

TERMS OF REFERENCE

SERVICE DESIGNER FOR A STRAWBERRY PRODUCT DISPLAY AND LEARNING CORNER AT AI-SMART FARM

Effective date: October - November 30, 2025
Contract type: Service/ Consultant
Work location: Remote
Reports to: Corporate Relations and Grants Manager

I. BACKGROUND

Action on Poverty (AOP) is an independent, secular, non-governmental Australian organisation, based in Sydney. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities in Africa, Asia and the Pacific. From teaching an Ethiopian family to grow their own food to sending Cambodian girls to school, we target communities with their own vision for change and help them make the largest impact possible.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

Since October 2024, AOP has been working with P4G and an innovative business on a project demonstrating a strawberry AI-smart farm in Hanoi. Running through September 2026, the project aims to establish a modern, climate-resilient farming model in Vietnam that significantly boosts local farmers' capacity, and to support policy advocacy for smart agricultural technologies while attracting potential customers.

As part of this project, AOP seeks a qualified Firm or Consultant to design and implement the Strawberry Product Display and Learning Corner integrated into an AI-smart farm as listed below.

I. PURPOSE

The primary purpose of this service is to successfully design, complete, and launch a Strawberry Product Display and Learning Corner within an existing AI-smart farm facility in Hanoi.

Specific Objectives:

- Conduct survey, develop a comprehensive, cost-effective design, and budget plan for a Strawberry Product Display and Learning Corner.
- Implement and fully set up this approved corner, ensuring quality execution within the allocated budget and specified timeframe.

II. MAIN RESPONSIBILITIES

Key responsibilities	Specific task
Assessment and Design	- Conduct a site survey to the existing AI-smart farm facility in Hanoi and complete a design for the Strawberry Product Display and Learning Corner. - Prepare a detailed Implementation plan and Budget for the proposed design.
Implementation and Setup	Manufacture and set up facilities for the Strawberry Product Display and Learning Corner as per the approved design, schedule, and budget.
Handover	Hand over the completed Strawberry Product Display and Learning Corner to AOP as the approved design and quality.

III. REQUIREMENTS

- Work experiences:** Minimum 5 years of experience in interior design and implementation.
- Technical skills and attributes:**
 - Good design and detailed planning skills.
 - Maintains a consistently positive and professional demeanor, fostering strong, collaborative relationships for effective exchange of project execution.
- Adherence to**
 - Poverty and injustice eradication;
 - Gender equality;
 - Child protection;
 - AOP policies.

IV. WORK PLAN AND DURATION

From 20/10/2025 to 30/11/2025

No.	TASK	DELIVERABLE	PERIOD
1	Assessment and Design	The design, detail budget, and workplan and budget of the Strawberry Product Display and Learning Corner	20/10 – 30/10/2025
2	Implementation and Setup	Manufacture and complete the Strawberry Display and Learning Corner as approved design	01-25/11/2025
3	Handover	Hand over the completed product to AOP	26-30/11/2025

V. COST

Costs will be discussed in detail by AOP during the working.

VI. HOW TO APPLY

Interested individuals and organizations are welcomed to apply. Please submit your **cover letters and relevant CVs/profile** in English outlining your interest and suitability for the role to recruitment@actiononpoverty.org by **[30/10/2025]**.

Please use the subject line: **[Service Designer] – [Your Name]**

Applications will be reviewed on a rolling basis. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP is an equal-opportunity employer and a child-safe organization, AOP does not discriminate on the grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers, and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.

AOP is committed to safeguarding every person that comes into contact with the organisation from sexual exploitation, abuse, or harassment and all forms of child abuse. We expect all our people to meet this commitment and have zero tolerance for anyone who breaches this commitment. AOP believes that safeguarding is everybody's responsibility, specifically to safeguard and promote the well-being of children and to prevent violence, abuse, neglect and exploitation of all people

