

Scope of Work

POSITION: Advisor on Local Business Environment Reform (Project Implementation)

LOCATION: Vietnam

BACKGROUND

Integra, a small-business international development firm, specializes in the implementation of demand-driven development analytics, monitoring, and evaluation (M&E), and capacity building projects. Our technical expertise is broad, encompassing agriculture and food security, economic growth, energy, climate resilience, environment and natural resources, and gender and social inclusion. We have provided analytical and M&E services to donor-funded projects for ten years, working across more than 50 different countries, impacting millions of stakeholders, and leveraging over \$1.2 billion in public and private investment for development reforms.

Integra, through the Asia Emerging Opportunities (AEO) mechanism, has been asked by USAID/Vietnam to strengthen and sustain the Provincial Competitiveness Index (PCI). As part of this effort, Integra has been working with the Legal Dept. of the Vietnam Chamber of Commerce and Industry on developing Business Environment and Sustainability Transformation (VCCI BEST). This will build upon the PCI and develop programs to improve the provincial business environment and sustainable development. Integra seeks an advisor on Local Business Environment Reform (ALBER) to provide services to provinces to reform their business environment under VCCI BEST. This position will report to and work with the business development manager.

This position is full time or part-time (130 days/year) for one year starting in July 2022.

POSITION DESCRIPTION

The ALBER will be responsible for engaging local governments, businesses, and relevant stakeholders in designing and implementing projects under VCCI BEST to improve the local business environment. The ALBER will conduct the following tasks:

- Work with the business development manager on identifying and capturing opportunities to work with local governments, businesses, and other relevant stakeholders to deploy services under VCCI BEST to improve the local business environment.
- Work with the business development manager on implementation of selected activities of VCCI BEST, e.g., design of a provincial environment survey to measure the quality of business environment in 63 provinces, formation of PCI expert network, targeted support to some provinces to improve provincial business environment and promote green investment, soft launch of VCCI BEST and use it as a platform to mobilize more funding from different stakeholders.
- Work with the business development manager on co-developpement the VCCI BEST philosophy, approach and survey.
- Work with the business development manager on development of detailed product offerings and support material for both PCI and VCCI BEST.

- Work with the business development manager on identifying and capturing funding opportunities to mobilize resources to deploy services under VCCI BEST. These opportunities may include, but not limited to, work funded by international and private sector donors, partnership with businesses and likeminded partners, and other forms of financial leverage.
- Work with local governments, businesses, and other members on the team on providing services to meet the targets and deadlines of deliverables to clients and ensure quality, professionalism, and efficiency in service delivery.
- Work with the business development manager on preparing funding proposals and negotiating VCCI BEST participation in local business environment reform projects as appropriate.
- Work with the IT advisor and contractor on designing, developing, and maintaining ITC facilities and database to support the service delivery of VCCI BEST.
- Work with the business development manager on coordinating with other experts (advisor on Local Business Environment Reform and STTA) to support for the creation of the VCCI BEST investment prospectus for donor strategy and identification of potential donors.
- Work with the business development manager on assisting VCCI in discussions with donors, when relevant.
- Work with the business development manager on assisting VCCI in the creation of a Sponsor Mobilization Plan and assist VCCI in the implementation of such plans (including training for the business development and sponsorship specialist, as below).
- Work with the business development manager on coordinate capacity building activities for VCCI in support of the sustainability of PCI and of the implementation of BEST.
- Do other jobs as necessary to achieve the objectives of VCCI BEST and as requested by the senior managers of VCCI Legal Dept.

DELIVERABLES

- Deploy services under VCCI BEST to improve the local business environment at no less than 1 province in one year that meet the target of the client in a timely fashion.
- Quarterly and annual reports (no more than 5 page/report) on the performance of VCCI BEST. These reports can be done in presentation format if needed and the page limit will be removed for presentation.

REQUIRED QUALIFICATIONS

- Bachelor or master's degree in business, development, economics, or law.
- Experience in similar positions with demonstrated track record of performance.
- Good understanding of challenges to local economic development.

- Effective communicator, team leader and player.
- Strong analytical and problem-solving skills.
- The ability to collaborate effectively with different stakeholders.
- Strong written and spoken English.
- Ability to use basic office programs and data analysis and visualization software.
- Familiar with basic communication skills including social media and website updating.

HOW TO APPLY

Please email a cover letter explaining your interest in and qualifications for the position along with your resume to Ms Van Anh at vananh@mbi.net.vn. The position will remain open until filled. Only short-listed applicants will be contacted for further process.