



TERMS OF REFERENCE – Project Intern (02 positions)

Work location: 01 Project Intern based in Hanoi, with possible travel to Yen Bai province

01 Project Intern based in Yen Bai Province, with possible travel to districts/communes.

Contract: Part-time, 6-month period (with possible extension)

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SUMMARY OF THE PROJECT

The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Project is a flagship initiative of Global Affairs Canada in Vietnam and is being implemented by Cowater International Inc. in the province of Yen Bai in northern Vietnam. The Project aims to improve the socio-economic well-being of ethnic minority women working in the agricultural sector by elevating their economic status, leadership, and agency through the promotion of clean growth. The project will implement a series of interventions designed to strengthen the performance of ethnic minority women (EMW)-focused MSMEs, cooperatives and producer groups in the agri-food sector, with a focus on enhancing agricultural value chains for key commodities such as sticky rice, chayote, Shan Tuyet tea, cinnamon, indigenous apple, and Bat Do bamboo shoots. The primary beneficiaries are women living in the province of Yen Bai, while an overarching emphasis is placed on the inclusion of EMW.

The SPRINT Project is scheduled to run for six years, from 2023 until 2029 and focuses on two key intermediate outcomes:

- **Intermediate Outcome 1100 (OC1):** *Improved performance of EMW-focused MSMEs/cooperatives/producer groups in gender-responsive and climate-resilient value chains in the agriculture sector.*
- **Intermediate Outcome 1200 (OC2):** *Increased influence of EMW in clean economic growth in the agriculture sector.*

SUMMARY OF THE POSITION

Under the supervision of the Project Coordinator/GEWEE Focal, the Project Intern will provide comprehensive administrative, logistical, and coordination support for specific operational tasks assigned within the Hanoi Project office. The intern will assist the Project Team in organizing meetings, maintaining documentation, coordinating information flow among team members, and supporting implementation activities, particularly under OC1 and OC2.

The intern will contribute to planning and implementation processes for activities focused on strengthening the capacity and performance of EMW-focused MSMEs, cooperatives, and producer groups, as well as supporting awareness-raising activities and enabling environment work to increase EMW's influence in agricultural clean growth.

The position offers a valuable learning experience for individuals at the early stages of their career who are interested in development work, gender equality, clean growth, and inclusive economic development.

PRINCIPAL RESPONSIBILITIES

1. Direct Support to Team Leader

- Assist with scheduling for the Team Leader, organizing meetings and ensuring that all necessary documents and logistics are prepared in advance
- Support drafting, translation, and formatting of correspondence, memos, reports, and presentations
- Prepare and maintain planning tools such as task trackers, checklists, and internal action points
- Help prepare technical summaries, activity briefs, or background notes as required by the Team Leader



- Follow up with project team members to collect inputs and ensure timely delivery of assignments and reports
- Support formatting and proofreading project reports, technical materials, and training documents where required

2. Support for Project Implementation under OC1 and OC2

- Provide administrative and logistical support for activities under OC1 and OC2, including training, coaching, and technical assistance for EMW-focused MSMEs, cooperatives, and producer groups to improve gender responsiveness, productivity, and climate resilience in value chains
- Maintain and update contact lists and stakeholder directories related to both OC1 and OC2 activities, including enterprises, cooperatives, producer groups, local authorities, and policy actors
- Assist in documenting and compiling good practices, lessons learned, and success stories from OC1 and OC2 implementation for internal reporting or communication use
- Organize and manage shared folders and ensure filing systems for OC1 and OC2 are well-maintained and accessible

4. Other Duties

- Participate in internal reflection, planning, and learning sessions of the project
- Be available for field trips to support activity implementation and documentation when required
- Carry out other tasks as assigned by the Team Leader to support overall project operations

INTERNSHIP ALLOWANCE

The internship allowance will be provided at a rate ranging from VND 45,000 to VND 60,000 per hour, depending on the candidate's qualifications and experience. The maximum working hours are 7.5 hours per day and up to 12 days per month.

QUALIFICATIONS AND REQUIREMENTS

- Third/Fourth or Final-year student or recent graduate in Development Studies, Public Administration, International Relations, Business Administration, or a related social science field
- Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously
- Attention to detail, proactive work attitude, and willingness to learn
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); knowledge of cloud-based storage (e.g., Google Drive, SharePoint) is a plus
- Strong verbal and written communication skills in both Vietnamese and English
- Demonstrated interest in gender equality, climate resilience, and inclusive economic development
- Ability to work collaboratively in a multicultural team environment

APPLICATION PROCESS

Candidates are encouraged to apply no later than **17.00pm, June 30th, 2025**. We thank all applicants; however, only those shortlisted will be contacted.

Interested candidates are invited to send an application to recruitment@sprint-vietnam.com. Please indicate in the subject line: **"SPRINT – Project Intern – Work Location – Fullname"**

Applications must include:

- A cover letter expressing interest in the position
- A Curriculum Vitae (CV)
- Contact details of at least 02 academic and/or professional referees



Cowater is an equal-opportunity employer. Women, people with disability, and people from minority groups are strongly encouraged to apply. We thank you for your interest in building a better tomorrow with Cowater International.

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