



## **BATIK International Vietnam - Project Officer**

### **Context**

BATIK International is a French Non Governmental Organization created in 1998 and developing projects for the promotion of a better social and economic integration of vulnerable people. Its actions are developed with the participation of women, migrants and youths in three geographical areas: France, Vietnam and the southern shore of the Mediterranean. BATIK Int. is therefore committed to supporting their socio-economic integration and strengthening the capacities of civil society organizations, even directly with the concerned populations. The NGO is developing a plurality of activities that are based on partnership and gender approach, but also on capitalization/lesson learnt.

### **Description of the mission**

The Project Officer will be mobilized on the operational implementation of the activities of two projects: Phu Nu (improvement of the living and working conditions of migrant women workers through their empowerment and better multi-stakeholders coordination) and Hy Vong (fighting violence against women/gender-based violence through prevention, protection and advocacy). A more detailed description is available in the annex of this document (annex: description of projects).

As such, the Project Officer will participate in the creation and in the review of the training content as well as the facilitation of the sessions, will take an active part in coordination and steering meetings, will ensure the monitoring and evaluation of activities, the efficiency and quality of the implementation of activities piloted by BATIK International, as well look after the consistency of the implementation of activities with other partners.

This position is under the responsibility of the Country Representative/Project Coordinator in Hanoi. The work is carried out in collaboration with other team members in Hanoi as well as with support from headquarters in Paris.

### **Job Description**

The main tasks to be carried out will be as follows (non-exhaustive list):

#### **1. Technical coordination**

##### **Planning**

- Participate in the technical planning of the project activities piloted by BATIK International while ensuring their consistency with those carried out by the partners during the various steering and coordination meetings
- Co-prepare with the team the elements necessary for the facilitation of meetings with the partners (agenda, preparation of notes, facilitation of meetings, minutes)
- For Phu Nu: exchange regularly with women, provincial partners and other stakeholders of the project to ensure its smooth running

##### **Implementation of activities**

- Participate in the needs analysis of participants of training sessions and dialogues (for Phu Nu)
- Participate in the creation (or even create depending on the needs) of the training content for the sessions led by BATIK Int. (on gender and GBV, empowerment of women leaders' networks; definitions of educational objectives and facilitation methods; etc.)
- Facilitate training courses for women, students, local authorities, project team
- Participate in the creation (or even create depending on the needs) the sensitization materials adapted to the trained audience
- For Phu Nu: organize and co-host multi-stakeholders' meetings
- Write the reports of missions carried out in the field



- Participate in the development of capitalization methodology and its implementation (collection of information, design of capitalization products, translation)
- 2. Advocacy and communication
  - Participate in the development and review of advocacy strategies
  - Represent BATIK Int. and actively participate in advocacy networks meetings
  - Assist the Country Representative in the development of advocacy and communication actions and tools adapted to the Vietnamese context (e.g. organization of cultural events for Hy Vong, maintain the Facebook page of BATIK Int. in Vietnam)
- 3. Monitoring and evaluation of activities
  - Create and maintain solid relationships with partners' projects (universities, CSO partners, local authorities, women's clubs, different types of stakeholders in Vinh Phuc and Hai Duong, etc.)
  - Monitor the implementation of the planned activities of BATIK Int. and its partners
  - Participate in the creation and in the reviews of monitoring and evaluation tools for activities and set objectives (especially for Phu Nu)
  - Use the tools with the targeted audience
  - Analyze the information collected
- 4. Hanoi office's life

Participate in fundraising and the identification of development opportunities for new actions in Vietnam.

Overall, the Project Officer will carry out his/her work in full collaboration with the Country Representative/Project Coordinator as well as the Administrative and Financial Officer. The Project Officer is expected to be proactive, autonomous, and transparent with the team.

### **Qualifications**

- Education: relevant degree in international relation, social sciences, international development, project management, etc.
- Experience: minimum of 3 years in the non private sector in a similar position (in gender-sensitive project management, multi-stakeholders coordination, advocacy, monitoring and evaluation and mobilization of stakeholders)
- Main skills required:
  - Good organizational, writing, analytical and synthesis skills
  - knowledge on : capacity building engineering, gender and GBV, of institutional and public actors in Vietnam (mass organizations, public services, government organizations, etc.)
  - Knowledge of empowerment and capitalization is a plus
  - Fluency in Vietnamese and English (French is a plus)
  - Mastering the Office Pack
  - Flexibility, ability to adapt, to work in a team and in an intercultural environment

### **Job conditions**

- Duration: 2-years fixed term contract with a 60 days probationary period
- Location: Hanoi. For Phu Nu, some missions will be carried out in Hai Duong and Vinh Phuc. As part of the Hy Vong project, some missions may be carried out in HCMC. BATIK Int. undertakes to cover the costs associated with these missions.
- Availability: starting from mid-October 2020
- Hours:



- 35h/week including 50% dedicated to the Hy Vong project and 50% to the Phu Nu project
- Monday to Friday 9:30a.m. to 12:30p.m. and 1:30p.m. to 5:30p.m. During the implementation of the activities, the Project Officer might have to perform working hours outside of these hours (in the evening, during the weekends) for which compensatory leave can be taken.
- Salary: the salary will be discussed during the recruitment process

To apply, please send an email with your CV (including 1 referent person from a previous job position) and a 1 page cover letter to Nguépelbbé Tokinon ([ntokinon@batik-international.org](mailto:ntokinon@batik-international.org)) and Léna Collette ([lenacollette@batik-international.org](mailto:lenacollette@batik-international.org)) by the **26th of September**. Please indicate in the subject line of your email: "BATIK Int. Vietnam - application Project Officer "

## **Annex: projects description**

In Vietnam, BATIK International has been developing projects since 2002 and with the support of a branch office since 2008. The first interventions consisted in taking part in advocacy actions around Corporate Social Responsibility. The branch subsequently implemented several projects around the economic integration of women from ethnic minorities, as well as youths from the Paris region.

Lately, the team in Vietnam is mainly implementing two projects:

1. The **Phu Nu** project since 2014 on the empowerment of internal migrant women workers in two industrial zones in the provinces of Hai Duong and Vinh Phuc. Most of the women are from rural provinces of Vietnam. They represent the main labor force in garment, electronics and car manufacturing factories. These women live in collective housing areas, sometimes with several people in rooms of around ten m<sup>2</sup>. The latter belong to private owners.

Realized in partnership with two other organizations (Gret and the Center for Development and Integration or CDI), the project aims at empowering women to improve their living and working conditions by themselves.

The project is now entering its third 3-years funding phase by the French Development Agency (*Agence Française de Développement*, or *AFD*). In previous years, some housing areas were renovated as well as factories. This was possible thanks to the involvement of women in the consultation process, in particular during the identification of the needs and the propositions of proper solutions to other stakeholders.

In each housing area, clubs have been created. Clubs' members meet regularly and these moments constitute spaces for discussion and allow the strengthening of links between the tenants. Each club is represented by a women leader who takes on roles as spokesperson, organizing clubs' meetings and sharing information to clubs' members. For each province, a network of women leaders exists.

Several strategic areas of intervention have been identified for this phase in order to meet the objective of empowerment and improvement of living and working conditions for women:

- **the empowerment of women** by strengthening their capacities so that they can lead by themselves actions to improve their conditions. This component consists mainly of training sessions to strengthen their hard and soft skills, in particular on the organization of collective actions and the autonomy of their network, the Labor Code and gender-based violence. While being supported by the project team, the aim is for women to be fully able to express their needs, to organize themselves accordingly to call on the organizations concerned, to take part in consultations and to monitor the implementation of the agreed solutions;
  - **strengthening the stakeholders** concerned by the issues of the project so that they can provide an appropriate response to the workers' needs, especially women. These organizations are the local authorities at the provincial and district levels (Labor Unions including a Legal Aid Center and Women's Union), businesses, health centers, the Police, etc. The representatives of these organizations will be supported to improve the coordination between them;
  - and **advocacy** through the involvement of the project team and provincial partners in the reviews of institutional and legal existing frameworks. After several years of implementation, the project has put in place interventions that have led (and will lead) to results that have to be shared with existing advocacy networks, notably via capitalization products. Thanks to the dissemination of these practices, they can then be adopted in other areas of Vietnam.
2. The **Hy Vong** project which started in 2020 and is carried out in consortium with three other CSOs (*Planète Enfants et Développement* or *PE&D*, Center for Studies and Applied Sciences in Gender - Family - Women and Adolescent and Center or CSAGA for Supporting Community Development Initiatives or SCDI). The objective of this 3-years project is to



contribute to fight against gender-based violence by providing an effective response. It is carried out in Hanoi and Ho Chi Minh City with a breakdown of activities by locality and CSO depending on their expertise.

To ensure that there is an integrated response acting at each stage of the cycle of violence, the project is based around 4 components divided as follows according to cities and organizations:

In Hanoi for BATIK International and CSAGA:

- **Prevention** by strengthening the capacities of universities' students and the authorities present in Hanoi. Students because they will act as change makers, both within their community but also in their future work environment. The authorities because they hold the decision-making influence for the fight against GBV. By better understanding these issues, they will guarantee the evolution of their professional practices by taking gender into account in their actions;
- **Advocacy**, from the development of an advocacy strategy to the establishment of actions with advocacy networks to feed existing national advocacy. The mobilization will also be done with Vietnamese citizens by the dissemination of messages promoting gender equality (for example, by the organization of cultural events in the intervention cities of the project) . The development of communication tools adapted to the messages as well as capitalization will also be key for the dissemination of shareable knowledge.

In Ho Chi Minh City, for PE&D and SCDI:

- **Protection** through the improvement of existing care systems in collaboration with the organizations concerned, from the identification of victims to their social and economic integration. The idea is to provide immediate and lasting solutions to victims/survivors of violence. Beyond a material support, all of the key stakeholders in this process will be strengthened so that they can provide appropriate support to victims/survivors;
- **Strengthening the CSOs** of the project team. In fact, each of the partner organizations has its own expertise on the major aspects of the project. In the long term, protection and prevention actions will be realized in other areas. Each organization should therefore be able to learn on the knowledge of others. Thus, several experience sharing sessions will be organized for the project team.