

USAID Linkages for Small and Medium Enterprises Project

USAID LinkSME

SCOPE OF WORK

Title: Regulatory Reform Advisor

Program: USAID Linkages for Small and Medium Enterprises (LinkSME) Project

Location: Hanoi, Vietnam

Employee classification: Long-term part-time employee

Expected Duration: Through September 30, 2020 with possible extension upon demand

IESC – the International Executive Service Corps – is a U.S.-based nonprofit that seeks private enterprise solutions to problems of poverty in developing countries and around the world. By providing a mix of technical assistance and volunteer expert support, IESC works with emerging industries, financial institutions, and governments to stabilize economic environments, increase opportunity, and promote growth. We have completed over 25,000 projects in more than 130 countries worldwide.

IESC is seeking a long-term part-time **Regulatory Reform Advisor** for the USAID-funded Linkages for Small and Medium Enterprises (LinkSME) Project in Vietnam. The project links Vietnamese small and medium enterprises (SMEs) with lead firms (LFs) in order to integrate SMEs into manufacturing supply chains and accelerate domestic SME growth. The USAID LinkSME project will create systemic changes in business relationships between Vietnamese SMEs and lead firms, as well as significant increases in the quantity and/or quality of business linkages between Vietnamese SMEs and lead firms.

DUTIES AND RESPONSIBILITIES:

- Provide necessary technical assistance to the Office of Government of Vietnam and other relevant stakeholders including government and non-government agencies to implement the Component 2 of the Project.
- Provide support to the Administrative Procedure Control Agency in proposing regulatory agenda, implementing the agenda and advising on proposed reform solutions, from the perspective of the priority government agenda.
- Support the development, management and implementation of annual work plans and technical assistance concept note in close cooperation with the counterparts and other Program staff, including the administration, finance, communications, monitoring and evaluation, governance and accountability.
- Support government partners in developing policy initiatives for legislative and regulatory reforms to improve the business environment and cut compliance costs for SMEs participating in supply chains; aid the partners in drafting legal instruments such as laws and decrees and technical guidance for implementation of laws and decrees.
- Engage and work with local and international short-term technical consultants to make their consultancy for relevant to Vietnamese context and needs.

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- Support government partners in working with foreign partners and international consultants in carrying out project activities.
- Support PMU to develop tools to collect necessary data, and propose timely actions to deal with issues relating to the implementation of workplan.
- Report to the leader of Component 2 under the Office of Government and the COP and USAID LinkSME office.
- Other tasks relevant to the USAID LinkSME project as required by the PMU and Project Office.

QUALIFICATIONS AND REQUIREMENTS:

- Vietnamese national;
- Advanced degree, in business, economics or related field required;
- Minimum 10 years work experience in regulatory reform, e-government related programs is a plus;
- Familiar with the legal and regulatory environment for the private sector in Vietnam, the country context, the structure, interaction, and capacity of SMEs, and the operation of supply chains;
- Must have prior experience working with government agencies responsible for business regulations and enterprise development or working experience of providing consultancy to or working with USAID projects;
- Familiar with Vietnamese business community, especially SMEs and business support organizations such as AmCham, EUROCHAM, VASI, VINASME, etc.;
- Fluency in written and spoken English required (minimum TOEFL 100, IELTS 7.0 or equivalent);
- Demonstrated leadership, integrity, and organizational skills;
- Maturity, professionalism, positive attitude, and self-motivation.

Level of Effort (LOE)

The Regulatory Reform Advisor will work a maximum of 120 days through September 30, 2020, extendable by 20 days upon practical demand of OOG and request from COP. Monthly LOEs can vary according to practical demand. The consultant will work in Ha Noi with business travel to other locations in Vietnam or abroad as required.

Interested candidates are requested to submit their application ONLY at the following link: <https://chp.tbe.taleo.net/chp01/ats/careers/v2/viewRequisition?org=IESCORG&cws=39&rid=1247>

IESC is an Equal Opportunity Employer. Please note that this position is intended for a Vietnamese national. CV and letter of interest should be in English. Applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by **27th November 2019** are strongly encouraged.