

Call for Expert on Company Matchmaking/Public Relation for FOSS Bridge "EU-Vietnam"

FOSS Bridge "EU-Vietnam" - Joint Business through Free and Open Source Software (FOSS) is an international capacity-building initiative organized by InWent (Germany), INRIA (France) and IOIT (Vietnam), and funded by EU Asia Invest Programme.

I. Specification of Services

Reference No: 2007_02

Post: Expert for Company Matchmaking/Public Relation

Duration of contract: part time up to 5 month

Deadline for application: 7th . June 2007

Duty Station: Vietnam, Hanoi

Salary: Based on local expert rates (approx. 225 Euro per month part time)

Objectives of the Project:

The project has the main goal of strengthening Southeast Asian software industries and boosting cooperation with Europe through innovative collaboration on free and open source software (FOSS) and business development. This is achieved through three specific objectives:

- Enable intermediaries of the Vietnamese IT-sector to spread key knowledge on how to make business with free and open source software
- Foster a Vietnamese software industry capable to provide localized FOSS applications and services to government and businesses – with SMEs serving as a national driver of technological innovation.
- Develop business partnerships between software players in Asia and Europe in order to grow mutual business and foster regional and international networking

To achieve those objectives two main activities will be implemented:

- 1) Training workshops for different target groups on appropriate FOSS topics
- 2) Business Cooperation (twinning) between Vietnamese and European companies

For more detailed information on the project please visit the website:

www.foss-bridge.org or contact the project team: contact@foss-bridge.org

Description of duties:

- 1) Matchmaking: For the business cooperation (twinning) between Vietnamese and European companies the project is looking for approx. 20 Vietnamese SMEs interested in a long lasting business cooperation with European companies in the field of Free and Open Source Software. The project is giving them the opportunity to establish first business contact and work together on specific FOSS development projects ("Matchmaking"). To ensure the quality of matchmaking the expert will have to fulfil the following duties:

- Contact and inform Vietnamese FOSS SMEs about the project
- Collecting information and details of interested companies and create an online database with it

- Support Vietnamese companies if requested during the first contact phase (Registration, matchmaking start)
 - Act as contact point for all Vietnamese companies
 - In cooperation with the project team and the European matchmaker and companies arrange company partnership if necessary
- 2) Public Relation:** To support the visibility of the project especially for the matchmaking part the expert will have to fulfil the following duties:
- Translation and adaptation of PR material to local environment
 - Inform relevant target groups about the project through various channels
 - Inform relevant media about the project and look for media cooperation

Required Qualification:

Education:

- University degree in Public Relation, Communications, or related field and/or
- University degree in IT

Skills:

- Very good interpersonal and communications skills;
- Thorough understanding of Small & Medium Enterprises situation and development in Vietnam;
- Good analytical skills and presentations;
- Good drafting skills
- Ability to work in international context
- Ability to work on own initiative as well as a team member

Experience:

- 3-5 years working experience in the PR field, especially on IT related projects and/or
- 3-5 years working experience in the IT field, especially in the PR area
- Experience with FOSS project an advantage

Languages:

- Fluent in spoken and written Vietnamese and English Languages

Interested local candidates should send their application in English in pdf format with Ref No. to:

contact@foss-bridge.org

and via courier to :

Terms of References for local Matchmaker_PR expert - 25th May 2007

Vu The Binh
Institute of Information Technology
18, Hoang Quoc Viet
Cau Giay,
Hanoi
Vietnam

Acknowledgment will be sent to short listed candidates only. Those short listed candidates will be invited for a written test and interview.

II. General Provisions

1. Subcontracting

The Contractor is required to obtain InWEnt's prior written consent before entering into a subcontract, i.e. before entrusting the performance of the contract or parts of it to third parties. When entering into subcontracts, the Contractor is obliged to name InWEnt as the principal. In cases of subcontracting, the Contractor may not impose less favourable conditions upon the subcontractor - especially in terms of payment modalities and collateral security - than those agreed between the Contractor and InWEnt.

With respect to the invitation to tender for subcontracts, the Contractor has to generally ensure an adequate involvement of small and medium enterprises.

2. Audit, Inspection of the use of the remuneration

InWEnt is entitled to request from the Contractor the presentation of the Contractor's accounts and supporting documents and to inspect them, or have them inspected by an agent, with regard to the use of the remuneration. The Contractor has to keep the relevant documents ready for such audits and give all necessary information.

3. Written Form

Amendments and supplements to this agreement are valid only if made in writing.

4. Offers not considered

If an offer has not been accepted before the period of acceptance expires, the offer has not been considered.

5. Severability Clause

Should any provision of this agreement prove to be invalid or incapable of fulfilment, this shall not affect the validity of the remaining provisions.

6. Contractual Elements

The General Terms of Contract of InWEnt gGmbH (Annex) form an integral part of the agreement. Moreover, the German Regulations Governing Services (VOL / B) are applicable. In case of contradictions of these contractual elements, they are deemed applicable in the sequence of priority as stated above.