

# JOB DESCRIPTION

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## ACTION ON POVERTY IN VIETNAM

### Consultant - Establishing a Local Entity with Charitable Purposes in Vietnam

<b>Effective date:</b>	May 2024
<b>Contract type:</b>	Short-term contract
<b>Work location:</b>	Based in Hanoi, Vietnam with frequent travels to the fields
<b>Reports to:</b>	Vietnam Country Director

#### ABOUT US

Action on Poverty (AOP), previously known as the Australian Foundation for the Peoples of Asia and the Pacific (AFAP), is an independent, secular, fully accredited Australian non-profit organization. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities in Africa, Asia, and the Pacific. From teaching an Ethiopian family to grow their food to sending Cambodian girls to school, we target communities with their vision for change and help them make the largest impact possible.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security, and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, CSOs, and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

#### ROLE SUMMARY

The purpose of this position is to provide a comprehensive overview and recommendations for establishing a locally registered entity in Vietnam with charitable objectives. The new entity is to exist alongside the AOP in Vietnam International Representative Office (AOPiV). The (AOPiV) will perform: (1) Implementation and fundraising for Vietnam-based programs; (2) serve as a global support function, as an extension of the Sydney office and (3) R&D function of AOP. The local entity is expected to conduct charitable activities in Vietnam, enable fundraising activities domestically, attain tax benefits for the charitable work conducted, and enable a broad range of contracting engagements and social business activities.

The position will report to the AOP's Country Director in Vietnam throughout the project.

#### MAIN AREAS OF RESPONSIBILITY

**Review of Local Regulations:** The consultant will conduct an in-depth analysis of the legal and regulatory framework in Vietnam concerning the establishment and operation of charitable entities. This should include an assessment of relevant laws, regulations, and administrative procedures that govern charitable organizations, fundraising activities, and tax incentives.

**Assessment of Organisational Structures:** The consultant will evaluate various organisational structures suitable for the entities purposes, considering factors such as legal requirements, administrative efficiency, and alignment with the organisation's objectives. The options may include foundations, associations, social enterprise, non-public scientific-technological organizations, and other relevant structures.

**Fundraising Strategies and Local Engagement:** The consultant will undertake a high-level assessment of the current practices in use for effective fundraising within Vietnam. This should include insights into local philanthropic trends, and engagement approaches used to attract local support for charitable initiatives within Vietnam.

**Tax Benefits and Incentives:** The consultant will research and outline the available tax benefits and incentives that can be obtained by the charitable entity under different organisational structures. This should encompass tax exemptions, deductions, and other financial advantages related to charitable activities and other social purposes.

**Compliance and Reporting Requirements:** The consultant will outline the necessary compliance and reporting obligations that the charitable entity will be subject to, including financial reporting, regulatory filings, and documentation of activities. Clear guidance on meeting these requirements will be provided.

**Stakeholder Engagement:** The consultant will identify key stakeholders relevant to the establishment and operation of the charitable entity, including government authorities, potential partners, local communities, and beneficiaries. Recommendations for building effective relationships with these stakeholders will be provided.

#### **Deliverables:**

- A detailed report providing:
  - an overview of the legal and regulatory landscape for charitable entities in Vietnam.
  - Analysis and comparison of potential organizational structures, highlighting the advantages and disadvantages of each.
  - A high-level summary of fundraising activities currently in use within Vietnam.
  - A summary of tax benefits and incentives available to the charitable entity under different organizational structures.
  - A comprehensive outline of compliance and reporting requirements, including a timeline for fulfillment.
  - Recommendations for stakeholder engagement and relationship-building strategies.
- Presentation of findings and recommendations to the AOP senior management team.

**Timeline:** The consultant's work is expected to be completed within 4 weeks from the commencement date, with periodic progress updates provided.

## **REQUIRED QUALIFICATIONS**

<b>Work experience</b>	<ul style="list-style-type: none"><li>▪ <b>Previous experience in assisting organisations in establishing charitable entities locally and knowledge of local customs and practices are highly desirable.</b></li></ul>
<b>Technical knowledge and skills</b>	<ul style="list-style-type: none"><li>▪ Expertise in legal and regulatory matters related to charitable organisations, domestic fundraising, and tax incentives in Vietnam</li><li>▪ Excellent interpersonal and communication skills in Vietnamese and English, both spoken and written;</li><li>▪ Ability and skills to utilise office applications (Microsoft Word, Excel, PowerPoint, OneNote, Teams, PDF editor) and cloud-based solutions (Office 365 environment);</li><li>▪ Familiarity with AOP's thematic areas of work is an asset;</li><li>▪ Commitment to AOP's vision, mission, values and goals;</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>▪ Fluent English and Vietnamese, both spoken and written.</li></ul>
<b>Attitude</b>	<ul style="list-style-type: none"><li>▪ Detail-oriented and careful;</li><li>▪ Diligent, proactive and independent;</li><li>▪ Patient, friendly and supportive;</li></ul>
<b>Adherence to</b>	<ul style="list-style-type: none"><li>▪ Poverty and injustice eradication;</li><li>▪ Gender equality;</li><li>▪ Child protection;</li></ul>