

## TERMS OF REFERENCE (TOR) PROGRAMME INTERN

<b>Position:</b> Programme Intern	<b>Contract duration</b> 1 year (Renewable)
<b>Supervisor:</b> Head of Programme Development	<b>Duty station:</b> Hanoi
<b>Key working relationship:</b> ActionAid - AFV staff and others as required	<b>Commencement date:</b> As soon as possible
<b>Working time:</b> Minimum 9 working hours per day, from Monday to Thursday	<b>Budget/Fee:</b> Budget for programme staff cost 2025

### 1. Background

ActionAid is an international development agency, working with the poorest and most excluded people in 70++ countries and territories in Africa, Asia, Europe and the Americas to build a better life for all.

In Vietnam, ActionAid cooperates with communities and development partners to advance rights to education, women's rights, disaster preparedness, and to build resilience to climate change.

ActionAid works in partnership with Aid for social protection program Foundation Vietnam (AFV). AFV is a national foundation with the aim to build solutions for sustainable development in Vietnam. AFV operates in the most remote areas, supporting children, people with disabilities, women, ethnic minorities to have better access to livelihood, education, disaster preparedness as well as climate resilience.

To recognize our programme priorities and commitment, the Team needs one Intern to support ActionAid – AFV's Programme Department in implementing programme/projects as plan among other responsibilities.

### 2. Deliverables

- Assignments are completed within timeframe and with accepted quality.

### 3. Key responsibilities and accountabilities

Key Accountabilities/ Responsibilities:	Activities
<b>[I] Project implementation</b>	<ul style="list-style-type: none"> <li>▪ Support Programme team to draft project-related documents.</li> <li>▪ Support Programme team to prepare services contracts/liquidation, policy scoping and other paperwork.</li> <li>▪ Arrange logistic placement of projects' activities.</li> <li>▪ Support to develop content for social medial channels and reports.</li> <li>▪ Take meeting minutes.</li> </ul>
<b>[II] Translation of documents</b>	<ul style="list-style-type: none"> <li>▪ Translate documents and interpret in training/workshops from English to Vietnamese and vice-versa.</li> </ul>
<b>[III] Other tasks</b>	<ul style="list-style-type: none"> <li>▪ Assigned by Line Manager.</li> </ul>

#### **4. Education & Certifications**

- Undergraduate or recent graduate with Good academic standing (preferred GPA from 3.6/4)
- IELTS score from 7.5 (preferred)
- A strong interest or background in gender, social work and relevant fields.

#### **5. Skills and attitude**

- High command of communication and presentation skills in both Vietnamese and English
- Strong MS Office proficiency
- Ability to work with tight deadlines and multi-task effectively
- Attention to details
- Ability to listen actively, willing to learn and adapt with strict discipline professional environment
- Good team-working skill and the ability to develop productive relationships with other teams around the network

#### **6. Payment (Rate of fee/allowance per working day, insurance provided, time of payment)**

- Intern allowance including all tax and statutory contributions are paid at the last week of the month. The Intern is requested to submit a timesheet by the 5th of next month and monthly report to Line Manager.
- 24/7 Accident insurance will be provided.

#### **7. Other benefits and responsibilities**

- ActionAid -AFV will provide reviews at the request in writing of the Intern and acknowledgement once the contract is completed.
- The Intern is expected to adhere to all ActionAid -AFV's policies and regulations.

#### **Prepared by**

Head of Programme Development

#### **Verified by**

Manager, Finance Compliance (Internal)

#### **Approved by**

Executive Director

#### **Agreed by**

Intern