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## **TERMS OF REFERENCE – NATIONAL CONSULTANCY**

### **BIOTRADE RELEVANT POLICY REVIEW AND BIOTRADE POLICY ADVOCACY WORKSHOP**

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**Project:** Regional BioTrade project – Vietnam component

**Name of the Network:**

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**Implementer in Vietnam** Helvetas Vietnam  
298F Kim Ma, Hanoi  
Vietnam

**Phone** +84 4 3846 3274

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**Contract Duration** From 1<sup>st</sup> Oct to 10<sup>st</sup> Nov 2019

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## **1. Background**

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The Regional BioTrade Project in South East Asia is a four-year project funded by the Government of Switzerland through the State Secretariat for Economic Affairs (SECO). The project began the implementation phase in April 2017. The main goal of the project is conservation of biodiversity through sustainable trade of natural ingredients in a manner that increases the competitiveness of local exporters/producers and the livelihood benefits (income and jobs) of rural women and men.

Implementation is managed by three HELVETAS Swiss Intercooperation country programs in Myanmar, Vietnam and Laos. The project uses the Market Systems Development approach to analyse and develop interventions, facilitating the growth of the Biotrade business model and the sustainable local structures and support services it needs to flourish. To achieve this, the project works with a mix of private companies trading and exporting biodiversity products, public and private sector business support service providers, relevant levels of government and other stakeholders interested in sustainable use of biodiversity.

For this project, Helvetas is applying approaches: Market Systems Development (MSD); Adaptive management, Ecosystem, Gender and Social Equity, Matchmaking, and Business to Business. MSD is a key approach aims to achieve sustainable benefits such as income and employment for poor women and men at a large scale. MSD is based on the basic premise that the main target groups (SMEs, Farmer/Collector Groups) do not exist in isolation but are part of a wider system. Market system change is a change in the way supporting functions and rules perform that ultimately improves the situation of disadvantaged groups in the market system. The approach focuses on stimulating a change in behaviour of market players – public and private, formal and informal – so that they are better able and motivated to perform important market functions effectively.

HELVETAS is facilitating the processes of building missing capacities among Value Chain actors, business support organisations (BSOs) and regulators, build links and trust relations between actors that make the NI sector economically, socially and environmentally sustainable. In Vietnam, the BioTrade project is working closely with ten companies to build their capacity and then to become leading BioTrade companies in natural ingredient sector development in Vietnam. These are companies are willing to improve their business model and their supply chains in compliance with the Ethical BioTrade principals. The project is supporting them to sustain value chains of cinnamon, star anis, Shan tea, benzoin, turmeric, ginger and Gac fruit in compliance with BioTrade standards. The project is also working with two BSOs, one at global level is Union of Ethical BioTrade and its regional representative is Centre for Rural Economic Development, and one at national level is Vietnam's Organic Association. The project is providing technical supports to strengthen the institutional structure of these BSOs to promote the values of Ethical BioTrade in Vietnam and to provide quality trade promotion and certification services to the BioTrade companies. The project is working with other stakeholders to promote an enabling environment for the growth of BioTrade in natural ingredient sector in Vietnam as well.

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## **2. Objective and expected output of the consultancy**

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This ToR is designated to qualified organization(s) and consultants of interest – to conduct a review of BioTrade relevant policies in Vietnam and to facilitate multi stakeholder policy dialogues on relevant topics/issues related to value chain and market system development of BioTrade

products that need to be resolved through dialogue. The members (hereinafter referred to as Consultant) will work in close collaboration with Helvetas's project team to agree on the outcomes and methods.

- The expected outputs of the assignment are:
- BioTrade relevant policy topics/issues identified based on reviewing of relevant policies and discussions with BioTrade companies and other stakeholders. The analysis of relevant policy issues and opportunities for promotion of BioTrade in Vietnam;
- Key actors and stakeholders for a policy dialogue that promotes BioTrade value chain development are identified;
- A policy dialogue is organised with participation of policy makers/ government staff and companies and relevant stakeholders;
- Report containing the main result from the dialogue, capturing the views, opinions, insights and understandings (or misunderstandings) of the individual participants;
- A Policy brief (in case of policy dialogue)/Action plan (in case of multi stakeholder dialogue) based on the final report and disseminate to relevant stakeholders, government agencies.

### 3. Main Tasks and Activities of the Consultant

The consultant will undertake the following activities:

- Prepare the proposal (including financial proposal) and outline key activities and outputs;
- Discuss and agree with Helvetas project team about the action plan for conducting the activities;
- Meet with relevant stakeholders to identify BioTrade relevant policy topics/issues and conduct an analysis of constraints/bottlenecks and opportunities for promotion of BioTrade in Vietnam;
- Write a policy review briefing paper as input for a policy dialogue with policy makers/ government staff, companies and other relevant stakeholders;
- Prepare and organise policy dialogue workshop with participation of policy makers/ government staff and stakeholders.
- Follow-up action plan.

### 4. Working methodology

The Consultant is expected to undertake these tasks using a number of methodologies that include, but are not limited to: secondary research, stakeholder surveys and policy review and assessments, group discussions etc.

### 5. Time Schedule

No	Item	Deadline
1	The selection of consultants	1st Oct, 2019
2	Helvetas and the Consultant agree on the action plan and methodology	4 <sup>th</sup> Oct 2019

3	Stakeholder meetings and policy topics/issues identified	11 <sup>th</sup> Oct 2019
4	Conduct analysis of relevant policy issues and opportunities for promotion of BioTrade in Vietnam and share the draft policy briefing paper at a stakeholder consultation meeting organised by Helvetas	21 <sup>st</sup> Oct 2019
5	Organise policy dialogue (workshop) with participation of policy makers/ government staff and stakeholders	1 <sup>st</sup> Nov 2019

## 6. Logistics

Logistics for travels (if needed) will be arranged by the respective consultant. The Consultants are required to follow cost norms regulated in the financial guideline and submit all relevant financial documents after the consultancy for payment from Helvetas.

## 7. Qualifications and Competencies required

- Organizations or Individuals with experience in conducting policy research on agricultural policies or policies on trade promotion of international certified products;
- Having proven background in value chain and market system development, market research;
- Having good understanding of policy issues in Vietnam;

Both independent consultants, staff members of institutions are eligible. In case of institutions/organizations, the CVs of more than two but no more than three staff shall be considered for final assessment.

## 8. Selection process

Expression of interests shall include:

- CV of the consultant (this may include CVs of at least two but no more than three individuals in case an organizations);
- Institution/company profile if applicable;
- Technical and Financial proposal including fees and budget for the policy dialogue;
- Proposed time schedule.

Interested candidates (institution or individual) should send their expression of interests to Nguyen Thu Quynh, Project Officer, Regional BioTrade Project-Vietnam component and email: [quynh.nguyen@helvetas.org](mailto:quynh.nguyen@helvetas.org) by **30 Sept 2019**.