

TIME SHEET

CONSULTANT NAME: PHAN THE CONG

ID - POSITION - CONTRACT NUMBER: Consultancy for SIPPO- TPCI

MONTH/YEAR: April - Aug 2024

PROJECT : SIPPO

DATE	Work day	Location (Home, Office, Off-site, field trip)	Description (Please provide as much details as possible. Where meetings take place, please indicate by names of all parties attending the meeting. Objective must be specific and related to your role & responsibility)			Approved by Supervisor	Remarks
			Nature of Activity	Objective	Stakeholder (for Meetings)		
01-30st April 2024	2	Office	Meeting & Planning Revision the set of indicators (V&E) in sustainability and green development, and digitalization, with update of Decision N. 84	Complete the set of indicators in sustainability and green development, and digitalization, with update of Decision N. 84	Vietrade, SIPPO, national consultants		Minutes of meeting Revised questionnaire in V&E; adapt the types of responses to ease online development
01-31st May 2024	3	Office	Digitalization: Meetings to advise the key requirements, checking and updates after every training sessions to develop the online tool for self-assessment to make it easy and friendlier	Develop the online tool for self-assessment to make it easy and friendlier	SIPPO, national consultants, national G68IT expert.		Working sessions and notes for the IT team to revise the online tools (slides)
14th May 2024 - 4th June 2024	5	Off-site	03 training workshops for key staffs of TPOs in 3 regions (in 3 provinces including Dong Thap, Hai Phong and Hue) in May and June 1. Planning & Preparation of the lecture contents and slides (1 days) 2. 3 training sessions plus travel (4 days)	Train the key staffs of TPOs in three regions	Vietrade, SIPPO, national consultants		
July, 2024	6	Office	Calculation and presentation of results: 1. Import and process the data from 26 questionnaire responses (4 days); 2. Analyze data and write presentation and draft final report (2 days)	Presentation of national consultants at the workshop in Switzerland	National consultants		
July- Aug, 2024	4	Office	OCA workshop 1. Preparation for the OCA workshops (1 days) 2. Planning and Facilitator at the OCA workshops, follow-up (2 days) 3. Adapt the questionnaire for the short-version, with reference for alignment with CUBED and OCA tool- Final report	Organize the OCA workshop	SIPPO, national consultants		
TOTAL	20.0						

Claimed by Consultant

Approved by

Phan The Cong

Tran Nhu Trang