

TERMS OF REFERENCE

Consultant for Project Document Development - **Team Leader Production and Trade organization of Tilapia Value Chain**

U.S. - Viet Nam Aquaculture Value Chain Partnership Project name is currently USDA Viet Nam Aquaculture Project

1. General Introduction:

Following the 30-year milestone of establishing diplomatic relations between Viet Nam and the United States (1995-2025), the 2025-2026 period marks an important transformation in the bilateral relationship. Building on Comprehensive Strategic Partnership (CSP), agricultural cooperation has emerged as a key pillar, which not only stops at promoting two-way trade turnover but also deepens through technical cooperation activities and system management capacity building. This is an essential step to realize shared commitments to transparent, science-based trade, aiming for economic prosperity and ensuring practical benefits for the business communities of both countries.

To realize this vision, the United States Department of Agriculture (USDA) has officially designated Viet Nam as one of five focal countries for the "Food for Progress" Program (2025–2030). In Viet Nam, this initiative will be executed through the U.S.–Viet Nam Aquaculture Value Chain Partnership Project. This project offers a unique opportunity to leverage U.S. financial resources and technical expertise to improve the tilapia value chain in Viet Nam; enhance trade in high-quality soybean products for aquaculture feed, and expand tilapia trade to consumers in the U.S., the region, and Viet Nam.

This is a technical assistance project funded by non-refundable aid from the U.S. Government and managed through the USDA, LWR has been appointed by the USDA as the project implementer. On the Vietnamese side, the Ministry of Agriculture and Environment is the project's governing body. The Department of Fisheries and Surveillance (DFiS) is designated by the Ministry of Agriculture and Environment (MAE) as the focal agency to coordinate with relevant stakeholders during the project's preparation and implementation.

The project's objectives and activities are expected to help improve the tilapia value chain in Viet Nam and enhance the trade of soybean feed and tilapia products. The project will be implemented nationwide, primarily focusing on key tilapia farming provinces in the North, Central, and South regions. The project implementation period is expected to be from September 2025 to September 2030. The estimated value of non-refundable ODA capital is: USD 15.26 million.

To carry out the procedures of the Government of Viet Nam to approve the aid from the U.S. Government, the LWR organization needs to recruit a team of consultants to develop the "U.S. – Viet Nam Aquaculture Value Chain Partnership" Project Document in accordance with the Vietnamese Government's regulations on the management and use of ODA funds. The consultant team for project document development consists of three experts:

- (i) **Team Leader and Consultant** for Production and Trade organization of Tilapia Value Chain
- (ii) **Technical Consultant 1:** Constraints and Opportunities for feed and seed for Tilapia
- (iii) **Technical Consultant 2:** Tilapia Production and Processing

The project document must be developed in accordance with Form No. 07, Form of Technical Assistance Project Document using non-refundable ODA capital stipulated in Decree 242/2025/ND-CP dated September 10, 2025, of the Government on the management and use of ODA (including details of project implementation for the first year and the overall project, specifically activities, deliverables, schedule, monitoring and evaluation plans, and implementation

budget); meeting the project's objectives in accordance with the donor's commitments and agreements. At the same time, it must align with the orientation for Viet Nam's aquaculture development in the fisheries sector development strategy to 2030, with a vision to 2045, national aquaculture development programs, and orientations on blue transformation and sustainable development

2. Objectives

The consultant team, according to their scope of work, will coordinate with relevant stakeholders to carry out the tasks of developing the U.S. – Viet Nam Aquaculture Value Chain Partnership project document in accordance with the Vietnamese Government's regulations on the management and use of ODA and relevant guiding documents; aligning with Viet Nam's fisheries development strategy and aquaculture development programs, as well as the U.S. regulations on the use of technical assistance.

3. Scope of Work

3.1. General requirements for the consultant team:

The consultant team (consisting of three consultants mentioned in Section 1 above) is responsible for conducting the following tasks:

- 1) Survey and collect documents, data, and texts related to the current status and development orientation of the tilapia industry and aquaculture value chain to serve the development of the project document.
- 2) Study relevant regulations of the Government of Viet Nam on the preparation and management of technical assistance projects using non-refundable ODA capital and specialized issues related to their specific scope of work.
- 3) Coordinate closely with the Project Preparation Team of the DFIS, LWR, and relevant stakeholders during the development and finalization of the project document.
- 4) Participate in consultative meetings and gather feedback from relevant stakeholders on the draft project document.
- 5) Revise and finalize the project document according to the comments of the Competent Authority and the Appraisal Council, and the donor until the document is approved by the Ministry of Agriculture and Environment.

The project document must be developed in accordance with Form No. 07, Form of Technical Assistance Project Document using non-refundable ODA capital stipulated in Decree 242/2025/ND-CP dated September 10, 2025, of the Government on the management and use of ODA (including details of project implementation for the first year and the overall project, specifically activities, deliverables, schedule, monitoring and evaluation plans, and implementation budget...); meeting the project's objectives in accordance with the donor's commitments and agreements. At the same time, it must align with the orientation for Viet Nam's aquaculture development in the fisheries sector development strategy to 2030, with a vision to 2045, national aquaculture development programs, and orientations on blue transformation and sustainable development.

3.2. Specific requirements for the tasks of the Team Leader and Consultant for production and Trade organization of Tilapia Value Chain

- 1) With the two technical consultants, review key LWR documents and Review the present Tilapia Value chain in Viet Nam including Value Chain Studies, Workplan, Schedule, Performance Monitoring Plan, and Indicators for the Viet Nam Aquaculture Project. Focusing on Production and Trade organization of Tilapia Value Chain:

- a. Review LWR plans, partnerships, objectives, and activities and compare with national aquaculture and Tilapia plans.
 - b. Review and summarize key findings and recommendations relevant to the Tilapia industry and value chain including from the LWR documents and files on Tilapia and Aquaculture in Viet Nam.
 - c. Develop the summary status report for Tilapia in Viet Nam
- 2) Directly carry out the task of assessing the current status and proposing solutions to improve efficiency in producer organisations, trade organisations, and market development for tilapia products. Include the needs for export requirements (certifications, traceability, quality assurance, and food safety) including to the USA.
- 3) Brief the consultants on their roles and responsibilities and the team coordination and responsibilities. Meet regularly with consultants to review their progress and any issues and needs.
 - Participate in and support the other two experts in the team during the project document development process, including:
 - (i) *Consultant 1: Constraints and Opportunities for Feed and Seed for Tilapia in Viet Nam*
 - (ii) *Consultant 2: Tilapia Production and Processing in Viet Nam*
- 4) Study relevant regulations of the Government of Viet Nam on the preparation and management of technical assistance projects using non-refundable ODA capital and specialized issues related to this scope of work.
- 5) Discuss promotional and socialization requirements for the project activities, at provincial and national levels.
- 6) Direct, coordinate and plan the activities of the consultants in the team, ensuring close coordination among experts during the development of the project document's content.
- 7) Arrange and plan all visits and meetings as a team or as individuals and monitor the progress of all activities.
- 8) Synthesize the research results of member experts and related technical documents provided by the DFIS and LWR to develop a common product, ultimately the Project Document.
- 9) Directly draft, revise, and finalize the contents of the Project Document (based on the technical reports handled by each assigned expert in the team) in accordance with Form No. 07, Form of Technical Assistance Project Document using non-refundable ODA capital stipulated in Decree 242/2025/ND-CP dated September 10, 2025, of the Government on the management and use of ODA.
- 10) Lead and design the workshop process for one workshop in Ha Noi and one in Can Tho to present draft project document and planned activities from all studies and field work conducted. Review and consolidate as needed, the feedback into draft project documents.
- 11) Coordinate feedback on draft report submission to Appraisal Panel to develop the final report for registration June 6, 2026

4. Implementation Time

The input time for the Team Leader is 55 working days. The expected mobilization period is from April 1 to June 6, 2026 (6 days per week). The Team Leader will work in Hanoi and travel to provinces for business trips as needed.

5. Reports and Deliverables for Team Leader

Report Title / Deliverables	Quantity	Timeline
<p>I. Survey work and consultations</p> <ul style="list-style-type: none"> • Consultants start survey, collect documents, data, study relevant regulations of VNG and collect information and • Draft report on: <i>Producer and Trade Organizations, Marketing and Export of Tilapia Products</i> • Draft 1 of PD as Decree 242 • 2 workshops in Can Tho (May 8) and in Hanoi (May 12) organized by DFiS and supported by consultants 	3 copies (Vietnamese, English) all reports.	<p>April 1-April 30</p> <p>By May 1 2026</p> <p>May 8 2026</p> <p>May 8 and May 12</p>
<p>II. Incorporate feedback amongst key MAE/DFiS/ LWR and provincial level staff and via workshops for competent authority (CA) and stakeholder's comments comment</p> <p>III. Incorporate all reports from all consultants and stakeholders feedback into the Project Document Review Report coordinated by Team Leader for Appraisal Council review</p> <p>IV. Incorporate all reports and feedback into the Project Document Review Report coordinated by Team Leader for MAE submission</p> <p>V. Final version in 2 languages English and Vietnamese and ready for Submission of the documents for registration by DFiS</p>	3 copies (Vietnamese, English)	<p>May 12- May 15</p> <p>May 25-May 29</p> <p>May 30-June 6</p> <p><i>June 6 to DFiS</i></p>

6. Selection criteria and requirements.

- Master's degree or higher in agricultural economics, biology, aquaculture, or related majors in the fields of economics, markets, and aquaculture (preference is given to experts with experience in state management of aquaculture and technical expertise related to tilapia).
- At least 15 years of working experience in agricultural economics, aquaculture, and international development or in the private sector in aquaculture.

- Experience in developing or managing technical assistance projects; have participated in developing or managing at least two international cooperation projects in the aquaculture sector.
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing in English and Vietnamese
- Highly effective in working and in managing small teams, good communication and interpersonal skills.
- Proficiency in quantitative and qualitative data analysis software, Office 365 applications including Word, Excel, SharePoint, and PowerPoint.
- Proficiency in English language and report writing. Native speaker Vietnamese language skills.
- Ability to prioritize, organize and carry out multiple tasks efficiently under pressure and with little supervision; ability to accept supervision.
- Highly developed analytical and communication skills, and ability to assimilate and process information for wide-ranging audiences.
- Ability to work with diverse groups of people in multicultural, team-oriented environment.
- Authorization to work legally in Viet Nam

7. Working Methods and Support from the Project

The Team Leader will report to the Head of the Project Preparation Team of the DFIS and LWR.

The DFIS and LWR will provide appropriate documents and necessary support for the consultant to perform the tasks.

Logistics and admin support, payment of allowances and bookings via Team Leader and LWR Admin support (Hong Nhung) working with the Washington Office, to include advances of allowances and travel costs via consultant contracts.

8. How to apply

Please note that all applications must be submitted in ENGLISH and provide complete and accurate information. To apply, please submit no more than 4 pages with your CV and responses to the selection criteria to email HVu@corusinternational.org, quoting the position title in the email's subject line by March 27th 2026.