

## **TERMS OF REFERENCE**

<b>Position Name:</b>	<b>Volunteer</b>
<b>Unit/Project:</b>	Against Child Exploitation (ACE)
<b>Report To:</b>	Phan Thanh An - Project Officer
<b>Period:</b>	Mid-June to August 2024 (possible to extend to September based on the project's needs and the volunteer's performance)
<b>Work base:</b>	Tam Ky city (Quang Nam province) and Da Nang city. (volunteer's residential area is in Da Nang city)

### **WORK CONTEXT**

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. As a child-focused organization, WV's work focuses on children, ensuring they are protected and able to reach the fullness of life.

The Against Child Exploitation (ACE) project, funded by United States Department of Labor, has commenced since 2019 in the Philippines with the view to strengthening the capacity of the Philippine government to address the worst forms of child labor (WFCL) including online sexual exploitation of children (OSEC), and violations of acceptable conditions of work.

Building on fruitful results achieved in Philippines, the ACE project will be implemented in Vietnam in 6 target districts of 3 target provinces (Dien Bien province: Tuan Giao and Muong Ang district; Da Nang city: Hai Chau, Lien Chieu, Son Tra district; and Quang Nam province: Tam Ky city) toward the expected outcomes as follows:

- Outcome 1: Improved enforcement of the legal framework and policies pertaining to the WFCL, including OSEC, and violations of acceptable conditions of work
- Outcome 2: Improved assistance services for victims of WFCL and / or OSEC
- Outcome 3: Strengthened partnerships to accelerate progress in addressing the WFCL, including OSEC, and violations of acceptable conditions of work.

The project is opening an opportunity for volunteers for young people to develop their skills by learning-by-doing. A detailed description of this opportunity is described below.

### **PURPOSE OF POSITION**

To assist Project Officer of ACE Project in Quang Nam province.

### **MAIN TASKS AND RESPONSIBILITIES**

- ✓ Support for preparation and implementation of project activities at the project office and at field such as: collecting quotations, preparing materials, stationery, and application forms, and other logistics.
- ✓ Support to follow-up progress of goods delivery, checking, and handing over to local partners.
- ✓ Support to monitor project activity implementation, including number of participants, activity contents, and process of implementation.

- ✓ Support to collect financial documents, checking, profiling, making photocopies of bills, and scanning bills.
- ✓ Support to choose and save activity photos.
- ✓ Participate in and support the work trips for activities at field.
- ✓ Others work as assigned by the Project Officer.

### **WORKING TIME AND PLACE**

Time: 3 days per week but not over 13 days per month. Specific time will be negotiated before starting.

Working venue: can be at the Da Nang office, or at field in Tam Ky city, or at home according to real situation to do tasks assigned.

### **KNOWLEDGE, SKILLS AND ATTITUDES REQUIRED**

- ✓ A graduate in any field (preferably in Social Sciences but not as an obligation)
- ✓ Literacy in MS Office (Word, Excel, PowerPoint)
- ✓ Communication skills, working collectively and independently.
- ✓ Have stable health, and be able to travel by scooter or car when required.
- ✓ Be honest, frank, and transparent.
- ✓ Be responsible and respectful to colleagues and partners.
- ✓ Have an open mind, resilience and eagerness to learn new things.
- ✓ Full support for the philosophy, purpose and values of WV.
- ✓ Having a basic level of English will be a plus, but not as an obligation.

### **PAYMENT**

ACE Project provides support of perdiem and travel allowance as follows:

- If the volunteer works at Da Nang office:

+ Perdiem: 100,000 VND per half-day.

+ Travel allowance: 30,000 VND/round-trip if the volunteer lives in Son Tra district, and 50,000 VND/round-trip if he/she doesn't live in Son Tra.

- If the volunteer works at home: 100,000 VND per half-day for perdiem only.

- If the volunteer moves and works in Tam Ky city: all expenses of travelling, accommodation, and perdiem will be covered and paid according to regulations of ACE project and World Vision.

Actual payments are based on actual working day reporting in the timesheet at the end of the month. The code charge will be allocated to the project activities which the volunteer supports.

A deduction by 10% for the personal income tax will be done by ACE project if the total payment within the month is 2,000,000 VND or over.