

## Terms of Reference

Winrock International, an international not for profit organization, is seeking applications for intern positions for the USAID-funded Vietnam Forests and Deltas Program which provides technical support for Vietnamese Government and communities to respond to long-term climate change challenges and opportunities.

The Interns, undergraduate or graduate students, will be providing support to data analysis of the survey to assess the existing knowledge regarding climate change and communications channels in program sites. S/he will be working full time (preferably, or part time is optional) under the supervision of Monitoring & Evaluation Specialist. The Interns will receive daily/monthly internship allowance.

**Duration:** 2-3 months (expected starting date from late May 2013)

### ***Specific duties and responsibilities***

- Conduct desk study of available data
- Provide support to the preparation of methodologies and data collection technique and guidelines
- Work with local partners for collection of survey data
- Analysis findings and support the development of the report
- Willingness to travel to provinces for data collection and monitoring quality control procedures (20% -30% of the time)

### ***Desired education, skills and qualifications***

- Degree (completed or underway) in social science or related fields, with training in statistics
- Experience working with survey data analysis and reporting
- Proficiency in SPSS and/or other statistical analytical software and Microsoft Office applications
- Good written and spoken communication skills in both Vietnamese and English
- Ability to work under pressure and to deadlines
- A good team player and can also work independently

### ***Application procedure***

- Interest Vietnamese candidates should send her/his recent CV with a cover letter (in English) to [vfd.info@winrockvn.org](mailto:vfd.info@winrockvn.org) (mark "Application for the post of Survey Analysis Intern" in the subject) by latest 5.00pm, May 23, 2013.
- Acknowledgements will be sent to short-listed applicants only.

Empowering the disadvantaged, increasing economic opportunity, and sustaining natural resources.