

## TERMS OF REFERENCE

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### Project Officer of BioTrade EU Project

Founded in 2014, the Centre for Rural Economy Development (CRED) works with diversified activities of project management and consultancy services in the fields of value chain development for inclusive growth; climate-smart agriculture, water, environment and livelihood improvements: i) Strong working relations, partnership and trust with enterprise partners, governments from central to commune levels and international donors; ii) Top services through proven methodologies in Value Chain Development/Market System Development, climate-smart agriculture and small-scale infrastructure; iii) Good understanding of the needs of farmers SMEs and markets to coordinate relevant, efficient support; iv) Extensive networks that provide CRED access to sector intelligence and market opportunities through national and international private sector, governments, social investors, etc...v) Strong leadership and expertise combining technical and capacity development.

CRED is cooperating with HELVETAS Swiss Intercooperation gGmbH to implement the *Scaling up of ethical BioTrade initiatives within phyto-pharmaceutical sector in Vietnam (BioTrade EU project)* funded by the European Commission. CRED is looking for a qualified candidate to fill the following position:

**Position Title:** Project Officer

**Position Duration:** From November 2019 to March 2020.

**Duty Station:** Hanoi with travelling to project areas

#### Overall responsibility

- The Project Officer is responsible for supporting Project Manager in project planning, implementing, monitoring, budgeting, and reporting in resource materials management .
- Contribute to keep in contact and co-ordinate with involved project stakeholders, pharmacy companies, service providers and other relevant national and international institutions and organizations.
- Ensure that implementation of project activities occur according to the agreed time schedule.
- Support PM for the budget and financial flows according to the agreements with the partners for the projects (cost-norms).

**Key Responsibilities:**

- Contribute to the planning and reporting of the project as required by the project manager
- Collaborate with the selected companies to sensitize and select farmers to participate in the value chains.
- Support the companies to elaborate training and working plans with the farmers.
- Support and facilitate training services to train small holders (collectors and producers) on sustainable harvesting, cultivation and processing practices.
- Support the companies and the farmers to identify needs for external services and establish training to the external services in relation to green technologies, certifications.
- Prepare logistics and facilitate trainings for companies and farmers in field of green technologies, certifications (BioTrade, Organic, GACO-WHO, etc.).
- Facilitate the dissemination of ‘best practices’ and provide lessons learned to ‘policy dialogue’ at provincial level.
- Support the collective learning in client/activity teams and/or expertise groups.
- Regularly update the progress of implementation of project activities to project manager and project partners.
- Work in line with the established cost norms, project procedures and controls.
- Prepare AS-FAR for all project activities.
- Perform other tasks as requested by the PM.

**Qualifications**

- Bachelor’s degree in agriculture and forestry industry or relevant background with 5 years working experience
- Experience in implementing community development interventions at grassroots level.
- Experience in coordinating project activities with multiple partners at different levels
- Experience in performing supportive supervision and project evaluation
- 3- 5 year experience in training /workshop facilitation/organization.
- Knowledge of and experience in quality, environmental sustainability and social responsibility related standards in agricultural sector (e.g. Ethical BioTrade, GAPs, Rainforest Alliance, Utz, etc. is preferable.
- Good understanding of the medicinal herb value chain and market system in Vietnam is advantageous.
- Strong spoken and written English and Vietnamese language skills.
- Ability to work effectively in a team.
- Proficient in Microsoft Office, Excel, and PowerPoint
- Qualitative research knowledge and skills including design and analysis.

Interested candidates should send a cover letter, detailing applicable experience and skills, and a CV to cred@cred.org.vn.

**Application Deadline: 5.00pm, 20th October 2019.**