

TERMS OF REFERENCE

Consultant for Project Document Development – **Technical Consultant for Tilapia Production and Processing**

U.S. – Viet Nam Aquaculture Value Chain Partnership 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:

- 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.
- 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.
- Coordinate closely with the Project Preparation Team of the DFiS, LWR, and relevant stakeholders during the development and finalization of the project document.
- Participate in consultative meetings and gather feedback from relevant stakeholders on the draft project document.
- 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.

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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 Consultant 2: Tilapia Production and Processing

- 1) 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 factors, conditions and needs for production and processing of Tilapia in Viet Nam:
 - a. Review LWR plans, partnerships, objectives, and activities and compare with national aquaculture and Tilapia plans
 - b. With other two consultants 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. Review and evaluate in the context of National level plans and objectives for Tilapia production.
- 2) At National level review current conditions, challenges, needs, and opportunities related to tilapia production, productivity, farming systems, post-harvest handling, processing, marketing, and cold chain storage. Review current activities in place at government and private sector levels and opportunities to leverage these in the project.
- 3) Consult with cooperatives, factories and exporters with their challenges and needs.
- 4) Review cooperatives and company facilities and capabilities for export of tilapia products and the barriers to achieving increased exports. Review and assess Viet Nam Aquaculture project plans to increase exports of tilapia products.
- 5) Report on key findings (points 1 to 4), agreements and suggested changes for the project and review project deliverables, objectives, activities, and targets in the context of the project proposed alignment with national and provincial requirements.
- 6) Support Team Leader in preparation and delivery of two workshops one in Ha Noi the other in Can Tho
- 7) Support the Team Leader during the drafting, revising, and finalizing of the Project Document's Final Report encompassing; context and necessity of the project, objectives, implementation plan, deliverables, budget estimation, project monitoring, and evaluation.

4. Implementation Time

The input time for this consultant 2 is 40 working days. The expected mobilization period is from April 1 to Jun 6, 2026 (6 days per week). This consultant will be based in Hanoi or HCMC and travel to provinces for business trips as planned with the Team Leader.

5. Reports and Deliverables

Report Title / Deliverables	Quantity	Timeline
<p>I. Consultations and surveys</p> <ul style="list-style-type: none"> • Draft report on: Tilapia Production and Processing • Consultants start survey, collect documents, data, study relevant regulations of VNG and collect information and send 1 drafts of PD as Decree 242 • 2 workshops in Can Tho (May 8) and in Hanoi (May 12) organized by DFiS and supported by consultants 	<p>3 copies all reports (Vietnamese, English)</p>	<p>April 1 top April 30 By May 8 2026</p>
<p>II. Support Team Leader to incorporate feedback amongst key MAE/DFiS/ LWR and provincial level staff and via workshops for competent authority (CA) and stakeholder's comment</p> <p>III. Support Team Leader to incorporate all reports and feedback into the Project Document Review Report coordinated by Team Leader for Appraisal Council review</p> <p>IV. Support Team Leader to incorporate all reports and feedback into the Project Document Review Report coordinated by Team Leader for MAE submission</p>	<p>3 copies (Vietnamese, English)</p>	<p>May 12 -May 15</p> <p>May 25-May 29</p> <p>May 30-June 6</p>

6. Selection criteria and requirements

- Master's degree or higher in aquaculture and/or food safety.
- Training and experience in aquaculture and seafood safety, quality assurance, traceability, and certificates for exports such as HACCP, SPS, GAqP, BAP.
- At least 10 years of working experience in the aquaculture sector in Viet Nam, in the private and public sectors, with involvement in Tilapia production and processing and marketing

- Preferably, at least three years' work experience in international development and donor funded aquaculture projects in Viet Nam
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing in English and Vietnamese
- Highly effective in working in 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.
- Authorization to work legally in Viet Nam

7. Working Methods and Support from the Project

The Consultant will report to the Team Leader of this team.

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.