

TERMS OF REFERENCE

Project Officer of Regional BioTrade Phase II Project - SECO

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, ect...v) Strong leadership and expertise combining technical and capacity development.

CRED is cooperating with HELVETAS Swiss Intercooperation GmbH to implement the *Upscaling of the Biotrade model of production and trade of biodiversity-derived products within natural ingredient sector in Vietnam (BioTrade SECO project)* funded by the Swiss State Secretariat for Economic Affairs. CRED is looking for a qualified candidate to fill the following position:

Position Title: Project Officer

Position Duration: From March 2021 to August 2024.

Duty Station: Hanoi with travelling to project areas

Overall responsibility

- Support PM in project planning, implementing, monitoring, budgeting, and reporting according to the project document.
- Keep in contact and co-ordinate with involved project stakeholders, BSOs, companies and other relevant national and international institutions and organizations.
- Support and coordinate activities related to trade promotion and international market.
- Ensure that implementation of program activities occur according to the agreed time schedule.

Key Responsibilities:

- Contribute to project annual planning & reporting
- Support and coordinate activities related to international markets

- Identify international businesses and other partners to establish/strengthen export linkages of value chains
 - Jointly with national teams, assess the feasibility for collaboration between international business and local companies, identify capacity gaps and develop work plans to enable such collaboration
 - Identify relevant international trade fairs and, in collaboration with national teams, identify suitable companies to participate and ensure their participation. Organise one-to-one match-making
 - Support national teams with the implementation of activities with regards to the export market (downstream part of value chain)
- Conduct assessments and identify opportunities and challenges in natural ingredient market systems
 - Identify businesses to partner with in the development of such value chains
 - Elaborate economically, ecologically and socially sustainable business models, following principles of BioTrade, in consultation with business partners and farmers
 - Define intervention strategies necessary to achieve the envisaged business models, and prepare Memorandums of Understanding with business partners
 - Facilitate market actors to develop the value chains. Link market actors, arrange or provide capacity development or support in other necessary manners, following your intervention strategies
 - Lead and/or accompany and monitor closely the implementation of the interventions
 - Collect and document information, knowledge, learning relevant for the improvement of the intervention strategy
 - Contribute to the development of publications, learning material, documentaries etc.
 - Actively share learning within your national team, the members of the Laos and Myanmar team as well as other interested groups, internally and externally
 - 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
 - Perform other tasks as requested by the PM.

Qualifications

- Bachelor's degree or higher in economy/foreign trade 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 years 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, Organic, Fairtrade, Rainforest Alliance, etc.) is preferable.
- Good understanding of the natural ingredient 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, 9th February 2021.