

**JOB INFORMATION**

Job Title	Project Technical Specialist - Gender Equality, Disability and Social Inclusion (GEDSI) - THRIVE 2030 project	Line Manager Title	Special Project Manager - THRIVE 2030
Grade level	14	Department/Office	Operations
		Work Location	Hanoi or Negotiable

**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. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WVI Vietnam’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVIV) has been funded by 13 support countries in Europe, Asia, the Americas, and Australia. Funding of WVI Vietnam consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVI Vietnam employs about 400 staff, of which 99% are Vietnamese nationals.

WVIV is operating in 25 Area Programs (AP) in 4 zones: North 1 (Dien Bien, Ha Noi, Hai Phong), North 2 (Thanh Hoa, Hung Yen, Quang Ninh), Central (Quang Nam, Quang Tri, and Da Nang), and South (Quang Ngai, Ho Chi Minh, DakNong). WVIV’s AP usually focuses on one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVI Vietnam’s Development Program Approach (DPA) is that AP team members are based at the district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Besides the APs, WVIV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

Under the support of World Vision United States (WVUS), WVIV will implement THRIVE 2030 - Building Secure Livelihoods (BSL) Project in 25 existing and 6 potential APs, with the project goal: “Households and communities build improved, resilient, and sustainable livelihoods for child well-being” and four main outcomes; (1) Positive behaviour change and household transformation to an Empowered Worldview; (2) Improved access to financial services for Savings for Transformation (S4T) Groups; (3) Profitable and sustainable enterprises established for household income security through Local Value Chain Development (LVCD); and (4) Improved delivery and quality of interventions to maximize impact for households. The project aims to improve economic empowerment and the accessibility of financial services for the most vulnerable households in target communities. The THRIVE 2030 will be implemented under the umbrella of WVIV’s Livelihoods Technical Program and Micro Finance Unit’s operation. The project duration will be divided two phases: The first phase is from 2024 to 2027 and the second phase is from 2028 to 2030.

**JOB PURPOSE**

The position is to provide technical support and management in design, planning and implementation of gender and social inclusive programming and advocacy. The role shall coordinate, network and collaborate with relevant stakeholders on gender and social inclusion, and documentation of promising practices around GEDSI at the local and national level. She/ he will ensure that programmatic approaches for activities under the Transforming Household Resilience in Vulnerable Environments (THRIVE) project adequately, effectively, and responsibly reflect the interests of women and other vulnerable populations as an integral part of each activity design, in a culturally sensitive and results-oriented manner.

## MAJOR RESPONSIBILITIES

% of time	Activity	End Results
70%	<p><b>Project implementation:</b></p> <ul style="list-style-type: none"> <li>• Provide overall technical support in GEDSI integration in programming and advocacy.</li> <li>• Provide training and coaching for project team and APs on GEDSI aspect of the approved THRIVE project.</li> <li>• Regularly check with project team and APs on the implementation of GEDSI activities and timely discover GEDSI aspects that need to be strengthened.</li> <li>• Work with matrix managers and scale up targeted GEDSI programming models, drawing on global models and approaches, with an emphasis on contextualized regional and locally-led initiatives.</li> <li>• Ensure clear linkages and pathways of change between GEDSI programming and Child Wellbeing outcomes under THRIVE project.</li> <li>• Initiate and oversee GEDSI-related research that contributes to greater impact of THRIVE project and program quality.</li> <li>• Provide support to APs to ensure APs follow core international humanitarian standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Business Plan (ABP) in place</li> <li>• Proper technical expertise is applied.</li> <li>• Staff and stakeholder capacity building plan developed and implemented.</li> <li>• Gender and social inclusion policy and standards in place and shared.</li> <li>• Promising practices in GEDSI integration documented and shared.</li> <li>• GEDSI training provided to staff, based on WV GESI approach.</li> <li>• Strengthened evidence base to inform quality project implementation.</li> </ul>
10%	<p><b>Networking and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Networking and partnering with relevant stakeholders</li> </ul>	<p>Key stakeholders engaged on issues identified during technical working groups and other networking forums.</p>
15%	<p><b>Design Monitoring and Evaluation (DM&amp;E)</b></p> <ul style="list-style-type: none"> <li>• Track, keep record, and share the number of participants reached by the project implementation in every quarter.</li> <li>• Support in the development of project's reports and the documentation of the project's most significant change stories.</li> <li>• Support in GEDSI adaptation processes, project assessments, planning, implementation, monitoring &amp; evaluation, documentation and dissemination of promising practices</li> <li>• Support project team on GEDSI integration and targeted household transformation to more active and confident in making their own change in gathering THRIVE and related</li> </ul>	<ul style="list-style-type: none"> <li>• Timely, complete, and quality social inclusive component of the reports in line with project progress and AP timelines.</li> <li>• Stories of most significant change developed and shared with donors for documentation and wider sharing.</li> <li>• Project evaluation and surveys supported and evidenced by gender sensitive results.</li> </ul>

	<p>data for reporting on Semi-Annual, Annual Reports and annual TP Report).</p> <ul style="list-style-type: none"> <li>• Support quality reviews of program reports and core documents as per WVI guidelines and donor standards</li> <li>• Analyse GESI-related trends and develop strategies to address them in collaboration with key stakeholders and relevant technical specialists.</li> </ul>	<ul style="list-style-type: none"> <li>• Documented stories and change evidencing from social inclusive in THRIVE reports and APs overall plans.</li> <li>• Shared great impact stories of change in forums for learning and improvement as necessary.</li> <li>• Donor queries on GEDSI addressed timely and comprehensively.</li> <li>• GESI DM&amp;E Toolkit reviewed, disseminated; Toolkit principles applied in project implementation</li> <li>• Trend analysis report and recommendations developed and shared</li> </ul>
5%	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Participate in any other concept and proposal writing relating to GEDSI in empower economic for poor households as delegated by direct manager.</li> <li>• Actively participate in strategic forums to enhance resource acquisition</li> <li>• Perform any other duties that may be assigned by Direct Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• GEDSI aspects integrated in new grants as applicable in line with WVI strategy</li> <li>• Contribution to Regional and global learning and innovations on Development programming.</li> </ul>

### KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> <li>• At least 5 years of experience in gender and social inclusion programming.</li> <li>• Knowledge and experience of implementing participatory gender and social inclusion methodologies.</li> <li>• Experience in developing policies and strategies.</li> <li>• Previous experience in gender and social inclusion programming, and/or community development in government and/or NGO</li> <li>• Ability to network and collaborate with other stakeholders</li> <li>• .</li> <li>• Experience in capacity building for local stakeholders/partners.</li> </ul>
Required Education, training, license, registration, and	<ul style="list-style-type: none"> <li>• Bachelor's degree in gender studies, social science, economic or international development</li> <li>• Strong communication skills, particularly advanced writing skills.</li> </ul>

certification					
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>• Strong oral communication skill and written communication skills.</li> <li>• Excellent facilitation skills and experience in developing training modules.</li> <li>• Experience in monitoring and evaluation (M&amp;E).</li> <li>• Willingness to work long hours when required</li> <li>• Self-motivated, innovative, and able to work under pressure</li> <li>• Excellent in networking and interpersonal skills</li> <li>• Ability to work in a multicultural environment with respect for diversity.</li> <li>• Ability to speak English fluently</li> <li>• Willingness to support articulate and demonstrate World Vision’s core values in meaningful ways to colleagues, partners, children, parents and communities.</li> </ul>				
Travel and/or Work Environment Requirement	<ul style="list-style-type: none"> <li>• The position requires ability and willingness to travel domestically up to <b>40%</b> of the time.</li> <li>• Potential for regional travel</li> </ul>	Physical Requirements	Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals	Language Requirements	Vietnamese: Fluent English: Intermediate

## KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
THRIVE Project Manager	Day to day implementation of activities	Daily
Project Team Members	Technical guidance and Support	Daily
Regional Integration Managers	Matrix manager - Consultation, joint work planning, and monitoring, reporting	Continuous
Livelihood Technical Team	To get technical support	Weekly

(Technical Manager, Technical Specialist, Technical Program Officers)		
Area Programs Managers	Consultation, operational guidance, planning	Weekly
Partners	Training & update on M&E and project implementation	Quarterly

## DECISION MAKING

Within WVI Vietnam policies and guidelines

**CORE COMPETENCIES** – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Be Safe and Resilient      | <input checked="" type="checkbox"/> Build Relationships | <input checked="" type="checkbox"/> Learn and Develop    | <input checked="" type="checkbox"/> Partner and Collaborate |
| <input checked="" type="checkbox"/> Deliver Results | <input checked="" type="checkbox"/> Be Accountable      | <input checked="" type="checkbox"/> Improve and Innovate | <input type="checkbox"/> Embrace Change                     |

For Management positions only, select the top 2 prioritized competencies from below.

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Model Self-Management | <input type="checkbox"/> Engage, Influence, Lead and Grow Others | <input type="checkbox"/> Run an Effective and Agile Organisation | <input type="checkbox"/> Develop the Organisation for the Future |
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