

Call for consultancy
Terms of reference (TOR)
Consultant to Manage Oxygen Needs and Use Assessment

1. Background

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

FHI 360 is the prime implementer of the global Meeting Targets and Maintaining Epidemic Control (EpiC) project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID). EpiC Vietnam's goal is to deliver efficient, affordable, results-based technical assistance and direct services while closing remaining gaps in Vietnam's efforts to meet HIV epidemic control targets, combat trafficking in persons, and address emerging needs associated with the COVID-19 pandemic.

EpiC is seeking a consultant with knowledge and experience coordinating assessments of health-related equipment work with the National TB Program (NTP) and EpiC on an assessment of oxygen-related equipment, infrastructure and oxygen use, and training and technical support needs at about 50 hospitals in the NTP's coverage network in Vietnam. EpiC expects the consultant to be familiar with the NTP, assessment methodologies, negotiation skills, and project management.

2. Objectives:

The consultant is expected to achieve the following objectives:

- Build consensus around the scope and scale of an assessment of oxygen equipment, related infrastructure, and oxygen usage at hospitals within the NTP's influence
- Collaborate with all relevant stakeholders to refine an assessment tool, determine assessment timeline, and the assessment team
- Review results from the online assessment (Phase I) and work with the NTP to determine sites for the in-person assessment (Phase II) and refine the Phase II plan.

Note: Additional deliverables and working days may be included in a contract modification to align with the agreed-upon plan.

3. Scope of work and expected deliverables

Scope	Deliverable	Days	Due Date
Determine the scope and scale of the assessment	Detailed Phase I assessment plan	10	Dec 31
Refine assessment tool	Final assessment tool	5	Jan 31

Review results of Phase I and update plan for Phase II	Detailed Phase II assessment plan	5	Feb 28
Total		20	

Note: EpiC staff will support this assessment including the finalization of the tool and the analysis of results.

4. Required experience and qualifications

- Academic and working knowledge of medicine, TB and/or other respiratory diseases, public health, and project management. Knowledge and experience in architecture or engineering is an advantage
- Experience working for or with the Government of Vietnam, especially with the NTP and the Ministry of Health
- Strong written and oral communication skills in English and Vietnamese
- Experience developing assessment tools and assessment plans
- Demonstrated skills in project management, coordination, and consensus building

5. Evaluation Criteria

Applications will be evaluated based on the applicants' experience and qualifications as detailed above.

6. Required Documentation

Proposals must include the following components:

- Applicant's CV and highest-level degree
- Proposed daily rate
- FHI 360 [Biodata form](#)

7. Application

Application to this call should be submitted by email to nthuy@fhi360.org with a copy to rcoley@fhi360.org no later than **5PM 28 November 2022** with subject line "COVID_Assessment Coordinator"

Only shortlisted applicants will be contacted.

8. FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360

- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360's supplier terms and conditions can be found [here](#) while our consultant terms and conditions can be found [here](#)