

**TERM OF REFERENCE  
RECRUITMENT A CONTRACTOR FOR  
SUPPORTING THE SUPERVISION, MONITORING, AND EVALUATION OF  
THE HIV/AIDS PREVENTION AND CONTROL PROGRAM  
Joint-plan between FHI 360 and VAAC**

**1. Background information**

***1.1. Overview of HIV/AIDS epidemic***

HIV/AIDS epidemic is one of the key public health challenges worldwide. HIV/AIDS has been spreading all over the nations in the world, and increasing ill-health burden and deaths in the least developed countries as well as among the most at risk populations (MARPs). The priorities of all governments currently are preventing the HIV outbreak and providing treatment and care for AIDS patients. In spite of significant achievements in term of prevention and treatment to date, there is a need to strongly and effectively sustain these efforts to respond to the HIV/AIDS epidemic.

By November 31, 2013 in Vietnam 216,254 HIV infected people were still alive, of which 66,533 were AIDS patients, and 68,977 AIDS related deaths were recorded. Thanks to attentions of Government and national efforts on HIV/AIDS prevention and control, a national strategy on HIV/AIDS prevention and control till 2020 and vision to 2030 was issued following the " National strategy on HIV/AIDS prevention and control till 2010 and vision to 2020". The new National strategy continues paying attention to sustain and strengthen action programs from previous National strategy by developing 4 big projects, one of them is project for HIV/AIDS surveillance, monitoring and evaluation of the HIV/AIDS prevention and control program.

***1.2. Purpose of this TOR***

FHI 360 in cooperation with VAAC to support VAAC to improve the activities of national supervision, monitoring, and evaluation program. So VAAC and FHI 360 jointly develop this TOR to recruit 01 contractor to support the implementation of supervision, monitoring and evaluating HIV/AIDS program.

***1.3. Duration***

4 months with expected time from June 1, 2014 to Sep 30, 2014 with possibility for an extension.

**2. Job description**

***2.1. Purpose***

Recruit a contractor to support the implementation of supervision, monitoring and evaluating HIV/AIDS program

***2.2. Scope of work (SOW)***

SOW of contractor will align with objectives and demands of supervision, monitoring and evaluating HIV/AIDS programs of VAAC. Recruited contractor will assist Surveillance, monitoring, evaluation, and labor Department of VAAC in implementing national supervision, monitoring and evaluation as described below:

- Finalize the Data quality assessment (DQA) tools, including a guideline (process and tools) for HIV reported case verification
- Develop a set of documents on data use for decision making, data interpretation and making planning based on the FHI 360 guideline on data triangulation
- Develop materials and organize 03 trainings for data use, including: Data quality assessment (DQA) and data triangulation
- Support to collect data for the national online HIV/AIDS database
- Assist in implementing other activities such as implementation of assessment, research and writing routine reports.

### ***2.3. Expected outcomes***

- The final DQA tool approved by VAAC for using in the HIV national program.
- 01 Rapid assessment tool for investigation of a HIV outbreak approved by VAAC
- 02 sets of documents of data use for decision making, data interpretation and making planning submitted to VAAC.
- 03 trainings on data use which including cascade, data triangulation, data quality assurance organized.
- Then national online HV/AIDS database is updated on time.
- Others outcomes based on requests of VAAC and FHI 360

### ***2.4. Working mechanism***

- FHI 360 and VAAC will co-interview and recruited the contractor
- Consultancy fee, allowance and other costs related to this contractor will be paid directly by FHI 360
- Contractor will work full-time and be placed at VAAC
- Contractor will make written-report to VAAC and FHI 360 in monthly basis:
  - VAAC (Department of Surveillance, monitoring, evaluation, and labor) will certify and comments on contractor's services.
  - FHI 360 based on VAAC's assessment to review/extend the consultancy service contract for the contractor.

### ***2.5. VAAC responsibilities***

VAAC will be responsible to settle workplace for the contractor, supervise and support the contractor for his performance.

## ***2.6. Qualification requirement***

- Nationality: Vietnam
- Education: Medical doctor or bachelor in Epidemiology/Public health or other relevant areas (master degree is a preference).
- Experiences and skills:
  - Having at least 3 years experiences working on the supervision, monitoring and evaluation HIV/AIDS prevention and control programs (prioritized to who have experience working with the Government Institutions and is familiar with donors such as World Bank, USAID, Global Fund)
  - Be able to work independent.
  - Be able to work under pressure of workload and with diversified colleagues and agencies to meet the deadline.
  - Be able to travel to provinces
  - Fluently use the common statistical software programs, such as SPSS, STATA, Epi.
  - Fluently use the Microsoft Office such as Word, Excel, and PowerPoint.
  - English language is fluent for all skills (listening, speaking, reading and writing).

Please send detailed curriculum vitae with letter of application in English by May 9, 2014  
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