

TERMS OF REFERENCE

TECHNICAL ADVISOR / VIETNAM / VETVET PROJECT

Expertise France is looking for a **Technical Advisor**, based in **Hanoi, Vietnam** (national position), who will play a crucial role in leading the technical implementation and providing strategic guidance for the **VETVET (Vietnam-EU TVET Programme)** in Vietnam. The position holder will lead the college organizational development strategy, provide technical advisory support to the Team Leader in VETVET project management and in building a learning culture for EF Hanoi office.

About the project

Vietnam has made impressive socioeconomic progress with gross domestic product (GDP) growing at an average rate of 8%.

European Union's (EU) bilateral cooperation with Vietnam over the period 2021-2027 builds on the achievements during the period 2014-2020 and focuses on three priority areas:

- Climate-responsive digital circular economy;
- Responsible entrepreneurship and enhanced skills for decent employment;
- Strengthening governance, rule of law and institutional reform.

The 2021-2027 Multiannual Indicative Programme (MIP) for Vietnam addresses critical national challenges while promoting EU's key external engagement priorities, including green and digital transition, decent and inclusive jobs, good governance, rule of law, human rights and institutional reforms.

The Vietnam-EU TVET (VETVET) project, jointly implemented by the German Technical Cooperation (GIZ) and Expertise France (EF), is a five-year action aimed at improving the knowledge and job skills of Vietnam's workforce in alignment with climate change mitigation and green and digital transitions. The project has a total budget of 50.9M€ (BMZ: 10.4M€, EU: 40M€, French MoFA: 0.5M€).

VETVET aims at contributing to improve knowledge and job skills of the labour force for decent employment and entrepreneurship in the framework of climate change mitigation, and green and digital transitions in Vietnam. The project will support up to 35 Vocational Colleges and Technical Schools (5 of which will be directly supported by EF) on the way to being recognized as High Quality TVET centers. The colleges will be selected through a criteria-based assessment and will receive support to enhance their training capacity through modernization of pedagogical equipment, new curricula, programs for teachers and management... GIZ and Expertise France will develop jointly all planned activities, under the supervision of the Ministry of Education and Training (MoET) of Vietnam.

The project has 3 specific objectives:

1. Enhancing governance and coordination among the institutions and stakeholders involved in the TVET sector and the implementation of its policies and strategies.
2. Increasing quality and coverage of Skills Development Programmes for young women and men and other vulnerable groups in their diversity in accordance with national and international labour market demands for climate action and green and digital transitions.
3. Improving recognition of TVET among Vietnamese young men and women and other vulnerable groups in their diversity as a viable educational option in the framework of the green and digital transition.

About the role

Type of contract: Fixed-term contract (full-time, national position)

Duration: 1 year (renewable up to 5 years)

Duty station: Hanoi, Vietnam, with regular travel to project provinces

Starting date: January 2026

Line manager: VETVET Team Leader

Line management of:

- Project Officer (full-time)
- MEAL Officer (part-time)

Internal relations:

- Finance, Administrative and Logistics staff
- International and national short-term experts
- Other project teams of EF Vietnam portfolio

External relations:

- GIZ (in lead of the GIZ-EF consortium)
- EU Delegation (donor) upon to Team Leader's request
- Government partners (MoET, DVECT, provincial authorities, etc.)
- Partner vocational colleges supported by EF
- Private sector partners and enterprises

Role and responsibilities

Under the Team Leader's supervision, the Technical Advisor will provide strategic technical leadership and ensure quality implementation of all EF-supported activities under the VETVET project while building and mentoring a high-performing team. The position involves both technical advisory and management responsibilities.

The following list of tasks and responsibilities is not exhaustive, and may evolve according to needs.

Technical Leadership and Strategy

- Lead the development and implementation of college organizational development strategies for 5 EF-supported colleges across the country, act as focal point for each college to ensure a smooth communication
- Provide technical guidance on curriculum development, training modules, and pedagogical approaches aligned with green and digital transformation
- Oversee the development of technical documents, manuals, tools, and guidelines
- Lead technical areas such as policy support, public-private partnerships (PPP), communication, TVET system strengthening, and curriculum development
- Ensure technical quality and coherence across all project interventions

Capacity Building

- Lead the process for organizational assessments of partner colleges to identify needs and develop action plans
- Provide technical advice to colleges on institutional development, quality improvement, and achieving high-quality TVET institution standards
- Guide colleges in implementing project interventions in green and digital transformation initiatives, partnerships with businesses among others
- Foster a culture of learning and excellence within the VETVET team

Project Management

- Support the Team Leader in overall project planning, implementation, and monitoring
- Lead adaptive management based on evidence and learning
- Coordinate with GIZ counterparts to ensure harmonized approaches and avoid duplication
- Manage and supervise Project Officer and MEAL Officer, while providing mentoring and coaching as necessary to ensure project's results achievement
- Contribute to the recruitment and management of international and national short-term experts (ToR drafting, etc.)
- Contribute to annual work planning and budget monitoring
- Ensure timely delivery of all technical outputs and milestones

Stakeholder Engagement

- Represent EF in technical meetings with government partners, donors, and stakeholders
- Build and maintain relationships with project partners (governmental agencies, TVET colleges, private sector, business associations), other development partners in Vietnam in TVET, expertise networks and potential partnerships

About you

Professional competencies and experiences:

- Master's degree in education, international development, economics, or related field;

- Qualifications in leadership, management, or organizational development is highly desirable;
- Minimum 7 years of experience in the vocational education/TVET sector;
- At least 3 years in technical advisory / management positions;
- Proven experience in institutional capacity building and organizational development;
- Experience working with international development organizations, implementing international technical cooperation projects;
- Excellent understanding of Vietnamese TVET system and policies;
- Experience in curriculum development and pedagogical innovation;
- Experience in developing and managing partnerships with private sector is highly desirable;
- High degree of proficiency in Microsoft Office suite (especially Excel);
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Behavioural competencies:

- High degree of initiative, autonomy, and pro-activity;
- Strong teamwork capacity and advanced people skills;
- Advanced organisational skills, problem-solving skills, attention to detail, and ability to multitask;
- Planning and delivering results;
- Managing resources to optimize results;
- Communicating with impact and respect.

Language skills:

- Fluency in Vietnamese (native level);
- Excellent command of English (written and spoken);
- Knowledge of French is an asset but not mandatory.