

Scope of Work

POSITION: Business Development Manager

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 a business development manager to run the VCCI BEST under the leadership of the legal dept. of VCCI and in close cooperation with AEO team.

This position is full time position for one year starting in July 2022.

POSITION DESCRIPTION

The business development manager will be responsible for daily operations of VCCI BEST and report to the leaders of the VCCI's legal department as well as the team leader of AEO Vietnam. The business development manager will work closely with all the members of the PCI/BEST team and members of AEO team. The business development manager will conduct the following tasks:

- Identify and capture opportunities to work with local governments, businesses, and other relevant stakeholders to deploy services under VCCI BEST to improve the local business environment.
- Promote and communicate PCI and BEST effectively.
- Support to implementation of selected activities of VCCI BEST, e.g., 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.
- Co-develop the VCCI BEST philosophy, approach, and survey.
- Develop detailed product offerings and support material for both PCI and VCCI BEST.
- Identify and capture 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 like-minded partners, and other forms of financial leverage.

- Mobilize external and internal resources to deploy the services to meet the targets and deadlines of deliverables to clients and ensure quality, professionalism, and efficiency in service delivery.
- Work with senior leaders of VCCI Legal Dept. and VCCI on promoting VCCI BEST to external stakeholders, communicating VCCI BEST effectively to the public and targeted stakeholders; and mobilizing resources for VCCI BEST.
- Maintain smooth operations and strong, united, open, result-driven team at VCCI BEST.
- Seek guidance and approval of senior managers of VCCI Legal Dept. on key activities of VCCI BEST and ensure alignment of VCCI BEST with priorities of VCCI and development challenges of provinces in Vietnam.
- Prepare funding proposals and negotiate VCCI BEST participation in local business environment reform projects as appropriate.
- Overseas IT infrastructure development to enable smooth operations and promote VCCI BEST effectively on the Internet.
- Develop and maintain M&E and performance evaluation system.
- Coordinate with other experts (short-term experts) to support PCI and VCCI BEST Ambassadors and Advisory Board to help develop and promote the new activities.
- Coordinate with other experts to support for the creation of the VCCI BEST investment prospectus for donor strategy and identification of potential donors.
- Assist VCCI in discussions with donors, when relevant.
- Assist 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).
- 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 01 province in one year.
- Generate initial revenue stream enough to cover the cost of VCCI BEST taking into account fund availability for PCI and other initiatives that already exists prior to VCCI BEST.
- 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, revenue generation, and sustainability.

- Good understanding of challenges to local economic development.
- Effective communicator, team leader and player.
- Strong analytical and problem-solving skills.
- Ability to collaborate and network effectively with different stakeholders.
- Strong written and spoken English.
- Ability to use basic office programs.

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.