, Legal, and Regulatory Reform);
- ER 2: Improved accountability of public institutions (Governance and Accountability); and
- ER 3: Improved inclusion and expanded opportunities for vulnerable populations (Inclusive Growth).

In addition, the GIG Program is implementing a grants program in support of: developing the technical and management capacities of local organizations; engaging them in reforms relating to trade, legal, governance, and inclusive growth; and complementing the technical work described under the Expected Results above. To the extent that grants are not feasible, the GIG Program is implementing subcontracts to qualified local organizations.

### INDICATIVE RESPONSIBILITIES OF THE POSITION

On behalf of the GIG Program, the Short-term Senior Manager for Finance, Grants, and Procurement (Short-term Senior Manager): leads monitoring and analysis of financial aspects of program work plan implementation, including budgets and expenditures; attends bi-weekly financial management meetings; manages grants and hotel procurement; and advises/mentors staff other staff responsible for the management of subcontracts and other procurement.

Principal duties and responsibilities include:

- Track all program expenditures and monitor them against the program budget.
- Assist GIG Program staff with identifying new ways of achieving program efficiencies in budgetary and financial aspects of program implementation.
- Supervise the design, development and implementation of the GIG Program's grants and procurement management policies, procedures, and practices, including analyzing and evaluating grant and subcontract concepts, proposals, and awards to ensure adherence to established policies, and advising staff responsible for the management of subcontracts.
- Liaise with technical, operations, and finance teams, including at bi-weekly financial management meetings.
- Assist and advise grantees on records management and general financial discipline requirements of USAID.
- Ensure effective coordination between GIG Program staff and grantees/suppliers, and provide technical advice and assistance relating to grants and procurement administration, including financial documentation and management, compliance with procurement requirements, and planning implementation.
- Develop and provide additional training for grantees as needed, such as on budget development, cost controls, and reporting.
- Perform financial analysis upon request, and at regular bi-weekly financial review meetings.
- Undertake other duties as assigned by the Program Director consistent with the above duties and responsibilities.

### PLACES OF WORK



## *Governance for Inclusive Growth Program*

Main place of work will be Hanoi, Vietnam. Travel inside the country is expected as required by program activities.

### **COST ALLOCATION**

The cost of this position will be charged evenly across all three programmatic contract line items (CLINs). Funding is available for the position and will not require an increase to the total contract ceiling.

### **QUALIFICATIONS AND KEY COMPETENCIES**

The Short-term Senior Manager for Finance, Grants and Procurement shall have:

- Demonstrated financial management and administrative skills, including managing cash and in-kind grants funded by USAID.
- Strong understanding of civil society organizations and companies, with applied knowledge of political and social conditions in Vietnam.
- Demonstrated experience in assessing capacities of potential grantees, as well as their financial, administrative and program planning capacities.
- Experience and/or good understanding of Chemonics and USAID policies and US federal rules.
- Familiarity with USAID contract management and grants management policies and procedures is strongly preferred.
- Ability to work in a professional and cordial manner with fellow staff members, visitors, partner institutions including international and local NGOs, governmental entities, support organizations, and the general public.
- Ability to work independently with minimal supervision, to prioritize multiple work assignments in a fast-paced environment, meet deadlines, and exercise good professional judgment, reflective of the GIG Program.

### **EXPERIENCE AND EDUCATION**

- Bachelor's degree in a relevant field required.
- Minimum of 4 years of relevant, demonstrated experience in financial management and administration of grants and procurement.
- Excellent/fluent written and spoken English and Vietnamese required. Strong English writing skills required.