



TOR: Service provider for Aid Acceptance and Project Extension Consultant for The Vietnam Fleming Fund Country Grant - Tackling Antimicrobial Resistance in Vietnam (FFP)

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.

Detailed Description of Tasks to be Performed:

The Vietnam Fleming Fund Country Grant—Tackling Antimicrobial Resistance in Vietnam (FFP) addresses critical gaps in the surveillance of antimicrobial-resistant bacteria in Vietnam. This grant will support the implementation of national plans for antimicrobial resistance (AMR) surveillance and will focus on a selected number of AMR surveillance sites. FFP will support the functional surveillance site laboratories to perform key microbiology services through various capacity building activities including training, workshops, onsite mentoring and coaching, data management. In addition, to improve their infrastructure, in 2023, FFP will continue to provide key laboratory equipment and reagents, and renovation for 8-10 surveillance laboratories (surveillance sites) at central and provincial levels based on needs assessment.

Under this scope of work, the required applicant will perform technical assistance and coordinative works to develop and facilitate approval of the Aid Acceptance Plan and develop and apply for Fleming Fund project extension

Tasks, Deliverables & Due Dates:

Tasks	Deliverables	Due date
Assist in the development of aid agreement documents for 8-10 surveillance laboratories at central and provincial levels <ul style="list-style-type: none">- Coordinate with the focal point at Finance and Planning Department/MOH and AMR surveillance sites on the plan to build aid agreements- Build templates of the aid agreements- Review and supplement aid agreement documents	Aid agreement between FHI 360 and each surveillance sites	31-Jul-23

<p>Support the development of the non-project aid acceptance plan for AMR surveillance sites</p> <ul style="list-style-type: none"> - Build templates and manuals for developing the non-project aid acceptance plan - Coordinate with the technical team to guide and complete the non-project aid acceptance plan - Meeting with and support AMR surveillance sites for finalizing the draft of the non-project aid acceptance application package ready for submission 	<p>Non-project documents for surveillance sites</p>	<p>31-Aug-23</p>
<p>Support to submit and approve the non-project aid acceptance plan for all the AMR surveillance sites</p> <ul style="list-style-type: none"> - Support for each surveillance sites in the process of submitting and approving the non-project aid acceptance plans - Support to answer, explain and consult relevant authorities related to the approval of the non-project aid acceptance plans 	<p>The non-project aid acceptance plans approved</p>	<p>30-Sep-23</p>
<p>Support the financial management of aid for the receiving surveillance sites</p> <ul style="list-style-type: none"> - Advice on developing documents for the budget estimation - Consulting on cost control procedures - Consulting on activities and tax refund procedures 	<p>Report on the financial management of aid</p>	<p>30-Nov-23</p>
<p>Supporting the National Institute of Hygiene and Epidemiology (NIHE)'s focal point to develop and apply for Fleming Fund project extension/renewal (Approval of project extension of the Project "Supporting capacity in safety, biosecurity, quality management and advanced techniques for surveillance system for Antimicrobio Resistant in Vietnam" managed by NIHE or approval of the new project supported by FHI's 360 under Fleming Fund)</p> <ul style="list-style-type: none"> - Comment on the report of the previous period including activities, results, disbursement of each surveillance sites - Support in the preparation of documents for project extension - Consulting, explaining, and answering questions from relating authorities 	<p>The decision to extend/renew the Fleming Fund project</p>	<p>30-Nov-23</p>

REQUIRED DOCUMENTATION

The application must include the following items:

- A proposal that outlines the service provider's approach to:
 - o Developing one A4 page action plan for how the individual will meet the deliverables within this TOR
 - o Brief clause, term in the guideline/regulations and steps of action plan that can applied on the Aid Acceptation & Project extension/renewal.
- Biography or CV
- A detailed price offer with specific level of effort (working days) on each deliverable (including Personal Income Tax if applicable) in Vietnam Dong (VND)



EVALUATION CRITERIA

- Proposed approach's alignment with project needs
- Experience including professional portfolio and references
- Timeline
- Cost

Application

- Application to this call should be submitted by email to nthuy@fhi360.org with a copy to ptuan@fhi360.org no later than **5PM May 25th, 2023** with subject line "FF_Application for Aid Acceptance and Project Extension."

Only shortlisted applicants will be contacted.

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](#)