

## **Terms of Reference (ToR)**

### **for Selection and Appointment of National Expert**

#### **Development of a project promoting circular economy in agriculture in Vietnam**

Position Title: Local Expert – Circular Economy in Agriculture

Location: Hanoi, Vietnam (with occasional travel within the country)

Duration: Up to 40 working days between September 2025 and June 2026

### **1. CONTEXT DESCRIPTION**

The EU and Viet Nam have a strong partnership, building on various bilateral agreements, notably the Partnership and Cooperation Agreement (PCA) and the Free Trade Agreement (EVFTA). Since the entry in force of the EVFTA, bilateral trade between the EU and Viet Nam has grown significantly. To date, Viet Nam is the EU's biggest trading partner in the Association of Southeast Asian Nations (ASEAN) and the EU is one of the biggest foreign investors in Viet Nam.

In the context of socio-economic development, the EU and Viet Nam share common interests in the green and circular transition. As a lead global player in achieving net-zero by 2050, the EU has put in place a set of strategies and policies to support this transition process, which also affects economic actors in partner countries including Viet Nam. The policy reforms under the EVFTA and the EU Green Deal in particular require them to fulfil increasing social and environmental standards, for which the regulator and the business sector in Viet Nam will need to demonstrate more progress. Supporting Viet Nam to develop a responsible, circular economy, including from a gender equality and disability-inclusion perspectives, focusing on sectors that have strong linkages with the EU market and the priority value chains of the EU Circular Economy Action Plan would contribute to the green transition process of both sides.

The project aligns with priorities of both sides and will strengthen the bilateral partnership, including in the area of trade and investment.

Expertise France (EF), as well as the Italian Agency for Development Cooperation (AICS) and the United Nations Development Programme (UNDP) have been assigned by the EU delegation to jointly implement the 11M€ EU-funded action.

The action will bring in relevant European and international experiences to share with Viet Nam, provide hands-on advice on policies and support the implementation of responsible circular economy (RCE) initiatives in the agriculture sector. To do so, the action will engage with a wide range of stakeholders, including duty bearers (such as public authorities at the central and provincial levels, agri-enterprises) and economic and non-state actors in the agriculture sector. Digitalisation will be mainstreamed to support the management and implementation of RCE initiatives.

**To ensure the successful preparation and initiation** of the project in circular economy and agriculture in Vietnam, Expertise France seeks to appoint a National Expert (part-time consultancy for 40 days spread over a ten-months period) with extensive experience in project development & ideally management in the Circular Economy and Agriculture sector. The selected expert will play a crucial role in establishing strong connections with various stakeholders, including international partners, donors, and local authorities. Moreover, he/she will bring valuable technical inputs in the design of the project activities along with the crucial actors of the agricultural sector across the country. He/she will be in close collaboration with AICS, UNDP. The national expert serves as the liaison for EF technical team based in Paris, represents EF at

working meetings, is the spokesperson for EF, ensures reporting, shares regular updates and coordinates missions.

## **2. MISSION DESCRIPTION**

Expertise France is looking for a National Expert who will contribute, on behalf of Expertise France, to the development of a project in circular economy and agriculture in Viet Nam, over a period of 10 months, starting in September 2025.

The consultant will work in functional link with the project managers in Paris and in close collaboration with the Vietnamese partners and consortium in Hanoi.

The expert will act as a technical and operational support to Expertise France (EF) in the formulation of the EU-funded Circular Economy (CE) in Agriculture project in Vietnam. He/she will:

### **1. Stakeholder Engagement and Relationship Building:**

- Establish and maintain strong working relationships with:
  - o national authorities (mostly Ministry of Agriculture and Environment (MAE) ISPAE and NAEC),
  - o international stakeholders (predominantly E.U. and consortium partners AICS, UNDP),
  - o Local organizations (private sector actors, cooperatives, CSO);
- Participate in selected meetings and workshops to share EF's positions and report information if the EF headquarters cannot participate.

### **2. Field visits:**

- Participate with Consortium members to visits, interviews and diagnosis of preselected territories and value chains, in coordination with national and local authorities and partners;
- Gather data on existing CE initiatives, stakeholder expectations and constraints, local policy implementation challenges, potential pilot sites or value chains for intervention;
- Report to inform EF HQ strategic positioning. Support the organization of EF headquarter missions as required.

### **3. Technical Support and analysis**

- Provide technical recommendations and feedback to EF Headquarter for maximum achievement and impact within the scope of EF activities (Recommendations on possible EF interventions and added value, alignment between Vietnamese policies and EU requirement, etc);
- Identify potential risks and develop mitigation strategies, opportunities for capacity building, potential synergies
- Contribute to the Project Document (Description of Action) draft process, in close cooperation with AICS, UNDP, and the EU;
- Support EF budget draft,

### **4. Reporting and communication::**

- Contribute to the development and the monitoring of the project including regular meeting/update, timelines, deliverables, and resource allocation needed.

- Coordinate with project team members (AICS, UNDP, Expertise France), ensuring clear communication and effective collaboration.
- Contributing to the drafting of notes for internal EF use and/or EF's proposal to the consortium,

### **3. PROFILE REQUIRED**

#### 1/ Qualifications:

- Minimum of Master's degree in Project Management, International Development, Agriculture, Circular Economy or a related field.
- Excellent analytical and synthesis skills.
- Comfortable working independently and proactively.
- Communication and interpersonal skills.
- Proficiency in project management tools and software.
- Ability to work effectively in a multicultural and diverse environment.
- Fluency in Vietnamese and professional proficiency in English (spoken and written).
- Availability to travel domestically

#### 2/ Professional Experiences:

- At least 7 years of professional experience in leading international cooperation / development projects (for NGOs or internal organizations). Experience in stakeholder engagement and relationship building with donors, institutional agencies, and institutions.
- Proven track record of working on EU funded projects is an asset.
- Knowledge and experience of working with the Vietnamese Ministry of Agriculture and Environment (MAE) is an asset, as well as relevant understanding of Vietnam's agricultural and rural development related issues;
- Good understanding of international best practices in promoting circular economy models in agriculture/ sustainable value chains.

### **4. MORE INFORMATION**

#### 1/ Conditions:

- Desired position taken: September 2025;
- Type of contract: Service provision contract;

#### 2/Application Procedure:

Interested candidates are required to submit the following documents:

- A detailed Curriculum Vitae (CV) outlining relevant experience and qualifications.
- A cover letter
- 3 references (HR or line management) of the most recent experiences

NB: the selection process will take place in several phases:

- A list of preselected experts will be established by Expertise France,
- Selected candidates will be interviewed (virtual).
- A written test may eventually be offered to the two or three candidates to decide between them.

Submission Deadline:

All applications must be submitted by August 22<sup>nd</sup>, 2025 at 11h55PM