

Scope of Work

Program Associate Consultant

I. Background

PATH is an international non-profit organization and leader in global health innovation. PATH works to accelerate health equity in more than 70 countries. For over 40 years, we have brought together public institutions, businesses, social enterprises, and investors to solve health challenges. With expertise in science, health, economics, technology, advocacy among other, PATH develops and scales solutions—including vaccines, devices, diagnostics, and innovative approaches to strengthening health systems worldwide. We collaborate with stakeholders from local healthcare providers to research institutes, central policymakers, and the private sector to strengthen health systems.

The Fleming Fund Country Grant is the grant from the government of the United Kingdom of Great Britain and Northern Ireland (UK) funding for Viet Nam to address critical gaps in surveillance of antibiotic-resistant bacteria in Vietnam. It has been created in response to a Request for Support from the Government of Vietnam to tackle one of the public health priorities in the Global Action Plan on AMR. This grant aligns with the national antimicrobial resistance (AMR) policy framework and with the investments made by other donors and stakeholders in this area. Through the Fleming Fund (FF) country grant for Vietnam, FHI 360 as a prime, PATH, OUCRU and local partners in Vietnam have been working hard to mitigate the threat of AMR with a focus on strengthening the national AMR surveillance system; to exchange AMR and AMU surveillance data between the HH and AH sectors following the “One Health” approach through strengthening AMR and AMU surveillance systems in each sector. This Fleming Fund Country Grant for Vietnam focuses on strengthening the antimicrobial resistance (AMR) and antimicrobial use (AMU) surveillance systems in both the human and animal health sectors towards the One Health Approach to bring together multi-sectoral stakeholders to share surveillance data and gain better understanding of AMR and AMU, contributing to the government’s efforts of developing national multi-sectoral AMR/AMU stewardship strategies and plans. Specific to strengthening the AMR surveillance network in Animal Health (AH) including data collection and reporting, in 2020, FHI 360 and PATH supported the Department of Animal Health (DAH) in developing the AMR electronic reporting portal. This was a significant step for DAH to produce accurate national and regional level reports on the current status of AMR in the animal sector in Vietnam, specifically reporting on pathogen identification and antibiotic sensitivity testing. In 2023, under the Fleming Fund Country Grant for Vietnam, FHI 360 and PATH will continue support to upgrade the AMR electronic reporting portal with a new interpretation engine and data visualization that will bring more benefits to the Department of Health (DAH) and surveillance labs.

The Fleming Fund (FF) country grant for Vietnam is looking for a **Program Associate Consultant** to assist the PATH team in implementation of project activities and daily administrative and payment process.

II. Scope of work

The consultant will support the Fleming Fund team in implementation of project activities as well as in daily administrative work under the supervision of the Fleming Fund Project Coordinator.

Specific tasks may include, but not limited to:

Program supports:

- Support Project Coordinator to review IT (LIS development company) vendor Contract;
- Support the project team to develop the development plan for IT vendors and follow up on the progress;
- Assist the Project Coordinator in following up on the implementation of Laboratory Information System (LIS) in project hospitals;
- Support the project team to oversee the development of the Vietnamese WHONET E-learning training package based on the English WHONET training series;
- Assist the Project Coordinator in preparing project reports and presentations;
- Take notes at team meetings;
- Assist in the interpretation and translation of project documents and materials.

Finance and Admin supports:

- Supporting the team with logistical arrangement for meetings, training, workshops, field trips, and other travels;
- Supporting the team in reviewing payment requests submitted by project partners; preparing payment forms and seeking relevant approval for payment;
- Provide support to the financial team in gathering information for workshop, meeting, and travel payments;
- Follow up with the partners to collect the hand-over documents and acceptance records.

Others work as required.

III. Requirement

Skills and Experiences

- Fluent in verbal and written Vietnamese and English;
- Comfortable with technology. Fluent with Microsoft Word, Excel, PowerPoint, Windows, and in internet-based communications;
- Excellent organizational skills and high attention to details;
- Good command of task prioritization and time management to meet deadlines;
- Good teamwork, spirit and enthusiasm;
- Understanding the Vietnam administration and financial requirement;
- Proven ability to problem solve and think proactively.

Preferred

- Experience in information technology-related field;
- Experience in health issues;
- Experience in communications-related field or in translation;
Experience with POWER BI to create chart/graph;

IV. Duration of Contract

The consultant will closely work with PATH team to support for implementing project activities during the period from April 3rd, 2023 – Sept 30th, 2023, with an estimate of 125 working days.

V. Reporting and SOW supervisor

The **Program Associate Consultant** will work closely with FF team members and report directly to Fleming Fund Project Coordinator at PATH.

Consultant will prepare a monthly report of activities completed. The reports are due by the end of each month including April 30, May 30, June 30, July 30, August 30 and September 30.