

## TERMS OF REFERENCE

<b>Position Name:</b>	<b>Volunteer</b>
<b>Unit/Project:</b>	Against Child Exploitation (ACE)
<b>Reports To:</b>	Nguyen Le Hong Phuc – Project Officer
<b>Working Time:</b>	3 months

### 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 (USDOL), 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 (1. Dien Bien – Tuan Giao and Muong Ang district; 2. Da Nang City – Hai Chau, Lien Chieu, Son Tra district; and 3. 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 of volunteer for young people to develop their skills by learning-by-doing. Detail description of this opportunity is described as below.

### PURPOSE OF POSITION

To assist Project Officer of ACE Project in Da Nang.

### MAIN TASKS AND RESPONSIBILITIES

- ✓ Check payment documents: paste the invoice onto the recycle paper, check the amount of money and amount of participants, make photocopies of bills, scan bills to online version, ...

- ✓ Support in documenting evidences: update participant lists from trainings in hard copy and soft copy.
- ✓ Support in translating documents such as activity proposal sent by partners, TORs, etc. from Vietnamese to English and vice versa.
- ✓ Support in preparation for project activities such as: prepare printing materials, buy stationery, tools, making registration forms, etc.
- ✓ Others works as assigned by Project Officer.

**WORKING TIME AND PLACE:**

Time: 3 days per week for 3 months. Specific time will be negotiated before starting.

Place: Hybrid (at Da Nang office and online).

**KNOWLEDGE, SKILLS AND ATTITUDES REQUIRED**

- ✓ A graduate in any field, preferably in the field of Social Works or English.
- ✓ Ability to read, write and speak fluently in English and Vietnamese.
- ✓ Literacy in MS Word, Excel, PowerPoint.
- ✓ Full support for the philosophy, purpose and values of WV.
- ✓ Be honest, responsible and respectful to colleges and partners.
- ✓ Have an open mind, friendliness and eagerness to learn new things.

**PAYMENT**

ACE Project will pay:

Meal allowance and transportation allowance: VND250,000 per working day.

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

**This TOR is agreed by**

**World Vision International In Vietnam**

**Volunteer**

**Vu Thi Nga**  
 Acting Strategy, People & Culture Director  
 Date: \_\_\_\_\_

Date: \_\_\_\_\_