

## **Scope of Work**

### **Short-Term Consultant**

#### **To Support USAID LinkSME in Drafting the Project Document (Task Leader)**

#### **I. Background**

The USAID Linkages for Small and Medium Enterprises (LinkSME) Project is a five-year ODA project in Vietnam funded by United States Agency for International Development (USAID). The project runs from 2018 to 2023. IESC, a U.S. organization, has been contracted by USAID to implement the project.

The specific objectives of LinkSME are to (i) strengthen the SME-foreign firm business linkage framework; and (ii) enhance Vietnamese SMEs' capacity to participate in the global value chain in five sectors.

#### **2. Objective:**

LinkSME wants to accelerate the project approval process with the Government of Vietnam (GoV). Therefore, to focus on finalizing technical documentation, LinkSME seeks short-term specialists to work directly with the LinkSME team and relevant GoV entities to finalize the Project Document (PD) and other required documents. The specific objective of this assignment is to complete the project document, and have it approved by the GoV.

#### **3. Consultant Tasks:**

- a) Providing inputs into the agenda for, and conducting stakeholder consultations with the key stakeholders identified for this project on the implementation arrangements, modalities for ensuring private sector participation, governance and accountability arrangements, and monitoring and evaluation;
- b) Actively supporting all working group meetings, providing advice to, and briefing the working group;
- c) Drafting the project document (PD) and other relevant documents, including coordinating the inputs from stakeholders. The PD will set out the project scope, objectives, the implementation arrangements, the modalities of co-operation between the GoV and the private sector in the implementation of this project, the governance and reporting structures, the results measurement framework, the assignment of key roles and responsibilities, and the budget. This task will include arranging preparatory meetings with key stakeholders and follow-up with individual stakeholders to ensure that their concerns are met and that there is agreement with the PD; and

- d) Coordinating with the working group secretary, the LinkSME team, other consultants and stakeholders as necessary to complete the PD and have it approved.

**4. Deliverables:**

A completed Project Document in Vietnamese language that is approved by the Government of Vietnam.

**5. Level of Effort and Due Date:**

The level of effort (LOE) for this assignment is thirty (30) working days, to be completed within forty (40) calendar days from the effective date of the contract.

**6. Location of Work:**

Work shall be carried out in Hanoi at premises provided by LinkSME or counterparts.

**7. Consultant Qualifications:**

The tasks listed above will be carried out by an individual consultant who possess a good understanding of the GoV approval process and its requirements under Decree no. 16 and associated decrees.

Must be fluent in written and spoken Vietnamese language. Ability to communicate in English is a decided advantage.