ASEAN-AUSTRALIA COUNTER TRAFFICKING

Terms of Reference

Project Support Officer

About the organisation

Cardno is a global consulting organisation that manages projects for major donors, delivering aid work in various disciplines such as education, health, governance, resource and environment management and infrastructure. Our work expands across Europe, Latin and North America, Asia, the Pacific and Africa. With over 6,000 staff worldwide, our vision is to be a world leader in the provision of professional services to improve the physical and social environment.

About the program:

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia’s long running collaboration with ASEAN and its member states to end human trafficking in our region. The program will principally work on strengthening the justice sector response to human trafficking, while opening up new partnerships with allied government agencies, civil society and business. It will engage all 10 ASEAN Member States in some capacity and will continue national-level programming in Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines, Thailand and Vietnam.

Program Outcomes

The overarching goal that ASEAN-ACT will contribute to is that ASEAN member states have effective justice systems that provide just punishment of traffickers and protect the rights of victims. Three end-of-program outcomes (EOPOs) together contribute to the achievement of this goal by 2028:

- **EOPO1**: ASEAN’s planning, monitoring and reporting of ACTIP implementation is increasingly effective and advances the protection of victim rights.
- **EOPO2**: ASEAN member state justice and related state agencies are increasingly capable of implementing their ACTIP obligations, in particular those that uphold victim rights.
- **EOPO3**: ASEAN member state justice and related state agencies’ policies and practices are influenced by relevant stakeholders and better aligned with ACTIP, especially in connection to victim rights obligations.

Overview

The ASEAN-ACT Country Work Plan in Vietnam began implementation in August 2019. The work plan includes six targeted projects focusing on enhancing the capacity of the Vietnamese justice sector to strengthen its response to trafficking in persons (TIP) and implement its obligations under the ASEAN Convention against Trafficking in Persons (ACTIP). The projects cover the following areas and work with below counterparts:

- Capacity building for law enforcement in response to TIP and support and protection of TIP victims.
- Capacity building for prosecutors in response to TIP and protection of TIP victims
- Support and assistance via technical materials for judges and court staff in response to TIP
- Capacity building for courts in the application of victim centred approach in court for TIP cases.
Child protection
Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our International Development programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.

Cardno is an equal opportunity employer
Cardno encourages women to apply. Cardno recognises the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the genuine inherent requirements of the position.

> Support the inclusion of victim rights, gender equality and social inclusion in development of the National Plan of Action to Counter Trafficking in Persons in Vietnam, 2021-2025.

> Enhance cross-agency counter trafficking in persons cooperation with key activity is organizing multi-sectoral roundtable discussion on consistent application of laws on TIP.

Roles and Responsibilities
The Project Support Officer will be responsible for:

> Supporting the Country Manager and Country Program Officer to coordinate activities supported by ASEAN-ACT ensuring effectiveness and efficiency; and ensure that results are appropriately monitored and reported.

> Supporting and liaising with counterparts in developing TIP training materials/curriculum to ensure they align with objectives and priorities of ASEAN-ACT as well as ACTIP.

> Assisting the program team with monitoring, evaluation and learning activities as directed by the programs monitoring framework.

> Providing support to national counterparts and provide administration and logistics support to the program team in delivery of the events when needed.

Specific duties and outputs
Project delivery

> Support the development and finalization of the four TIP training materials for criminal police officers, in-service prosecutors, prosecutorate students, for judges and court staff; and two materials on victim ID tools and victim-friendly guide.

> Assist and coordinate the implementation of program-activities in the workplan, ensuring they are implemented effectively, and that results are appropriately monitored and reported. Particularly on preparation of materials for training/meeting/workshops, note taking or minutes as required.

> Work and support consultants to provide technical inputs where required.

> Support mainstreaming of gender equality, social inclusion and victim rights throughout all program activities.

Administration and logistic

> Together with the country team and working closely with the Finance and Administration Officer provide undertake administration and logistic tasks to organize and deliver events/meetings or activities.

Monitoring, Evaluation, Learning, and Reporting

> Support the country team to gather, record and report information as per the program’s monitoring, evaluation, and learning procedures.

Other duties

> Perform other duties as assigned by the Country Manager or delegate.

Selection Criteria

> Familiarity with local context in relation to human trafficking, including national legislation and the roles of the justice sector, civil society, private sector and allied government institutions;

> An understanding of human rights and rights-based approaches in development, particularly as these relate to human trafficking;

> The ability to work with senior officials, demonstrating high-level communication, and excellent interpersonal skills to build strong working relationships with key counterparts;
> An understanding of monitoring, evaluation and learning; and mainstreaming of gender equality and social inclusion in program activities;
> Demonstrated coordination, and organizational skills, including the ability to plan and meet deadlines;
> Good analytical and problem-solving skills;
> Proactive, excellent presentation and facilitation skills;
> Proficiency in written and oral English and Vietnamese language; and
> Competent information technology skills.

**How to apply**

Send an email to recruitment@aseanact.org with:

> The words ‘Project Support Officer - Vietnam’ in the email subject; and
> Your CV and expected monthly gross rate

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply