

TERMS OF REFERENCE

Title of Position: Volunteer or Intern in Program Quality and Resource Development

Reports to: Director, Program Quality and Resource Development

Start date: 1 November 2021

Time commitment: 2 days/week

Duration: 1 November 2021- 31 January 2022

Stipend: \$15 lunch and transportation allowance

Location: World Vision International in Vietnam National office, Hanoi

BACKGROUND

World Vision is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of around US\$ 18,000,000 with funding from 14 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and PNS/grants (30%). WVV employs about 430 staff, of which 99% are Vietnamese nationals.

The Program Quality and Resource Development (PQRD) consists of the Program Effectiveness Unit, the Grants Acquisition and Compliance Unity, the Technical Services Unit and the Humanitarian Emergency Affairs and Disaster Risk Reduction unit. Due to the growing demand to enhance reporting and proposal quality, PQRD plans to recruit one intern to support the PQRD Director in the quality review of proposals and reports. This is a great opportunity for the volunteer or intern to gain knowledge on transformational development, as well as to work in a highly energetic team and a dynamic working environment.

KEY RESPONSIBILITIES

- Assist PQRD Director in performing checks to ensure that feedback on proposals and reports has been adequately addressed
- Other proposal writing and reporting related review tasks

REQUIRED SKILLS AND EXPERIENCE

- Bachelor degree
- Excellent command of **English**, particularly writing skills
- Strong written and verbal communication skills
- Attention to detail;
- Enthusiastic to learn and develop new skills



TOR IS AGREED BY

World Vision International in Vietnam

Phan Thi Uyen Thu
People and Culture Director

Date: _____

Dan Mtonga
Program Quality and Resource Development
Director

Date: _____

The Volunteer/ The Intern

Date: _____