



VIETNAM WOMEN IMPROVING LIVES AND LEADERSHIP (WILL) TERMS OF REFERENCE FOR PROJECT COORDINATOR

1. Background

The Vietnam-WILL project proposes an innovative, integrated approach to building the capacity of CSOs and public agencies serving the needs of women in the fields of health, education, disability and economic development. WILL proposes to build the capacity of civil society to advocate on behalf of women as a means of preventing conflict between the needs of women and the state, and involve women in conflict prevention through the development of civil society. The project's geographical focus is Hanoi and Hoa Binh Province. As the capital, the Hanoi region has the greatest concentration of civil society organizations and government agencies and hence is a vital administrative node for the project. Hoa Binh also provides a major pool of migrant labor for the capital and it faces many gender-based issues. WILL is unique in Vietnam in its application of organizational capacity building, networking, and advocacy training to the development of women leaders and the governance of civil society organizations and public agencies, bringing together these often mutually antagonistic groups to create alliances within a capacity-building context.

Project Goal: Key mobilizers – Vietnamese women leaders, CSOs, and government agencies – are able to promote and strengthen women's rights and substantive participation in conflict prevention, transitional processes, and decision-making.

Project Objectives:

Objective 1: Supporting Key People. Leaders of CSOs and public agencies serving women are equipped to more effectively mobilize, organize, and advocate on behalf of their constituencies with local institutions (civil society, government).

Objective 2: Supporting Institutions. CSOs and public agencies serving women can effectively conduct community outreach, facilitate dialogue, and identify grievances for action by key mobilizers.

Objective 3: Linking Key Mobilizers. Leaders of CSOs serving women are capable of advocacy on behalf of their beneficiaries with institutions (civil society, government) to effect policy change and actions.

2. Terms of Reference for Project Coordinator:

Overall responsibility: The Project Coordinator will be responsible for coordinating the project partners, project personnel, and beneficiaries to carry out project activities, assisting capacity building training, reporting, administration and logistic arrangements required for training, forums and consulting assignments, supporting monitoring and financial management.

Key Responsibilities:

- Under the project supervisor, work in close cooperation with project partners including CSOs and service providers to mobilize and coordinate to carry out project activities.
- Collect, compile, and disseminate project documents related to project partners.



- Participate in meetings with consultants and project staff and support consultants/ and project staff to fulfil their work.
- Review and give comments for project materials, and ensure project documentation in high quality at both hard and soft copies.
- Provide high quality translation for project documents in a timely manner.
- Oversee administration and logistic arrangements, and make sure logistics for travel, meetings, trainings, forums, mentoring and consulting assignments are well prepared.
- Support for project financial management, and prepare cash flows for project activities.
- Others as assigned with mutual agreement

Requirement for Project Coordinator: The Project Coordinator is expected to meet the following requirements:

- University degree in business administration, community development, or development-related fields.
- At least 2 years experiences in working with civil society organizations, government counterparts and community members.
- Experiences in implementing development projects and capacity building for civil society organizations.
- Experiences in administrative procedures, legal requirements and financial management
- Strong coordination, inter-personal skills, ability to work under pressure.
- Strong communication skills and excellent English language.

Contractual Time and Rate for the Project Coordinator:

- Contractual time: 9 months (from 1st January to 30th September 2016).
- Application will be send to email address mai@kenan-asia.org before 07/01/2016.