**Terms of Reference (TOR)**

**Food Safety Informal Market Specialist**

**Project:** SAFEGRO – Safe Food for Growth
**Location:** Ho Chi Minh City, Vietnam (with field visits to Binh Dien wholesale market)
**Time Frame:** October 2025 – March 2026
**Level of Effort (LoE):** 30 working days
**Contracting Agency:** Alinea International

**1. Background**

The SAFEGRO Project is a Canadian-funded technical assistance (TA) initiative designed to improve Vietnam’s food safety management system. Funded by the Government of Canada and implemented by Alinea International, the project works closely with key Vietnamese government partners, including the Ministry of Agriculture and Rural Development (MARD), the Ministry of Industry and Trade (MOIT), and the Ministry of Health (MOH).

The project's goal is to enhance the enforcement of food safety regulations at both central and local government levels, thereby increasing the competitiveness of Vietnamese agricultural products in domestic and international markets. The project also aims to boost consumer demand for safe food by fostering public trust in food safety standards.

SAFEGRO activities cover a broad spectrum, from improving regulatory frameworks and strengthening institutional capacity to promoting multi-stakeholder collaboration along the food value chain. Through these efforts, the project aims to establish a more efficient and effective food safety management system that contributes to better public health and economic outcomes for Vietnam.

As part of this initiative, Alinea International is seeking to engage a **Food Safety Market Specialist** to support the development and implementation of food safety management systems and training programs at Binh Dien wholesale market in Ho Chi Minh City.

**2. Objective of the Assignment**

The main objective of this consultancy is to support the SAFEGRO project team in assessing, strengthening, and building the capacity of wholesale market stakeholders in Ho Chi Minh City (HCMC), with a focus on aligning practices with international food safety standards. The consultant will contribute to the development of management tools, SOPs, training materials, and research that together support the creation of a more organized, hygienic, and efficient food safety system at wholesale markets.

Under the supervision of the Project Director, the consultant will also assist in developing work plans, ensuring timely delivery of outputs, and contributing to the overall quality and relevance of the intervention.

**3. Key Tasks and Responsibilities**

The Food Safety Market Specialist will work collaboratively with the SAFEGRO technical team to implement the tasks outlined in the table below.

|  |
| --- |
| Detail tasks, deliverables, and level of efforts |
| **#** | **Detail of tasks** | **Deliverables** | **LoE****(man-days)** |
| **1** | * Review the best international practices in food safety management for wholesale markets.
* Conduct field visits to Binh Dien wholesale market to assess: Existing food safety management systems; Market layout, infrastructure, and organization; Hygiene conditions; Market size, structure, and emerging trends; Stakeholder demand for food safety support and training;
* Conduct training needs assessment of the 5 key stakeholder groups (see below in item # 4) to design the
 | A short assessment report summarizing findings, stakeholder feedback, insights, and actionable recommendations to strengthen food safety management in wholesale markets | 3 |
| 2 | Develop and complete a set of criteria and Standard Operating Procedures (SOPs) for managing food safety-related activities in wholesale markets, including record forms/templates for data collection. | Set of food safety management criteria and procedures for wholesale markets, with standardized data collection templates. | 4 |
| 3 | Develop and complete a set of food safety standards for goods circulating in the wholesale market, covering at least three key product groups (aquatic products, meat, and vegetables). | Set of food safety standards by product group (aqua, meat, vegetable). | 5 |
| 4 | Develop training content and materials tailored to 5 key stakeholder groups: (i) food safety supervisors from government agencies; (ii) BOM/QA team of Binh Dien market; (iii) vendors from three sectors (aqua, meat, vegetable). Collect feedback and refine materials accordingly. | * + Training program outline and learning objectives for each group
	+ Complete set of training materials (lectures, exercises, flyers, posters, reference docs) designed for 5 key stakeholder groups.
	+ Pre- and post-tests for evaluation of learning
 | 8 |
| 5 | Organize and implement five (05) Training-of-Trainers (ToT) sessions at Binh Dien market.  | * + Training plan and schedule
	+ 5 training sessions conducted for the target groups
	+ A training report documenting key learning, attendance and evaluation records
 | 5 |
| 6 | Draft and revise food safety-related documents based on stakeholder consultations. Support wrap-up workshop preparation, including presentation of key findings and revised documents. | * + Presentation slides for workshop
	+ Final food safety management criteria and SOPs for wholesale markets
	+ Final food safety standards by product group (aqua, meat, vegetable).
	+ Final training materials reflecting stakeholder input
 | 5 |
|  | TOTAL |  | 30 |

**4. Required qualifications and experience**

* + Master’s degree in a relevant discipline such as food safety, agri-food value chains, agriculture, agribusiness management, marketing, agricultural economics, etc.
	+ Having at least five years of experience implementing relevant wholesale market food safety training will be an advantage.
* Having a good background in the Vietnamese wholesale market and a sound understanding of wholesale market international best practice, including their food safety management, structure, operations, regulations, and supply chain management.
	+ Having knowledge of gender equality, particularly practical experience in gender gap analysis, is an advantage.
	+ Proficiency in English, both speaking and writing skills.
	+ Strong interpersonal skills demonstrated experience in working with relevant stakeholders.
	+ Ability to work in a multicultural team, work under pressure, and meet deadlines.

Bottom of Form

**Compensation**

Alinea offers competitive remuneration in accordance with the EU/UN cost norms commensurate with qualifications and experience.