

TERMS OF REFERENCE (ToR)
Programme Consultant
Ending Dog & Cat Meat Trade Campaigns, Vietnam

1. Background & Context

Humane World for Animals is dedicated to animal protection globally. In Vietnam, HWA is actively implementing a comprehensive campaign strategy to eliminate the dog and cat meat trade. This campaign operates through strategic partnerships with central and provincial government bodies, local social enterprises, animal shelters, and civil society coalitions.

To support the effective delivery, monitoring, and coordination of these diverse interventions, Humane World for Animals Vietnam is recruiting a structured, detail-oriented Programme Consultant to work directly under the direct supervision of the Program Director.

2. General Purpose of the Position

The Programme consultant will provide vital support to the Program Director to ensure the smooth campaign implementation on *Ending Dog and Cat Meat Trade* in Vietnam at both provincial and national levels. The consultant will serve as a reliable anchor for day-to-day campaign operations, helping maintain robust documentation, supporting and tracking compliance, grant documentation and work plans, and facilitate communication across internal global teams and local partners.

3. Key Duties and Responsibilities

The Programme Consultant will support the Program Director in the coordination and delivery of campaign activities, including:

- **Grant and Workplan Support and Tracking:** Assist with the production of compliance, grant and work plan documents and the tracking of deliverables to ensure campaign milestones and activity deadlines are met on time. Business travel to project sites to support implementation and monitoring of deliverables is expected.
- **Documentation & Asset Management:** Assist in maintaining an organized, depository of program documents and assets, including field data, investigation logs, reports, legal agreements, contact databases and media assets (photos/videos).

- **Event facilitation:** Support the planning and delivery of meetings, campaign events and workshops with national and provincial government officials, NGO coalitions and other stakeholders.
- **Campaign support:** Support to provision of regular updates for the office social media sites.
- **Campaign coordination and logistics:** Provide coordination and liaison support for campaign activities including surveys, investigations, workshops, rescue and closure operations, field missions and other campaign activities as required
- **Translation & Interpretation:** Provide written translation/review for campaign materials and verbal translation support for meetings, workshops and events as required.
- **Other duties as assigned by the programme director**

4. Working days of requirement

The consultant is expected to provide a maximum of 12 working days per month. The assignment may be carried out remotely; however, the consultant may be required to attend the office from time to time as requested.

5. Desired Minimum Qualifications

Education and Experience

- **Degree:** Bachelor's degree in Business Administration, Development Studies, Social Sciences, Communications, or a related field. (A background or strong interest in environmental/animal welfare fields is an asset) .
- **Experience:** Minimum of 3-5 years of professional experience in capacity of project assistance, coordination and/ operations, preferably within an International NGO (INGO) or a development project in Vietnam.
- **Stakeholder Coordination:** Experience assisting with projects that interface with local civil society, social enterprises, or provincial authorities is highly preferred.

Necessary Knowledge, Skills, and Abilities

- **Language Proficiency:** Good fluency in written and spoken **Vietnamese and English** is mandatory, with strong capabilities in translation and report formatting.
- **Technical Skills:** proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and collaborative platforms. Familiarity with design/content tools like Canva is a plus.
- **Organizational Skills:** Exceptional attention to detail, strong time-management, and a solutions-focused mindset to balance overlapping tasks effectively.
- **Adaptability:** Ability to work smoothly both independently and as part of a matrixed global team.

- **Travel:** Comfortable with occasional travel to project sites, shelters, or provinces within Vietnam as operations dictate.

How to apply: Send your application to Hangnt@humaneworl.org, stating the position title and your full name in the subject line of the email.

Deadline for submission: 28th July 2026