

# **TERMS OF REFERENCE**

## **Consultant – Technical Assistance Coordinator**

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### **General description:**

FHI 360 Vietnam is recruiting a full-time Vietnamese consultant to support the implementation of HIV/AIDS TA response activities under the USAID SHIFT project in collaboration with the Vietnam Authority for HIV/AIDS Control (VAAC). The consultant's scope of work will align with VAAC's objectives and demands to coordinate and ensure the quality of the above site technical assistance (ASTA) delivered for the HIV response in Vietnam and in particular TA that is delivered under the USAID SHIFT project. The consultant will coordinate and follow-up with related stakeholders, specialists to complete tasks and deliver the expected results as follows:

### **Key responsibilities:**

- Serve as a central point of coordination with VAAC/ provincial DOH/CDCs for the USAID SHIFT project and above site TA request (ASTA).
- Support VAAC leaders and technical units in preparing R-SOWs, following-up on progress of TA request implementation, reporting and evaluation.
- Support on conducting technical meetings, trainings/ workshops for VAAC.
- Other tasks upon request

### **Key deliverables:**

- Technical assistance delivered in the HIV response in Vietnam among TA domains assigned by USAID to USAID SHIFT with VAAC is well-coordinated and facilitated.
- Well-coordinated, support national and provincial TA providers in fulfilling TA delivered via the USAID SHIFT project.
- Quarterly reports on the quality of TA delivered and needs for upcoming quarters

### **Qualifications Requirement:**

- Degree in Medicine or Public Health or related field (Master's degree is a preference)
- At least 5 years of work experience with intense understanding of the health system in Vietnam, the integration of donor supported programs into national and provincial responses.
- Preferably direct knowledge and prior experience from working with PEPAR-funded programs, or at least with US government-funded programs
- Good written and oral communication skills in both Vietnamese and English;
- Proficient in Excel, PowerPoint, and Word
- Capable to work independently and travel as required

**Duration:** Initial duration of 7 months with expected starting time from March 2020.

**Working location:** The consultant will be placed at VAAC office

**Reporting:** Consultant will submit the written report to the assigned co-monitors from VAAC and FHI 360 on monthly basis

**Application Deadline:**

Interested candidates are encouraged to provide their detailed curriculum vitae with letter of application in English to [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org) by **March 8, 2020**. Selection and interview will be performed constantly and interested candidates are encouraged to apply as soon as possible.

\*Please specify the position you are applying for in your application.

*Only shortlisted candidates will be contacted for interviews.*