**TERMS OF REFERENCE (TOR)**

**Volunteer Position:** Data Collection on Wildlife Trade   
**Organisation:** TRAFFIC Vietnam  
**Location:** Hanoi, Vietnam

**1. Background**

TRAFFIC is an international non-governmental organisation working globally to ensure that trade in wild species is legal and sustainable, for the benefit of the planet and people. Since 2000, TRAFFIC Vietnam has been implementing programmes to reduce illegal and unsustainable wildlife trade, strengthen law enforcement, and increase benefits to people via reduced consumers’ demand for illegal and unsustainable products, and responsible and fair private sector sourcing and trading.

To support ongoing wildlife trade monitoring network and data analysis efforts, TRAFFIC Vietnam seeks a volunteer to assist in collecting and compiling data on wildlife trade in Vietnam.

**2. Objectives of the Assignment**

The volunteer will support TRAFFIC Vietnam in collecting, organising, and maintaining accurate records of wildlife arrests and seizures from reliable online sources to strengthen evidence-based reporting and inform related recommendations/decisions made by other stakeholders.

**3. Scope of Work / Key Responsibilities**

* Search for and collect data on arrests and seizures related to the illegal trade of wild animals and plants from online resources, such as online news, official reports, and other credible sources.
* Compile and enter data into Excel files in an organised and accurate manner.
* Support data verification and follow-up with relevant stakeholders if needed.
* Maintain confidentiality of TRAFFIC’s data collection methods and all collected information.
* Participate in relevant team meetings and discussions if required.
* Perform other related tasks as requested by the supervisor.

**4. Requirements / Qualifications**

* **Language skills:** Able to read, understand, and communicate in English in an office environment.
* **Technical skills:** Proficient in Microsoft Excel (data entry, filtering, sorting, basic formulas).
* **Personal attributes:** Passionate about wildlife, motivated to contribute to wildlife protection, detail-oriented, reliable.
* Ability to work both independently and in a team.

**5. Benefits & Support**

* This is an unpaid volunteer position.
* TRAFFIC will cover:
  + Transportation costs related to assignments.
  + Communication costs related to assigned tasks.
  + Other pre-approved expenses incurred while participating in required activities.
* Opportunity to gain experience in wildlife conservation, data collection, and international NGO operations.
* A volunteer certificate and/or reference letter upon satisfactory completion of the assignment.

**6. Application Process**

Interested candidates should send their **CV** and a short **motivation letter** (in English or Vietnamese) explaining why they are suitable for the role to:  
📧 thanh.nguyen@traffic.org – Subject: *Volunteer – Data Collection on Wildlife Trade*

**Application deadline:** [20/09/2025]