Terms of Reference
Standards Database Consultant Vietnam

Assignment title: Standards Database Consultant in Vietnam

Duty station: Home Based

Travel: No Travel

Contract type: 30 day contract from 01 April to 30 June 2020 (daily rate contract)

Background

Trade for Sustainable Development (T4SD) is a partnership-based programme of the International Trade Centre (ITC), which provides comprehensive, verified and transparent information on sustainability standards and other voluntary private standards covering issues such as food quality and safety. The main objective of the programme is to strengthen the capacity of producers, exporters, policymakers and buyers, to participate in more sustainable production and trade.

To address these information gaps and needs, ITC has developed a database containing comprehensive, comparable and verified information on such standards. The Standards Database allows homogenous information collection with a unique level of detail. The Standards Database covers all facets of standard systems, such as their contextual background, product and geographic scope, provisions and requirements (economic, social, and environmental, quality…), governance structure, stakeholders’ engagement, implementation mechanisms and verification systems, monitoring and evaluation activities, as well as their potential market outreach.

Description of Duties/Responsibilities

The Consultant will work under the overall supervision of the T4SD Hub Viet Nam Coordinator and Lead consultant. The consultant will:

• **Conduct a desk research on Vietnamese Voluntary Sustainability Standard (5 days)**
  This task requires doing desk research on Vietnamese Voluntary Sustainability Standards. The purpose of this research is to identify five Vietnamese standards that are most significant to Vietnamese SMEs.

• **Collection and analysis of information on selected standards (15 days)**
  This task includes analysis, review and updating of information on Content and Process criteria of 5 selected standards directly in the database. This task is primarily executed through online research and downloading standards documents and policies made publicly available on the standards organization website. Other sources of information may be used when applicable and exchange of communication with the standard organizations might be required to complete the delivering.

• **Complete data entry of these standards initiatives into ITC’s Data Entry Tool (DET) of ITC’s Standards Database (10 days)**
  This task is executed using specific guidelines and listings in Excel of all Content and Process criteria that need revision. This task is executed in close collaboration with the standard organizations, through calls, virtual and in person meetings when necessary. Online access to the DET will be given by ITC to the Consultant. The DET is an online web application that is protected by a password and username

Travel
None

Skills
Strong knowledge of voluntary social & environmental standards systems
Education
☐ Undergraduate degree (BA/BSc or other)
☒ Advanced degree (MA/MSc or other)
☐ Post-graduate degree (PhD or other)
☐ Secondary school
☐ Other

Indicate the field of studies:
In international relations, economics, business, finance or subject deemed relevant for the assignment.

Experience required (number of years in which area)
At least 12 months experience in trade related research

Language
Fluency in written and spoken English and Vietnamese