



TERMS OF REFERENCE
INDIVIDUAL SHORT-TERM CONSULTANT
AG TECH VIETNAM PROJECT

Position:	Individual Short-Term Consultant
Location:	HCMC, Vietnam
Contract Term:	Up to 150 days

A. PROJECT BACKGROUND AND OBJECTIVES

IFC—a member of the World Bank Group—is the largest global development institution focused on the private sector in emerging markets. We work in more than 100 countries, using our capital, expertise, and influence to create markets and opportunities in developing countries. In fiscal year 2021, IFC committed a record \$31.5 billion to private companies and financial institutions in developing countries, leveraging the power of the private sector to end extreme poverty and boost shared prosperity as economies grapple with the impacts of the COVID-19 pandemic. For more information, visit www.ifc.org.

About IFC Agri Advisory in Vietnam

IFC has made agribusiness a priority because of its potential for broad development impact and especially strong role in poverty reduction. We combine investments and advisory services to help the sector address higher demand and escalating food prices in an environmentally sustainable and socially inclusive way. IFC invests across the agribusiness supply chain—from farm to retail—to help boost production, increase liquidity, improve logistics and distribution, and expand access to credit for small farmers. IFC Advisory Services support companies that promote good agricultural practices that benefit small-scale farmers, and value chain solutions involving small and medium size enterprises.

B. THE OBJECTIVE OF THIS ASSIGNMENT

In collaboration with leading private sector agribusinesses and their associated smallholders, in one of its active projects IFC aims to provide access to tech solutions to small farmers and build their capacity to use technology, to improve farming practices and reduce environmental impact of agri production. In another, IFC is assisting its Client and their Vietnam based suppliers to build sustainable, traceable, certified, and quality-compliant pepper supply chain in Vietnam. New climate smart agriculture projects are currently being designed, to be implemented in the coming period.

IFC is seeking to contract a local Short-Term Consultant – STC (“the Consultant”) for a period of up to 150 days from April 1, 2022 to June 30, 2023 to provide support to the implementation of this project under supervision and in association with IFC Specialists and/or Project Managers (“IFC”).

SCOPE OF WORK

The Consultant will report to IFC, under an agreed work plan, to undertake tasks that will include, but not be limited to the following:

- Lead the technical implementation of assigned project components, including the support to ensure increasing familiarity of farmers with technology introduced by the project;
- Provide support and coordination in the consulting and training services to client companies;
- Assist in the development and implementation of M&E system to capture climate related results of the project activities among target groups of project participants; prepare and develop documents/reports and support project monitoring and supervision reporting activities;
- Provide technical support for base line and end line surveys, feasibility studies, supply chain analyses, and other specific research, where and when required by IFC management;
- Coordinate with other team members across disciplines and project components (M&E, climate smart agriculture, gender) as appropriate;
- Assist the Project Manager in the preparation of reports and presentations for donors and other stakeholders. This can include sector briefings, background reports, case studies, research projects etc.;
- Provide other project-related support, as requested by IFC.

DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT

The Consultant is expected to prepare monthly progress reports to IFC. The reports will include the status of activities completed for the preceding month, a summary of all meetings held and forecast of activities for the upcoming period. Final reports are also to be prepared and a debriefing session will also be required.

QUALIFICATIONS AND SKILLS

The candidate should have expertise in agribusiness and supply chain development in Vietnam and demonstrated experience in working directly with and/or in the private sector, including in providing advisory services to corporate clients. S/he should have experience in managing complex donor projects and integrating work of other multi-disciplinary professional staff. S/he must be able to interact with clients, government officials, farmers, cooperatives and staff from other organizations with confidence.

The Consultant should meet the following criteria:

- Demonstrated knowledge of the agri sector in Vietnam and key private sector players and public sector agencies; strong understanding of the development challenges facing the sector; understanding of agri technology sector globally and their relevance for Vietnamese agri sector would be an asset;
- A Master's degree or equivalent professional qualification in business administration, economic sciences, finance, international relations, or related area, with 10 years of experience;
- Fluency in Vietnamese and English; excellent written and verbal communication skills in English;
- Ability to work with minimal supervision, ability to solve problems, and to facilitate wider use of time, information and/or resources;
- Commitment to sustainable private sector development.

REPORTING

The consultant will report to IFC's Manufacturing, Agribusiness, and Services Senior Operations Officer- **Ms. Marta Bogdanic** (mbogdanic@ifc.org). IFC needs to be informed in advance of any contacts or work arrangements with the producer within this assignment.

CONFIDENTIALITY STATEMENT

All data and information received from IFC for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to IFC. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the IFC.

The consultant must guarantee that:

- Never transfer or give any things obtained from this assignment including from the producer/client and from IFC to anyone and to any third-party organizations.
- Fully take legal responsibilities and commitments including any damage compensations caused by the violations of the consultant to the confidentiality and intellectual property rights of this assignment.

OWNERSHIP OF MATERIALS

Any deliverables under this assignment in any form will be the property of the including intellectual property developed under this assignment. All the Project outputs including reports and other creative work called for by these Terms of Reference in written, graphic, audio, visual, electronic or other forms shall acknowledge the support of IFC.

Deadline for applications and contact

Interested candidates should review the complete job description and selection criteria and submit application letters and CVs to email: [Ms. Nhung Cam Thi Cao \(cnhung@ifc.org\)](mailto:Ms. Nhung Cam Thi Cao (cnhung@ifc.org)). The closing date is [March 17, 2022](#). All applications will be treated in the strictest confidence. Please note that only short-listed candidates will be contacted.