

Education Support Consultant Terms of Reference

Position: Education Support Consultant	Contract duration: 1 year
Supervisor: Technical Advisor in Women's Rights and Education	Duty station: AAV Hanoi office with travel when required
Key working relationship: All AAV staff and Partners	Commencement date: As soon as possible
Working time: It is a full time position	Allowance: Following the AAV's cost norms Budget codes: PP3

1. General Context

Founded in the United Kingdom in 1972, ActionAid (AAI) is a unique international organization, working with over 25 million people in more than 40 countries for a world free from poverty and injustice.

ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, it has been focusing the work 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 works.

AAV is currently operating under the framework of its CSP V (2012 – 2017), focusing in 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. Of those PP3 is the important priority programs which have different interventions to support community in improving education quality and gender equality and women's rights in rural and urban areas. Apart from activities that are currently being run at LRP level, there are a number of ongoing projects under those PPs to deliver commitment of AAV.

After reviewing the workload of TA 3+5 and with a hope of pushing up the progress and quality of PP3 at local and national level (international level when required), especially Promoting Rights in Schools (PRS) initiative under Education programme and education advocacy at national level, the Senior Manager Team - SMT has decided to allocate a Support Consultant position for the 1 year period **from 1st December 2015 – 30th November 2016**. This TOR is required to identify the area of work, deliverables and attached benefits for this position.

2. Scope of work & deliverables

Scope of work	Deliverables
1. Is responsible for PP3 administration and filing	<ul style="list-style-type: none"> ▪ A good (soft and hard) filing system of PP3 report and document is set up, maintained and updated ▪ Contact database is set up, maintained and updated ▪ Requested PP3 documents and communication are translated in

	<p>high quality and in a timely manner</p> <ul style="list-style-type: none"> ▪ Meetings, travel, and other administrative tasks are efficiently planned and executed
2. Involves in donor servicing	<ul style="list-style-type: none"> ▪ Donors and visitors receive sufficient information and get supported ▪ Sponsors are well accompanied to the field when required ▪ Collection of data/information for donor servicing is done in time.
3. Supports and communicates PP3 activities	<ul style="list-style-type: none"> ▪ When assigned to support TA3+5/PjO, requirement for assistance is satisfied to ensure the smooth functioning of the PP3 ▪ All information regarding the progress and operation of PP3 activities is updated and informed to relevant staff upon the request from TA 3+5 ▪ Contribution to mainstream gender in all aspects of the PP3 is provided
4. Assists in organizing, supports, capacity building to local partners	<ul style="list-style-type: none"> ▪ Needs and opportunities for training and capacity building for partners are identified ▪ Training, workshops are delivered/coordinated to improve partners' programme knowledge, technical skills, and management capacity
5. Support schools to implement their school improvement plans (SIPs)	<ul style="list-style-type: none"> ▪ SIPs are implemented as planned ▪ SIPs are reviewed and revised in participatory manner. ▪ Other information and technical supports are required to achieve the results
6. Maintains / establishes, develops and manages partnership	<ul style="list-style-type: none"> ▪ Communication with all stakeholders is maintained regularly ▪ MoUs between AAV and relevant partners are prepared, signed filed and kept updated.
7. Compiles PP3's documents and reports	<ul style="list-style-type: none"> ▪ PP3 related reports are compiled and written timely and properly when required ▪ Monthly program update report is compiled and sent to Programme Manager ▪ Partners' staff receive sufficient supports in compiling reports and filing information of the specific programmes/projects when required ▪ Reports on donors' field visits are compiled as required ▪ Key functional documents are translated timely and with good quality. ▪ A list of stories of changes on PRS consolidated from all LRP and published in both English and Vietnamese
8. Provides administration and support to maintain and update Website/Facebook page	<ul style="list-style-type: none"> ▪ Technical support to local partners is provided when required ▪ Training for local partners is provided as needed ▪ The website is operated well and smoothly ▪ Relevant Information of Safe cities is uploaded on the Website/Facebook page timely
9. Support to remain the network on PRS	<ul style="list-style-type: none"> ▪ Set up/maintain the PRS network ▪ Plan and budget for the operation of network ▪ Remain the network active and effective
10. Safety & Security	<ul style="list-style-type: none"> ▪ Follow the Safety and Security Plan, Procedures and guideline by AAI and AAV
11. Others	<ul style="list-style-type: none"> ▪ Other tasks as assigned by line manager are well performed

3. Qualification required

QUALIFICATIONS REQUIRED	
<p>Education</p> <ul style="list-style-type: none"> ▪ University degree on social science, economic or development studies <p>Technical knowledge/skills</p> <ul style="list-style-type: none"> ▪ Negotiation, facilitation and presentation skills ▪ Knowledge of issues at local level/community ▪ Communication & Website management skills ▪ Report writing skills 	<p>Work experience</p> <ul style="list-style-type: none"> ▪ At least 3 year relevant working experience ▪ NGO working experience is preferable
<p>Language</p> <ul style="list-style-type: none"> ▪ Excellent Vietnamese and English 	
<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

4. Budget

The consultant will be paid with the rate of 800,000 – 1,000,000 VND per working day depending on the experience, qualification and commitment.

The rate is including PIT and insurance coverage except for 24/7 Accident Insurance which is covered by AAV.

Other terms and conditions are as per the Consultant policy by AAV.

All the costs will be covered by PP3

5. 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 Education Support Consultant - 2015)
- Deadline for application: **by 22nd November 2015**