

TERMS OF REFERENCE (TOR)

Officer, Partnership for Sustainable Agriculture in Viet Nam (PSAV)

A. Background

Established by the World Economic Forum in collaboration with the ASEAN Secretariat, Grow Asia is a multi-stakeholder platform that builds regional and country partnerships to broker market driven solutions for more inclusive, resilient, and sustainable food systems in Southeast Asia.

Grow Asia launched and supports six locally driven Country Partnerships (CPs), in Cambodia, Indonesia, Myanmar, Papua New Guinea, the Philippines and Viet Nam, which engage 580+ partners and collectively support 44 locally-led Working Groups (WGs) that reach 2 million smallholders. We expand our impact by engaging with country-specific and international partners to deliver various local and regional programs that benefit smallholder farmers in Southeast Asia.

In Viet Nam, the Partnership for Sustainable Agriculture in Viet Nam (PSAV), plays an important role bridging the public sector (government, scientific and training institutions, etc.) and the private sector with domestic and overseas organizations and individuals. Members of PSAV including different Task Forces, have voluntarily organized under the direction of MARD Minister to work with key stakeholders to support agricultural sustainable development in Viet Nam. PSAV contributes to institutional and policy development and attracts resources to jointly implement Viet Nam's rural and agricultural development goals to meet the industry's new challenges.

PSAV comprises over 130 partners from global and local companies, provincial governments, national research institutions, international organizations, and NGOs. The PSAV Task Forces focus on seven crops – coffee, fisheries, fruits and vegetables, livestock, pepper, rice, and tea – and the cross-cutting issue of agrochemicals.

To support PSAV, Grow Asia is recruiting a PSAV Secretariat Officer.

B. Scope of Work

Reporting to the Grow Asia Representative in Viet Nam, the Officer has the following responsibilities:

Supporting the PSAV Secretariat and its Task Forces (60% of time):

- Organize/support PSAV events such as PSAV General Meetings, Task Force Leaders meetings, meetings with Task Force partners, and other meetings as required, as well as post-meeting follow-ups on meetings' conclusions/results;
- Outreach for new partners (especially local companies), join networking sessions and develop follow-up plans for engagement and membership;
- Manage and maintain the PSAV contact database and ensure it is updated into Grow Asia's Customer Relationship Management (CRM) platform;
- Manage communication activities, including annual update of the PSAV brochure (in coordination with Grow Asia), regular updates through the PSAV newsletter, website and communications support to Task Forces and Task Force Leaders where necessary;
- Collect membership fees from partners as agreed and support resource mobilization efforts for Task Forces or Donor Agencies;
- Translate documents/materials from English to Vietnamese and vice-versa;
- Work with Task Force leaders to gather data and measure performance and impact according to Grow Asia's M&E templates;
- Others as requested by Manager of PSAV Secretariat Office

Supporting Grow Asia's Regional Programs (40% of time):

- Participate in regional activities (e.g. Grow Asia Forum, Grow Asia webinars) and regular meetings with the Grow Asia team and other Country Partnerships (e.g. monthly network call) to report updates from Viet Nam;
- Support inter-country events and activities (e.g. cross-country learning events);
- Contribute to regional resource mobilization efforts by providing inputs on activities to be implemented in Viet Nam;
- Implement Grow Asia's regional projects in Viet Nam, including but not limited to [Train Her to Promote Resilient, Inclusive Value Chains and Economic Empowerment \(THRIVE\)](#), [ASEAN Guidelines for Promoting Responsible Investment in Food, Agricultural and Forestry \(ASEAN RAI\)](#), [Food Innovation Hub Viet Nam](#) and other Grow Asia regional activities;
- Others as requested by Grow Asia representative in Viet Nam

C. Engagement Duration

The contract will commence from 1 Mar 2022 to 28 Feb 2023 (01 year) with possibility of further extension.

D. Quotation Basis

Candidates shall submit quotes for their expected monthly salaries.

E. Qualifications

The candidate will be identified based on the following qualifications:

- Expertise in agriculture, fisheries and/or forestry value chains in Viet Nam
- Experience engaging with private sector actors, particularly C-suite or high-level
- Excellent interpersonal skills
- Qualitative data analysis skills a plus
- Good written communication skills (demonstrated through writing sample)
- Skilled in Microsoft Office Suite products
- English (listening, reading, writing, speaking) fluency required

F. Application

To apply, please submit the following to Hieu Nguyen, Grow Asia Representative in Viet Nam, at hieu@growasia.org no later than **25 Feb 2022**.

- CV **and** cover letter including the requested Quotation and any other relevant information (no more than 2 page)
- Sample written work, including any past work with Grow Asia and/or PSAV (in English).