

  
**TOR Approved:**  
**Date: 5 November 2018**

## **TERMS OF REFERENCE**

### **SHORT-TERM ADMINISTRATIVE SUPPORT CONSULTANT FOR GIG PROGRAM CLOSE-OUT**

#### **Background**

The USAID Governance for Inclusive Growth (GIG) Program is a five-year project that aims to assist Vietnam's efforts to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain 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.

Since 2013, the Program has worked closely with the Government of Vietnam, attaining considerable achievements in support of trade, legal and regulatory reforms, governance, and inclusive economic growth. The Program is now in its final phase, or close-out, as its end date is December 11, 2018.

As part of the office close-out, GIG will need multiple Closeout Administrative Support consultants to assist with reviewing and preparing electronic and hard copy files, organizing file shipment packing, and other various administrative close-out tasks as needed.

#### **Principle duties and responsibilities**

Principal duties and responsibilities of the consultancy include, but are not limited to, the following:

- Organizing, scanning, and uploading electronic files
- Documenting review of key files prior to hard copy file shipment
- Locating and copying hard copy files to complete or strengthen electronic files
- Preparing and packing hard copy files for shipment
- Other administrative tasks in preparation for close-out, as necessary

#### **Deliverables**

- Complete, organized record of electronic files, as designated
- Complete documented review of hard copy files, as designated
- Organized and packed hard copy files for shipment
- Ongoing completion of administrative tasks in preparation for close-out, as designated

### **Level of Effort and period of performance**

The assignment start date will be as listed in the consulting agreement. The total estimated level of effort is 15 work days. All deliverables will be submitted no later than 05 December 2018.

### **Duty station**

The assignment will take place at the GIG Program Office in Hanoi, Vietnam.

### **Reporting**

The consultant will report to the Closeout Specialist and the Office and Human Resources Manager. All deliverables must be submitted to the following for review and approval.

David Anderson, Chief of Party, [david.anderson@vietnamgig.com](mailto:david.anderson@vietnamgig.com)

Thuy Trinh, Senior Human Resources Manager, [thuy.trinh@vietnamgig.com](mailto:thuy.trinh@vietnamgig.com)

### **Job qualifications**

The assignment will require work experience relating to administrative support, electronic and hard copy filing, and other elements of the Duties and Responsibilities listed above.

### **Consultant Signature**

I have reviewed and agree to these terms:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_