



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	National Technical Advisor
Main Duty Station and Location:	Hanoi
Mission/s to:	Within Vietnam
Start of Contract (EOD):	ASAP
End of Contract (COB):	31 December 2020
Number of Working Days (for WAE ISAs):	Regular

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

PROJECT CONTEXT

The overall objective of the Global Quality and Standards Programme (GQSP) is to strengthen the quality and standards compliance capacity of SME and facilitate their market access. It will cover Colombia, Egypt, Georgia, Ghana, Indonesia, Kyrgyzstan, Peru, South Africa, Tajikistan, Tunisia, Ukraine and Vietnam.

The GQSP country project **“Increasing quality and standards compliance capacity of Mango value chain in Mekong River Delta”** in Vietnam builds on the successful results of a recently completed UNIDO technical assistance project to F&V value chains in Mekong River Delta. The project will focus on one or two high value fruits and further enhance compliance capacity of producers and exporters in the Mekong river delta. The overall objective of the project is to enhance quality infrastructure at the local level to support compliance mango value chains in the Mekong river delta with safety, quality and sustainability standards in key export markets.

To this end, the project will pursue three outcomes:

Outcome 1: **Technical competence and sustainability of the National Quality Infrastructure System is enhanced.** Institutional strengthening of key institutions and relevant public-private support institutions through capacity building, use of best practices, skills development, and implementation of management systems to ensure quality and international recognition of their services.

Outcome 2: **SME compliance with international standards and technical regulations is enhanced.** Improving of compliance capacity through specialised training, capacity building and

preparation for certification, strengthening of cluster networks and quality consortia as well as relevant support institutions

Outcome 3: Awareness for quality is enhanced. Advocacy, up-scaling of knowledge dissemination, advice for informed policy decisions on standards compliance and support for policy development.

Under the supervision of the Project Manager (PM) in Vienna and in cooperation with the National Project Coordinator (NPC) the National Technical Advisor (NTA) will undertake the following duties:

<u>MAIN DUTIES</u>	Concrete/ measurable Outputs to be achieved	Expected duration	Location
A. Coordination <ul style="list-style-type: none"> - Establish and maintain required relations and close communication with project main counterparts *Ministry of Agriculture and Rural Development, Department of Agro-Trade and Plant Protection and STAMEQ at national and local level; ensure close cooperation with various technical departments thereof for joint planning, implementation and monitoring of project activities; assist counterparts and project manager to establish and operate the project; - Identify, propose and ensure project activities are designed and implemented in cooperation with key national and local institutional actors as well as other development projects - Keep updated on the overall activities and services of the GQSP at global level; identify and propose potential synergies with other country projects or at global level; ensure full utilization of resources available and adherence to various guidelines 	<ul style="list-style-type: none"> - # of partnership established with institutions and/or development projects for joint implementation - # and \$ of activities implemented through joint initiatives, cooperation and partnership with other UNIDO projects, government, development agencies and/or private sector - # of global activities of GQSP attended by national counterparts - # of GQSP knowledge tools implemented in Vietnam - # of synergies with GQSP global and other country initiatives 	10%	Hanoi / travel within Vietnam
B. Project implementation: <ol style="list-style-type: none"> 1. Support to deliver of inputs and ensure the achievement of the expected results and the planned work-plan/schedule in the framework of the project; 2. Support to provide technical inputs/advice; facilitate and review the deliveries of international consultants and national consultants. Support their missions in the field when needed work programme, experts accommodation, transportation; 	<ul style="list-style-type: none"> - Timely and efficient delivery of all project inputs by national and international experts and subcontractors - Trainings well integrated with other programme activities - % achievement of the expected results at 	45%	Hanoi / travel within Vietnam

<ol style="list-style-type: none"> 3. Provide substantive inputs/advice on questions relating to the Vietnamese mango industry in particular, the field of value chain analysis and quality infrastructure 4. In consultation with the UNIDO project manager and national coordinator identify in detail the nature of international and national expertise required for implementation of each project activity 5. Supervise the local work of national and international consultants and sub-contractors, to ensure smooth project delivery. 6. Provide technical support to the organization of trainings, workshops, etc. 7. Promote synergies between project activities and the related ongoing government programme, private sector investments, as well as other donor funded projects 8. Suggest policy recommendations to advocate the government and local provinces; promote project's policy inputs taken into account by the government policy makers. 9. Identify and propose national and international good practices related to project areas of interventions; 10. Identify opportunities for implementation of GQSP knowledge tools, surveys and propose participation of national counterparts in planned global activities of GQSP. 	<p>output and outcome level</p>		
<p>C. Upscaling</p> <ol style="list-style-type: none"> 1. Ensure project interventions and deliverables (tools and methodologies and best practices) are designed and implemented in such way that ensures upscaling and mainstreaming 2. Identify leverage points, actors with high influence and interest in promoting best practices, and incentives to different actors along the value chain to adopt or promote best practices; identify mechanisms and channels through which best practices can be promoted and upscaled 3. In a holistic approach, identify the needs and prerequisites that enable and encourage adoption of best practices by each actors (beyond access to good practices, this may include access to finance, access to extension services, etc). Engage in a proactive manner with relevant stakeholders, raise their awareness and sensitize on VC actors needs and help them define services and product that would address VC actors needs. 	<ul style="list-style-type: none"> - Upscaling strategy developed and followed through - Monitoring and periodic evaluation of the upscaling strategy 	<p>20%</p>	<p>Hanoi / travel within Vietnam</p>

4. Develop an upscaling strategy in cooperation with the national project coordinator and counterparts, follow through the implementation of upscaling strategy, evaluate effectiveness and propose necessary changes.			
D. Monitoring and Reporting <ol style="list-style-type: none"> 1. Develop a monitoring and evaluation template (in line with GQSP M&E framework and UNIDO IRPF); monitor and report implementation of activities and results and support/advise national consultants and project partners on timely and accurate collection of relevant indicators; compile data and coordinate inputs from different experts and national counterparts and update project M&E database regularly 2. Prepare monthly report (and a terminal report at the end of the assignment) including the activities carried out, the achievements, analysis of lessons learned and recommendations. The reports should be prepared in accordance with the reporting system established by UNIDO using MSWord and sent to UNIDO by e-mail and in hard copy; 3. Provide inputs for the semi-annual progress reports in line with GQSP global reporting templates, and other relevant documents for timely submission to PSC. The progress report should include KPIs, implementation status of different activities; partnerships; challenges and mitigation measures; next semi-annual workplan; recommendations and budget. 4. Prepare a final report at the end of the contract comprising all relevant information compiled from the interim reports, conclusions and recommendations. 	<ul style="list-style-type: none"> - Project M&E database updated - # of Monthly reports - # of Progress reports - Final Report approved 	15%	Hanoi / travel within Vietnam
E. Promotion and communication <ul style="list-style-type: none"> - Provide inputs for preparation of promotional material on the programme in consultation with the project manager and national coordinator. - Organize and conduct seminars and workshops to create awareness and publicize programme results, and ensuring sustainability. Report on participants' evaluation of training activities. 	<ul style="list-style-type: none"> - Media exposure of the programme - Public awareness on the programme - Donors aware of the programme achievements and interested in complementary activities Ad-hoc tasks efficiently completed 	10%	Hanoi / travel within Vietnam

REQUIRED COMPETENCIES

Core values:

1. Integrity

2. Professionalism
3. Respect for diversity

Core competencies:

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education: Advanced university degree, preferable in agricultural studies, economics, science/engineering and business administration, or any related field.

Technical and Functional Experience:

A minimum of 10 years of practical experience in the field of value chain analysis and development specially agricultural products with a focus on fruits; knowledge of agro-processing and market development, knowledge of the quality infrastructure and quality and standards compliance requirements along the fruits value chain; very good understanding of the requirements in terms of quality, cost and delivery in the export and high-end national markets; knowledge of the main quality and standards compliance challenges in the fruits value chains in Vietnam in particular mango; in-depth understating and experience in working with institutional actors and mango value chain stakeholders including ministries, associations and private sector; excellent research, planning, coordination and management skills; experience in the agriculture international cooperation projects .

Languages: Fluency in written and spoken English is required.