

TERMS OF REFERENCE

Business Development Technical Specialist (BD TS)

Introduction:

Vietnam has achieved remarkable sustained economic growth and poverty reduction through reforms which laid the foundations for a market economy. As the country approaches lower middle-income status, maintaining this growth and level of equitable social development requires complex and substantive structural reforms technically and institutionally. Modernizing legal and judicial institutions, improving lawmaking practices, developing appropriate financial sector supervision, creating appropriate standards and practices in the areas of agriculture and agri-food, and the strengthening of capacities and practices will help improve the business climate for continued growth and development.

Global Affairs Canada's (GAC) international assistance program for Vietnam is aligned with Vietnam's current Socio-Economic Development Plan. Canada's program focuses on, among other areas, the promotion of inclusive and sustainable economic growth which aims to: i) increase the effectiveness and accountability of public institutions at national and provincial levels for sustainable, market-driven economic growth; and ii) to promote equitable and sustainable economic growth with a focus on vulnerable groups.

Canada is also helping to promote banking, legislative and public sector reforms, private sector development and entrepreneurship, small and medium-sized enterprise development, and improved access to skills for employment. Gender equality, particularly with respect to women's economic empowerment, and environmental sustainability, including climate change adaptation and mitigation, are strong cross-cutting themes for the GAC Vietnam Program.

Objectives of the Assignment:

The Business Development Technical Specialist (BD TS) will provide professional and technical advisory services to increase GAC's understanding of the business development and economic environment in Vietnam and their implications for Canada's international assistance programming in Vietnam. A main focus of the assignment to identify challenges to inclusive, sustainable economic growth and ways and means to overcome them as well as to identify opportunities. The BD TS will provide specialized advisory support for GAC program planning, reporting and policy dialogue, as well as for the implementation, monitoring and oversight of operational projects.

The BD TS will provide professional and technical advisory services on a demand-responsive basis and will participate in briefings and/or missions as required. He/she may be requested to attend events and provide reporting to GAC, or serve as a resource person in meetings with key project or program stakeholders. This is a part-time consulting position with a notional level of effort of 5-10 days per month.

The BD TS will be recruited, contracted and managed by the GAC-funded Vietnam Field Support Services Project (FSSP). As an independent contractor, the BD TS will enter into a service contract with the FSSP to provide services to GAC as the beneficiary of the services rendered. The BD TS will report to and works under the supervision of the FSSP

Director in delivery of technical and advisory services to GAC clients. He/she will also work in close collaboration, as required, with the FSSP Director and other FSSP technical specialists working in the areas of agriculture, environment and climate change, gender equality and democratic governance and civil society.

The objective of the FSSP is to provide administrative, technical, logistical and financial management and support services to the Development Section of GAC Vietnam.

Qualifications, Experience, Knowledge and Skills:

The FSSP is looking to recruit a BD TS with the following qualifications and expertise:

Qualifications:

- **Education:** a minimum of a Master's degree in Business Administration, Economics, Commerce, or relevant discipline.
- **Languages:** Written and spoken fluency in English and Vietnamese.

Experience:

- A minimum of 5 years' experience working in business and/or as a business advisor relating directly to business coaching, business consulting in private enterprises;
- Knowledge of women's economic empowerment and addressing gender issues in the private sector;
- Experience working with different enterprise models (e.g. micro-enterprises, SMEs, cooperatives) and institutions (e.g. private sector associations, banking or credit institution, consulting firms and/or research institutions);
- Experience working with value chains, particularly in the rural sector;
- Practical experience as a trainer, facilitator, coach or mentor involved in the transfer of knowledge, skills and tools to individuals and organizations;
- 5 years' experience working on assignments involving both economic and social/community objectives such as employment equity, poverty reduction and worker safety and well-being would be an asset;
- Experience working in the area of Public/Private Partnerships and other innovative forms of partnership would be an asset; and
- Experience working with initiatives involving multiple sources and forms of (blended) financing would be an asset.

Knowledge:

- Knowledge of social impact businesses and impact investment markets in Vietnam;
- Knowledge of the SME development and start-up ecosystem in Vietnam;
- Good understanding of evolving stages of a start-ups and various types of investment vehicles (e.g. venture capital, private equity and angel investors), operating within the domestic and regional markets;
- Knowledge of results based management;
- Possess an extensive network of contacts with organizations and individuals to draw upon in the delivery of the professional and advisory services she/he provides; and

- Knowledge of financial sector, banking policy and legislation including legislative environment for private sector development, issues affecting policy reforms would be an asset.

Skills:

- Proven analytical and writing skills; and
- Ability to analyze and interpret the macro-economic environment, trends and indicators as they relate to private sector development.

Key Functions of the BD TS Position:

- i. Participate in the preparation and/or assessment of GAC policy documents, strategies and country programming frameworks, to ensure they are informed by context-sensitive business sector and economic considerations as appropriate;
- ii. Undertake business development/economic sector-specific research and analysis and provide advice on specific topics requested by GAC;
- iii. Provide analyses and comments on documents produced by development partners, other stakeholders, as well as Vietnamese government or non-government institutions including sector strategies and policy frameworks;
- iv. Prepare written reports, briefing notes and talking points on specific issues related to GAC policies, programming, strategies and frameworks;
- v. Participate in and/or support preparations, in terms of briefing materials and local stakeholder engagement, for visits of GAC HQ or other Government of Canada officials;
- vi. Participate in or otherwise contribute to and support GAC Vietnam corporate program planning and evaluation processes as requested;
- vii. Support the organization of meetings or events of relevance to the business and economic development dimensions of GAC's international assistance program in Vietnam;
- viii. Participate in field missions dealing with project/program design and planning and/or project monitoring;
 - i. Support the review of unsolicited or grant funding proposals as requested by GAC;
 - ii. Contribute to the preparation of concept papers and project approval documents, including project logic models (LM), performance management frameworks (PMF) monitoring plans, risk registers and management plans in accordance with GAC's results-based management methodology;
 - iii. Review project Annual Work Plans and Annual Reports and provide analysis of project implementation progress, performance measurement and management;
 - iv. Support the preparation and delivery of specific training or knowledge and skills sharing exercises for GAC project implementing partners.
 - ix. Liaise and collaborate as necessary and appropriate with other local FSSP-based technical specialists or other specialist personnel identified by GAC;

Application Process:

To apply for this position interested individuals are invited to submit a letter of interest and their CV. The letter of interest (max 1 page), should clearly outline the applicant's appreciation of the assignment and their overall suitability for the position. CVs (max 4 pages, 12-point font) should clearly set out the candidates' relevant education and experience as it relates to the description of requirements in the qualifications and

experience section of this TOR. Candidates must submit their application by email to: lanhuong@vnfssp.org. Please quote “**Business Development Technical Specialist Procurement**” in the subject of the email. Applications must be submitted in English.

The last date to submit application: Friday 15th May, 2020, (before midnight in Hanoi). Applications received after this date and time will not be considered.

Candidate Selection Process:

- i. Applications will be screened on the basis of responsiveness to minimum and other stated qualifications and requirements;
- ii. Shortlisted candidates will be invited to undertake a written assignment used to assess subject knowledge and English language skills; and
- iii. Successful candidates that pass the written exercise will be invited an interview at the FSSP office to provide an additional basis for assessing skills and knowledge levels.

We thank all applicants for their interest in this position with the FSSP, but only shortlisted applicants will be contacted for the interview.

Conditions of Appointment:

The initial contract period for this assignment will be up the 31st of March, 2021.

This is a consultancy assignment involving the provision of technical services on a demand-responsive, part-time basis. The client of the BD TS is the Vietnam Field Support Service Project (FSSP) and the beneficiary of the services provided will be GAC officers based in Development Section of the Canadian Embassy, GAC headquarters personnel, and GAC-identified local implementing partners. The anticipated start date for this assignment is during May/June, 2020.

Remuneration levels are based on the EU/UN Cost Norms for Local Consultants in Vietnam¹. The notional estimated monthly level of effort is 5-10 days per month. Actual GAC demand for services will be variable from month to month.

The Vietnam Field Support Services Project (FSSP) is implemented by, World University Service of Canada (WUSC), with funding support from the Government of Canada through Global Affairs Canada (GAC).



¹See http://eeas.europa.eu/delegations/vietnam/documents/eu_vietnam/un_eu_costnorms2015_en.pdf