

TERMS OF REFERENCE (ToR) AND CALL FOR APPLICATIONS

- Position** : National Mentor in Founding start-up and Financing & Investing
- Project** : ClimateLaunchpad Vietnam 2026
- Organisation(s)** : Center for Creativity and Sustainable Study and Consultancy (CCS) in partnership with Hanns Seidel Foundation Vietnam Office
- Duty Station** : Hanoi and online
- Duration** : max. 21 working days from May to December 2026
- Remuneration** : max. 250 USD/full working day.
- Type of Contract**: Consulting Contract

1. CONTEXT

Center for Creativity and Sustainability Study and Consultancy (CCS) is a Hanoi-based science and technology organisation, specialising in localising the practical technologies and solutions for SMEs and communities in the field of renewable energy, sustainable agriculture and product innovation.

The Hanns Seidel Foundation (HSF) is a political foundation with its headquarters in Munich (Germany). “In the service of democracy, peace and development” – this motto is present in the work and mission of the Hanns Seidel Foundation. Since 1995, HSF has supported the integration of Vietnam into the global political spectrum and the ASEAN-Community. Since the establishment of a representative office in 2011, HSF has focused its work in Vietnam on social and environmental policies for sustainable development.

CCS and HSF are jointly looking for a candidate to fill the position of National Mentor in Founding Start-up and Financing & Investing for ClimateLaunchpad Vietnam 2026.

ClimateLaunchpad (CLP) is the Global Green Business Ideas Competition which is run and administered by EIT Climate-KIC Holding B.V., an association duly incorporated under the laws of the Netherlands. The competition’s mission is to unlock the world’s cleantech potential that addresses climate change. The competition creates a stage for those ideas. CLP is part of the Entrepreneurship offerings of EIT Climate-KIC – the EU’s climate innovation initiative, working to accelerate the transition to a zero-carbon and resilient world by enabling systems transformation.

CLP has been officially organised in Vietnam by CCS since 2019 and supported by HSF since 2020. CLP Vietnam provides a platform for early start-ups and project teams with green business ideas in initial stages to pitch and sharpen their ideas through intensive and customised mentoring, training, and coaching sessions. In addition to enhancing knowledge of sustainable business management among entrepreneurs in Vietnam, CLP also seeks to contribute to improving both quantity and quality of the green start-up ecosystem in Vietnam, which eventually contributes to the implementation of Vietnam’s National Action Plan of Sustainable Consumption and Production as well as facilitates the transition to a circular economy in Vietnam.

The National Mentor will be contracted by CCS and will work under the joint supervision of HSF

and CCS to provide coaching sessions focusing on Founding start-up and Financing & Investing for green teams participating in ClimateLaunchpad Vietnam.

2. OBJECTIVES

Through this ToR, ONE National Mentor is to be identified to provide consulting and coaching sessions for ClimateLaunchpad competing teams on the Founding start-up and Financing & Investing.

3. SCOPE OF WORK, DELIVERABLES AND PROPOSED LEVEL OF EFFORT

Details	Deliverables	Max. no. of working days
<ul style="list-style-type: none"> Participating in Boot Camp A and supporting all participants of Boot Camp A in doing exercises in Founding start-up and Financing & Investing. 1:1 Follow-up Bootcamp A coaching for start-ups 	Participating in Boot Camp A and summary note of follow-up Boot Camp A	6,5
<ul style="list-style-type: none"> Participating in Boot Camp B and supporting all participants of Boot Camp B in doing exercises in Founding start-up and Financing & Investing. 1:1 Follow-up Bootcamp B coaching for start-ups 	Participating in Boot Camp B and summary note of follow-up Boot Camp B	6,5
Customized coaching for the top 10 of the National Final in Founding start-up and Financing & Investing	Summary note of customized coaching sessions	5,5
1:1 coaching for the top 3 of the National final	Summary note of 1:1 coaching sessions for Top 3 National Final	1,5
Pitching skills coaching for the top 3 of the National Final in preparation for Regional Final	Pitching skills coaching for the top 3 of the National Final to go Regional Final	1
TOTAL		21

4. PREFERRED EXPERIENCE AND QUALIFICATIONS

- At least a master's degree in business management, economics, finance, or related fields; PhD and/or extensive professional experience in relevant areas is a strong asset;
- At least 15 years of experience in starting a company as founder, in being entrepreneurial. It doesn't have to be a multi-million-euro company, but familiarity with the struggles of running a company as one of the founders is crucial;
- Actively involved in a well-established network with enterprises and start-ups;
- Excellent oral and written communication and presentation skills in English and Vietnamese;

- Ability to work under tight schedules and deliver timely and high-quality outputs.

5. APPLICATION FORMAT

Documents to be submitted include:

- a. Cover Letter indicating the motivation and suitability for this position (max. 1 page)
- b. Technical Approach that includes a suggested number of working days and daily rate (max. 1 page)
- c. Comprehensive CV
- d. Language: English
- e. Format: PDF, one single file.

Interested individuals/consulting firms/teams are requested to send the application documents to Ms Ha Pham (vietnam@climatelaunchpad.org) and Ms Ngoc-Mai TRINH (Mai@hss.de). Please use the following subject line for your application: "CLP 2026 National Mentor". Alternatively, you may send it via post to: Ms. Ha Pham, Tel: +84 974163143, No. 49, Lane 2, Hoang Sam Street, Nghia Do Ward, Ha Noi. Please also direct potential questions to the above email addresses.

Deadline for submission is April 27, 2026.

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