

TERM OF REFERENCE

Recruitment of consultant for conducting needs assessment Under the framework of the Regional Biotrade Project – phase II

Background:

Center for Rural Economy Development (CRED) is a leading Vietnam-based Non-Profit Organization (NGO), working for the elimination of poverty and greater inclusion of disadvantaged groups including the poor, women, youth and ethnic minorities in sustainable development and economic growth. By now, CRED has been actively diversified activities of project management, consultancy services in the fields of value chain development for inclusive growth; climate-smart agriculture; water, environment and livelihood improvements, responsible tourism, and ethical sourcing and trading of natural ingredients.

Being pioneering in conventional development interventions, the market system development approach has been well adopted by CRED, and brought a shift in our program design to effectively provide assistance for the sustainable supply chain development. Our vision is to facilitate the smooth operation of the ecosystem of the actors in the supply chain, provide quality services to promote sustainable production practices, and to increase Small and Medium Enterprises' (SMEs) export readiness, while continuing our efforts to support communities in income generation initiatives.

CRED is implementing the Regional Biotrade Project - phase II, having its roots in the Biotrade Initiative, started by UNCTAD. The overall objective of the project is conservation of biodiversity through sustainable trade of biodiversity products in a manner that integrates local exporters/ producers into global value chains and increased income for the rural population women and men that depending on biodiversity resources for their livelihoods in the Mekong region.

To improve the business process of BioTrade companies, CRED is in need of recruiting 1 consultant, consultant team, or consulting company to conduct a needs assessment with expectedly 08 companies in natural ingredient sector

Objectives:

- Conduct a needs assessment with Bio Trade companies to find out what their needs are related to export readiness, and propose the recommendations as well as related costs.

Specific tasks:

- Work with the project team to get basic information of the selected companies.

- Develop the questionnaire to be sent to the selected companies to collect the information on their needs and their expectation for business process improvement
- Develop the list of documents which need to be share by the companies for analysis
- Interview the companies
- Write the report on a summary of findings, and propose the recommendations for each company.

Approaches:

- Desk review
- Interview project team
- Interview, in-depth discussion with partners.
- Collect feedback for the draft report via email or meetings

Expected deliverables:

A final report on needs assessment covering the minimum content:

- Survey questionnaires for companies
- Transcription of each in-depth interview
- Final report will include the following topics: detailed analysis of the companies, analysis and recommendations for each company and groups of companies based on the outcome of the assessment, prioritized actions, budget and timeline options for different intervention scenario.

Timeline:

Expected implementation time: From 13th July to 12th Aug, 2021.

Required skills and Experience:

- Consultants have education degree in agriculture, agri-forestry, and other related field.
- Minimum 5 years' experience in providing similar consulting services.
- Experience working in development project, with NGOs, especially related to biodiversity and nature conservation
- Experience in conducting similar assessment
- Have a good knowledge of the export readiness of Small and Medium Enterprises (SMEs) in Vietnam
- Have a good command of English, especially in writing.

Application requirements:

Qualified candidates are strongly encouraged to apply for this assignment. Please send a technical and financial proposal to the following email: lien.nguyen@cred.org.vn and cc to: cred@cred.org.vn. The proposal should cover the following minimum content:

- Understanding of the assignment
- Similar experiences in similar consulting services
- CV of the consultant/consultants
- Specific timeline for implementation
- Related costs

The application should be submitted no later than 5th July 2021