

TERMS OF REFERENCE
Policy Consultant- Policy & Campaigns Department

Position: Policy Consultant	Contract duration: 1 year (extendable)
Supervisor: Policy Coordinator	Duty station: AAV Hanoi office with travel when required
Key working relationship All AAV staff and Partners	Commencement date 1 st November 2015

1. General Context

ActionAid has been working in Vietnam since 1989 and established its Representative Office in Hanoi in 1992. Since then, it has been focusing on initiatives to end poverty and promote sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid works in partnership with local partners in different provinces and applies Human Rights Based Approach to its entire work.

AAV is currently operating under the framework of its CSP V (2012 – 2017), focusing on five Program Priorities (PP), including: (1) Promote alternative livelihoods and sustainable agriculture; (2) Advance accountability and people-to-people solidarity for social change, increase youth leadership and civil society credibility; (3) Promote equal access to quality education for children; (4) Respond to disaster and climate change impacts with people-centered alternatives; (5) Build social and political alternatives for women and girls.

Currently, Policy and Campaigns Department lacks human resources to support the delivery of all commitments on policy advocacy, research and communication set in the Country Strategy paper. This hence necessitates the recruitment of a Policy Consultant to provide strategic research input and support AAV’s overall policy advocacy work.

2. Purpose of the Role

- To provide specialist support to AAV’s policy research and advocacy work
- To engage at policy level with international and national institutions and stakeholders to shape and implement AAV’s policy advocacy strategy

3. Scope of work & deliverables

Scope of work	Deliverables
Produce rigorous policy analysis, reports and briefings with recommendations for changes in the policy and practice of government, international institutions and other relevant targets.	<ul style="list-style-type: none"> ▪ Relevant policy briefs are developed on time and are available for advocacy ▪ Relevant research is reviewed/edited on time in a professional manner ▪ Undertake policy mapping for international and domestic laws ▪ Draft responses to a range of policy issues are produced
Provide assistance in development of relevant policy research protocols and information gathering	<ul style="list-style-type: none"> ▪ Relevant research protocols are developed on time ▪ Constantly engage/ support AAV research consultants to ensure effective execution of related research projects

Work with P&C department and other functions in reference to policy strategy, activity planning, shared tasks, and other policy and advocacy related matters	<ul style="list-style-type: none"> ▪ Contribute to AAV's overall strategic planning and delivery of policy advocacy work through day-to-day discussion & reflection ▪ Participate in advocacy workshops and policy networking
Review/edit relevant media articles & document policy successes in both verbal and written formats	<ul style="list-style-type: none"> ▪ AAV articles for publication are edited on time and professionally ▪ AAV policy advocacy success stories are gathered and disseminated
Performs other related duties as assigned	<ul style="list-style-type: none"> ▪ Other tasks assigned by the Line Manager are well performed
Safety & Security	<ul style="list-style-type: none"> ▪ Follow the Safety and Security Plan, Procedures and guideline by AAI and AAV

4. Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Excellent understanding of development and humanitarian issues, including a strong understanding of power relations and the political and economic forces which shape relations	Experience in policy research and advocacy with an INGO in Vietnam or other developing countries.
Substantial experience in policy analysis of relevant issues in public policy, NGO or academic environment	Expert knowledge of government policy-making & legislative processes & development of policy advocacy tools
An understanding of the importance of the human rights based approach and of women's rights and gender analysis skills	A post graduate degree in a relevant subject
Experience in coalition building and network development in NGO settings	
Excellent understanding of the international trade system and relevant policy debates on issues such as worker's Rights, protection & migration	Specific technical knowledge in an area relevant for AAV's policy work, for example women's rights and protection
Skills and abilities	
Excellent written and spoken English and the ability to translate complex material and data into clear and concise materials, reports or policy briefs	
Strong research and analytical skills	
Excellent negotiation and presentational skills and the ability to communicate effectively at all levels and across cultures	
Confidence and ability to speak in public forums and events	
Ability to work well in a team and establishing excellent relationships with colleagues from different functions	

5. Education & Experience

QUALIFICATIONS REQUIRED	
Education <ul style="list-style-type: none"> ▪ A Masters' degree in Law, International development, 	Work experience <ul style="list-style-type: none"> ▪ Minimum of five years experience working in a policy and/or legislative environment providing independent research,

or related discipline	<p>analysis and advice on complex issues, including evaluation of options and recommendations</p> <ul style="list-style-type: none"> ▪ Considerable experience preparing briefing materials and/or briefing senior officials ▪ Minimum 2 years working in multi-cultural environment and policy advocacy campaigns
<p>Attitude</p> <ul style="list-style-type: none"> ▪ Sociable, responsive, committed ▪ Accountable ▪ Teamwork 	<p>Adherence to:</p> <ul style="list-style-type: none"> ▪ Human rights-based approach ▪ Poverty and injustice eradication ▪ Gender equality

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

- The Policy Consultant will be paid VND 1,600,000 - 1,800,000 per working day and will have 1.75 paid leave day per 1 (one) month of service. The above allowance includes PIT and insurance coverage except for 24/7 Accident and Health Care Insurance which is covered by AAV.
- Consultant will be responsible for submitting all documents/legal papers required on time for work permit/working visa application. Subject to the approval for working visa, the consultant work with AAV will follow. Consultant will bear all cost related to visa/work permit application
- The Consultant will bear all cost relating to her/his travels to and from Vietnam if s/he is an expat and all cost related to accommodations and commutation to and from the based office. All field travels will follow AAV's policy and procedures.
- Fee will be paid on monthly basis upon approved timesheets and work report.

7. How to apply

- Written application in English together with full curriculum vitae should be sent to job.aav@actionaid.org (please indicate subject as: Application for Policy Consultant)
- Deadline for application: by 04th October 2015