

## TERMS OF REFERENCE

### Intern for Women's Rights and Public Services Programme Directorate

<b>Position</b> Women's Rights and Public Services Intern	<b>Contract duration</b> from June 2019 to June 2020
<b>Supervisor</b> Women's Rights and Public Services Programme Director	<b>Duty station</b> Hanoi Office
<b>Key working relationship</b> All AAV staff and others as required	<b>Duration</b> 1 year
<b>Working time</b> Full time (7.5 hours per day, from Monday to Friday)	<b>Budget/Fee</b> Women's Rights and Public Services Programme Directorate budget and related sources

#### 1. General Context

ActionAid is an international development agency whose aim is to end poverty and injustice worldwide. Founded in the United Kingdom in 1972, for over 40 years, ActionAid works to support the poorest and most excluded people in Africa, Asia Europe and the Americas in securing their rights and eradicating poverty.

ActionAid has been working in Vietnam since 1989 and established its Representative Office in Hanoi in 1992. Since then, it has been focusing on initiatives to end poverty and promoting sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid works in partnership with local partners in more than 25 provinces and applies Human Rights Based Approach to its entire work.

ActionAid Vietnam (AAV) is currently operating under Country Strategic Plan (CSP) VI (2018 – 2023) framework, focusing on three Programme Priorities (PP), including: (1) Improve people's capacity to build safe communities and adapt to climate change and disasters with alternative sustainable livelihoods; (2) Promote grassroots democracy to advance people's rights to gender responsive public services; (3) Support partners, communities and organizations with practical capacity (skills, knowledge, space and networking) to advance social justice.

At this moment, AVV is transiting to a new staff structure and many positions are still available. Lacking human resources, the Women's Right and Public Services Directorate (WRaPSD) is running some main projects funded by European Commission, Global Fund for Women, ChildFund Korea and Rosa-Luxemburg-Stiftung Southeast Asia focusing on promoting women's and child rights as well as sexual reproductive. In order to accelerate activities at both local and national levels, one intern is required to help the WRaPSD in terms of logistic support, translation and other paper work so that staff can focus on more technical tasks. This paper aims at providing Terms of Reference to recruit a WRaPS Intern to support the WRaPS team.

#### 2. Deliverables

WR Intern will cover tasks focusing on implementation of women's right programme including GFW, RLS and CFK projects, including:

- **Project implementation - 60%:**
  - Support WRaPS team to prepare project documents
  - Support WRaPS team to prepare services contracts/liquidation, policy scoping and other paperwork
  - Arrange logistic placement of projects' activities
  - Support to develop content for social media channels
  - Take meeting minutes
- **Translating of documents - 30%:**
  - Translate documents and interpret in trainings/workshops from English to Vietnamese and vice-versa
- **Other task – 10%:** as assigned by Line Manager

### 3. Scope of work

WRaPS Intern will be responsible for providing support to works related to specific project within WRaPS Programme Directorate. This will be done in consultation with the WRaPS IPD officer and Director of WRaPS and in line with Human Resource and Organization Development policy manual.

### 4. Qualification

- Highly motivated, undergraduate or recent graduate with good academic standing and a strong interest or background in gender, social works and relevant fields.
- Good command of English, with ability to interpret and translate documents from Vietnamese to English and vice versa.

### 5. Payment

- The Intern will be paid with a meal allowance pursuant to the AAV's internship policy on monthly basis.
- The above allowance includes PIT and insurance coverage except for 24/7 Accident Insurance which is covered by AAV. Other terms and conditions will apply as per the Internship policy by AAV.

### 6. Other benefits and responsibilities

- Upon successful completion of the contract, ActionAid Vietnam will provide a reference/acknowledgement letter to the intern at his/her request.
- The intern is expected to strictly follow all AAV's policies.
- The Intern is required to keep all information and data of WRaPS Programme Directorate confidential and for internal use. If s/he discloses such information to a third party outside AAV, s/he will be responsible for that loss of intellectual property and other legal punishment as applicable.

Prepared by

Verified by

Approved by

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Operations Director

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