

# **Scope of Work**

## **Short-Term Consultant**

### **Secretary to the Working Group on the USAID LinkSME Project Document**

#### **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.

#### **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 serve as Secretary to the working group on the LinkSME project document.

#### **2. Consultant Tasks:**

- a) Acting as Secretary to the working group for the preparation of the USAID LinkSME Project Document, organizing and attending related meetings of the working group, drafting associated minutes, and preparing background materials as requested by the working group, for the purpose of expediting the GoV approval process for this project;
- b) Providing inputs to, and supporting, the drafting of the project document, which 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 will include taking an active role in related stakeholder consultations, and updating the PD draft accordingly to reflect the outcomes of these;
- c) Actively participating in related meetings including all working group meetings; and

- a) Coordinating with the Task Leader, the LinkSME team and other consultants as necessary to complete the PD.

**3. Deliverables:**

- a) Minutes of all meetings of the working group on the LinkSME project document; and
- b) Written inputs on the draft project document.

**4. 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.

**5. Location of Work:**

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

**6. 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.