



TERMS OF REFERENCE – **Communication Intern (01 position)**

Work location: Ha Noi, with travel to provinces

Contract: Part-time, 6-month period (with possible extension)

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SUMMARY OF THE PROJECT

The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Project is a flagship initiative of Global Affairs Canada in Vietnam and is being implemented by Cowater International Inc. in the province of Yen Bai in northern Vietnam. The Project aims to improve the socio-economic well-being of ethnic minority women working in the agricultural sector by elevating their economic status, leadership, and agency through the promotion of clean growth. The project will implement a series of interventions designed to strengthen the performance of ethnic minority women (EMW)-focused MSMEs, cooperatives and producer groups in the agri-food sector, with a focus on enhancing agricultural value chains for key commodities such as sticky rice, chayote, Shan Tuyet tea, cinnamon, indigenous apple, and Bat Do bamboo shoots. The primary beneficiaries are women living in the province of Yen Bai, while an overarching emphasis is placed on the inclusion of EMW.

The SPRINT Project is scheduled to run for six years from 2023 until 2029 and focuses on two key intermediate outcomes:

- **Intermediate Outcome 1100 (OC1):** *Improved performance of EMW-focused MSMEs/cooperatives/producer groups in gender-responsive and climate-resilient value chains in the agriculture sector.*
- **Intermediate Outcome 1200 (OC2):** *Increased influence of EMW in clean economic growth in the agriculture sector.*

SUMMARY OF THE POSITION

Under the direct supervision of the Learning and Communication Officer, the Communication Intern will support the development and implementation of consistent communication and learning content, products, and activities in line with the Project Annual Workplan.

PRINCIPAL RESPONSIBILITIES

Work closely with the Learning and Communication Officer to carry out communication and learning activities within the framework of the SPRINT project including the SPRINT Communication Plan, ensuring the promotion of gender equality, women's economic empowerment, and social inclusion, specifically as follows:

Communication

- Assist in designing, developing, and managing project communication platforms (e.g., Facebook fanpage, tiktok, etc.), ensuring regular, relevant, and timely updates
- Support the creation of communication content (e.g., articles, infographics, short videos) aligned with the project's branding and approved communication plan
- Help maintain and update the content calendar and publishing schedule.
- Propose creative and relevant communication ideas tailored to the project's target audiences (especially ethnic minority women, MSMEs/ cooperatives/ producer groups)

Event organization

- Support Learning and Communication Officer to prepare and organize community and communication events (e.g., training, coaching, awareness raising session, trade fair,...)
- Assist in documenting field activities, including note-taking, photo-taking, and collecting stories and testimonials from beneficiaries
- Assist in developing post-event communication products (e.g., newsletters, short recap videos, event highlights, photo albums)



Other tasks

- Assist in translating project documents and materials, or during working sessions/meetings with project partners/stakeholders
- Take notes, edit learning materials and collect success stories from the field
- Participate in internal reflection and planning sessions
- Be available for field trips when required
- Participate in supporting other activities of the organization as requested by the Learning and Communication Officer

INTERNSHIP ALLOWANCE

The internship allowance will be provided at a rate ranging from VND 45,000 to VND 60,000 per hour, depending on the candidate’s qualifications and experience. The maximum working hours are 7.5 hours per day and up to 12 days per month.

QUALIFICATIONS AND REQUIREMENTS

- Final-year student or recent graduate in Communication, Journalism, Development Studies, Sociology, or related fields
- Good writing skills in English (IELTS: 6.5 or equivalent)
- Careful, accurate, honest, enthusiastic and willing to learn
- Motivated, creative, and follow instructions
- Be able to use creative tools, software for video and communication product design (Canva, Photoshop, etc.)

APPLICATION PROCESS

Candidates are encouraged to apply no later than **17.00, June 30th, 2025**. We thank all applicants, however, only the shortlist will be contacted.

Interested candidates are invited to send an application to recruitment@sprint-vietnam.com . Please indicate in the subject **“SPRINT – Communication Intern – Fullname”**

Applications must include:

- A cover letter expressing responding to the selection criteria
- A Curriculum Vitae (CV)
- Contact details of at least 02 academic and/or professional referees

Cowater is an equal-opportunity employer. Women, people with a disability, and people from minority groups are strongly encouraged to apply. We thank you for your interest in building a better tomorrow with Cowater International.

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