

TERMS OF REFERENCE

Position Name:	Volunteer
Unit/Project:	Against Child Exploitation (ACE)
Report To:	Nguyen Thuy Huong – Project Officer
Period:	Mid-April to mid-July 2024 (possible to extend to September upon the project's needs and the volunteer's performance)
Work base:	Muong Ang district, Dien Bien province

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 for volunteers for young people to develop their skills by learning-by-doing. A detailed description of this opportunity is described below.

PURPOSE OF POSITION

To assist Project Officer of ACE Project in Dien Bien.

MAIN TASKS AND RESPONSIBILITIES

- ✓ Support in reviewing and documenting evidence: collect documents related to the conducted activities, and update participant lists from training in hard copy and soft copy.
- ✓ Check payment documents: check the amount of money and number of participants, make photocopies of bills, scan bills to online version...
- ✓ Support in preparation and coordination for project activities in the office and the field such as: preparing and verifying materials, buying stationery, and tools; making registration forms, and other related tasks during the activities etc.
- ✓ Participate in the work trips for activities organization in Dien Bien province.
- ✓ Others work as assigned by Project Officer.

KNOWLEDGE, SKILLS AND ATTITUDES REQUIRED

- ✓ A graduate in any field (preferably in Social Sciences and Humanities but not as an obligation)
- ✓ Literacy in MS Office (Word, Excel, PowerPoint)
- ✓ Communication skills, working collectively and independently.
- ✓ Have stable health, and be able to travel by scooter or car when required.
- ✓ Be honest, frank, and transparent.
- ✓ Be responsible and respectful to colleagues and partners.
- ✓ Have an open mind, resilience and eagerness to learn new things.
- ✓ Full support for the philosophy, purpose and values of WV.
- ✓ Having a basic level of English will be a plus, but not as an obligation (if willing, having the chance to improve English in the workplace).

PAYMENT

ACE Project provides support for the volunteer with a transportation and meal allowance: 250,000 VND/day.

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