



TERMS OF REFERENCE – Grant Officer (fulltime position)

Work location: Ha Noi, with travel to provinces

Contract: 1 year contract with possibility of extension

Reports to: Grant Manager

SUMMARY OF PROJECT

The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Program is a flagship initiative of Global Affairs Canada (GAC), implemented by Cowater International Inc. in Lao Cai province, northern Vietnam. The Program aims to improve the socio-economic well-being of ethnic minority women (EMW) in the agricultural sector by strengthening their economic participation, leadership, and agency, including through the promotion of clean growth. SPRINT supports EMW-led MSMEs, cooperatives, and producer groups across selected value chains to enhance productivity, value addition, and market access, with a strong focus on inclusive and sustainable development outcomes.

The Program is implemented over a six-year period from 2023 to 2029 and addresses critical gaps in technical capacity, business performance, and access to appropriate technologies. Through its grant component and technical support, SPRINT promotes the adoption of clean growth solutions, including Renewable Energy (RE) and Energy Efficiency (EE), tailored to the realities of rural and mountainous contexts. As the Program enters its scale-up phase, grant implementation is becoming increasingly complex, requiring stronger integration of technical validation, procurement efficiency, and field-level support to ensure that investments are feasible, impactful, and sustainably operated by beneficiary organizations.

SUMMARY OF POSITION

The Grant Officer, under the supervision of the Grant Manager and in coordination with the Operations Manager as well as other relevant team members such as the Procurement Officer and Finance Officer, is responsible for monitoring, facilitating, and updating the progress of activities implemented under the Grant Implementation Agreements signed between Cowater, PCA, and the grantees. Accordingly, the Grant Officer must ensure the highest level of support to grantees in adhering to implementation timelines, completing activities and submission of deliverables, and complying with procurement regulations and documentation requirements in line with current law, policies and guidance.

KEY RESPONSIBILITIES

Key Responsibilities of the Grant Officer include:

1. Planning and implementation:

- Draft official correspondence, programs, and related financial and logistical documents for review by the Grant Manager and other relevant team members before submission to the Team Leader for approval and onward communication with partners for grant-related activities.
- Maintain contact and collaborate with focal points from local partners (Provincial Cooperative Alliance) and communes within the project area (as required) to coordinate planning and implementation of field activities.



2. Monitoring and progress tracking:

- Monitor progress, categorize issues, and coordinate support for specific areas of work.
- Proactively track, facilitate, and update the implementation progress of activities and achievement of results/milestones committed under the Grant Implementation Agreements signed by the Cowater with the Grantees.
- Review the consistency and validity between budget, activities, and procurement records to ensure compliance with current regulations; compile necessary notes and observations for submission to authorized project staff and managers, enabling the development of appropriate solutions
- Classify and promptly detect issues of risks during implementation, propose initial mitigation measure and forward support requests to the appropriate responsible staff/officer, ensuring accuracy and timeliness, including Grant Manager (technical related issues); Procurement Officer (procurement procedures and processes); and Finance Officer (disbursement/payment procedures).
- Provide regular updates on activity progress, emerging issues, and proposed solutions to the Grant Manager and other relevant team members for timely resolution.
- Responsible for collecting, consolidating, and finalizing payment dossiers for grantees in accordance with current regulations, ensuring both timeliness and quality. During the payment process, close coordination with the grantee, authorized staff, and line manager is required to maintain consistency of information and compliance with payment regulations

3. Preparation and participation in the meeting and working sessions:

- Attend grant-related and project-wide meetings as requested by the Grant Manager and approved by the Team Leader.
- Coordinate with stakeholders to ensure administrative and logistical preparations for meetings are completed efficiently and on time.
- Draft minutes of grant-related meetings/work sessions for review and approval by the Grant Manager before circulation to relevant parties.

4. Communications:

- Collaborate with the Project's Communications Officer to provide information and data related to grant activities, including content, images, videos, results, and lessons learned from grant implementation.

5. Others:

- Support the preparation of periodic, annual, and ad-hoc reports, ensuring accuracy, consistency, and alignment with project and donor requirements.
- Coordinate and collaborate with technical, procurement, and PMERL teams to support integrated implementation and adaptive management.
- Provide support to the Team Leader and other project teams as required, contributing to overall program effectiveness and continuous improvement.



REQUIREMENTS

Education:

- University degree in finance, accounting, business administration, development studies, or another relevant discipline;

Experience & essential skills:

- Minimum of 5 years of relevant professional experience in grant management, project finance, procurement, or financial management within donor-funded programs;
- Demonstrated experience working with international donors such as GAC, EU, USAID, DFID/FCDO, DFAT, World Bank, or similar organizations;
- Proven experience supporting grant implementation for MSMEs, cooperatives, or value chain development projects, preferably in rural or agricultural contexts;
- Strong understanding of international development funding mechanisms, including grant management, procurement processes, financial reporting, and compliance requirements;
- Practical experience in reviewing budgets, procurement documentation, and financial reports, with the ability to identify inconsistencies, risks, and areas for improvement;
- Basic understanding of production systems, equipment, or clean growth solutions (e.g., energy efficiency, renewable energy, post-harvest technologies) is an advantage;
- Strong analytical and problem-solving skills, with the ability to assess both financial and operational aspects of grant implementation;
- Ability to work closely with grantees and field teams to address practical implementation challenges in a timely and effective manner;
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and competing priorities in a dynamic environment;
- Excellent communication and coordination skills, with the ability to work effectively across finance, technical, and operational teams;
- Excellent written and spoken English.

APPLICATION PROCESS

- Candidates are encouraged to apply no later than 17:00, June 25, 2026. Only shortlisted candidates will be contacted.
- Interested candidates are invited to submit their application to Recruitment@sprint-vietnam.com with the subject line "**SPRINT – Grant Officer – Full Name**". The application should include a CV and a cover letter clearly demonstrating relevant experience in grant management, procurement, and/or donor-funded project implementation.

Cowater International is an equal opportunity employer. Women, persons with disabilities, and individuals from ethnic minority groups are strongly encouraged to apply. We thank all applicants for their interest in contributing to inclusive and sustainable development through the SPRINT Program.