



TERMS OF REFERENCE Project Support Intern

Advancing ethnic minority gender-responsive learning and school environments in Tuyen Quang and Lai Chau

Project: “Happy to go to School” - Advancing ethnic minority gender-responsive learning and school environments in Tuyen Quang and Lai Chau -.

Location: Intern will have chance to travel to Tuyen Quang and Lai Chau provinces to join project activities.

Duration: 15th October 2025 to 30th April 2026. *The duration of internship period may be extended depending on the individual’s performance and accomplishments.

1. About Plan International Vietnam

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child but know this is often suppressed by poverty, violence, exclusion, and discrimination. And it is girls who are most affected. Working together with children, young people, supporters, and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children’s rights from birth until they reach adulthood, and we enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries. We won’t stop until we are all equal. Plan International has been working in northern and central Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to start life and grow up physically and mentally healthy and as adolescents so they are leading the way to shape their own future. We believe girls have the power to change the world. Our ambition is to work alongside them and together take action so that 2 million girls in Vietnam can learn, lead, decide and thrive by 2027.

2. Project Background and Objectives

Despite Vietnam’s notable progress to increase access to education to remote and mountainous regions such as Lai Chau and Tuyen Quang through applying more flexible schooling arrangement through boarding and satellite schools, the quality of education in these remote area schools is still below national standards. Factors such as inadequate school facilities, qualified teachers, safety, child protection measures and inclusive learning environments for EM students contribute to these education quality gaps in Lai Chau and Tuyen Quang provinces. A lack of capacity of local teachers and language barriers among Kinh teachers also contributes to marginalized school learning environments in these disadvantaged provinces.

This is a significant barrier to the successful roll-out of MoET (Ministry of Education and Trainings)’s revised 2018 General Education Program, that not only includes the delivery of national curriculums

through new teaching methodologies, but also extra-curricular topics such as sexual reproductive health and rights. In a region that is subject to the prevalence of adolescent pregnancy, child early and forced marriage (CEFM) and drop-out of school in the country, effective delivery of Gender-Responsive, Inclusive and learner-centered approach is critical in terms of improved quality of learning and integrated Comprehensive Sexuality Education (CSE) in education system.

Based on the situation analysis, Plan International Vietnam and Plan International Japan have proposed the project: “Advancing ethnic minority gender-responsive learning and school environments in Tuyen Quang and Lai Chau” from 2025 to 2027. The project is funded by MOFA Japan.

Objectives

The overarching objective is to enable ethnic minority students in primary and secondary schools in Lai Chau and Tuyen Quang provinces to learn in gender-responsive study environments and actualize their sexual reproductive health. To do this, the project is further split into three interlinked and mutually reinforcing strands:

Specific Objective 1 IMPROVE THE SCHOOL ENVIRONMENT, INCLUDING DORMITORIES, SO THAT CHILDREN CAN LEARN IN A SAFE, GENDER- AND DISABILITY-RESPONSIVE ENVIRONMENT

- Output 1.1 All children in 3 primary schools and 3 secondary schools can safely stay at boarding facilities, which are newly constructed or repaired.
- Output 1.2 All children in 5 primary schools and 5 secondary schools can receive appropriate counselling and learn about sexual reproductive health and rights at the repaired counselling rooms and health corners.

Specific Objective 2 STRENGTHEN THE CAPACITY OF TEACHERS IN 13 PRIMARY SCHOOLS AND 13 SECONDARY SCHOOLS TO DELIVER STUDENT-CENTRED AND INCLUSIVE SEX EDUCATION FROM A GENDER AND DISABILITY PERSPECTIVE

- Output 2.1 The children in target schools receive a gender and disability responsive student-centered education and comprehensive sex education by the teachers with strengthened capacity.
- Output 2.2 The teachers and parents / caregivers raise awareness and implement quality comprehensive sexual education for students.

Specific Objective 3 STUDENT-LED LEARNING AND DISSEMINATION TO HELP ETHNIC MINORITY CHILDREN UNDERSTAND THEIR SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS AND PROTECT THEMSELVES FROM HARMFUL PRACTICES, INCLUDING CHILD EARLY FORCED MARRIAGE AND PREGNANCY

- Output 3.1 The children can lead capacity building and awareness-raising events for ethnic minority children to learn independently about sexual and reproductive health and rights.
- Output 3.2 The children can disseminate correct knowledge of sexual and reproductive health and rights to stakeholders and raise awareness of child early forced marriage and pregnancy.

3. Intern responsibilities

This Terms of Reference has been developed to enable intern to practise their relevant knowledge and skills through supporting the project in general, and specifically for document translation and

assisting in the design of communication products. Interns will have the opportunity to learn and contribute to the project with the aim of building a safer and more girl-friendly city. In addition, interns will be entitled to the benefits provided to interns in accordance with the regulations of Plan International Vietnam.

3.1. Interns will perform project support tasks with the following main responsibilities:

- Provide translation and interpretation support between Vietnamese and English for project-related communications, meetings, and field visits.
- Assist the Project Manager with administrative tasks that do not require advanced technical knowledge, including travel arrangements, logistical support, and expense documentation related to field trips.
- Support administrative processes related to consultant contracts, including preparing and processing financial documents.
- Assist with the preparation and organization of project meetings, workshops, and training sessions (both online and offline).
- Provide on-site support during field visits, including interpretation for the Project Manager and handling related administrative tasks.
- Translate and prepare simple project documents, reports, and correspondence as requested.

3.2. Work location: Interns will work at the Plan International Vietnam office in Hanoi and have a chance to travel to project sites in Lai Chau and Tuyen Quang Provinces.

3.3. Working hours:

Intern is expected to work within Plan International Vietnam working hours at office (as regulated for 5 days per week) but the duration of working hours will depend on the agreement between the selected intern and Plan International Vietnam.

Internship period: From Mid-October 2025 to 30th April 2026. The duration of internship period may be extended depending on the individual's performance and accomplishments. Interns will coordinate with the project manager to agree on working hours and arrange their own time to complete their tasks.

3.4. Requirements for interns

- Interns shall not represent or speak on behalf of Plan.
- Interns shall not disclose any confidential information about Plan, Plan staff, or partners involved in the course of their work to anyone outside the organisation during and after the period of the work agreement.
- Interns shall not harm children, families, or communities where Plan operates, nor shall they negatively impact Plan's relationships with children, families, or communities in those areas.
- Strong communication skills in both Vietnamese and English.

3.5. Direct mentor: Project Manager (an English speaker) for *the Happy to go to school* ("Advancing ethnic minority gender-responsive learning and school environments in Tuyen Quang and Lai Chau").

4. Responsibilities of the parties and coordination:

- Plan International Vietnam - Plan staff:

Support and guide interns in performing their duties, coach and direct interns' daily work, particularly together with Project Manager, the Project Coordinator will support orient and provide on-the-job trainings related to administrative issues.

- Intern

+ Complete tasks in accordance with Plan's policies and procedures under the support and guidance of Plan staff and the supervision of the Project Coordinator.

+ Submit a monthly report on their work at the end of the month, confirmed by their direct mentor. Every three months, the intern and their direct mentor will meet to discuss the results of the internship and adjust, if necessary.

5. Contact

Candidates who are interested in taking this internship, please submit the applications in English via email to: Van.PhamThiHong@plan-international.org

6. Applications

Interested applicants provide a proposal covering the following aspects:

- Motivation Letter in English
- CVs in English

The deadline for submitting the applications will be **no later than 10:00 AM on 8th October 2025**. Only short-listed candidates will be contacted for interview, which will be in English.