

TERMS OF REFERENCE

Monitoring and Evaluation Consultant

General description:

FHI 360 Vietnam is recruiting a full-time Vietnamese consultant to support Monitoring and Evaluation (M&E) Department at Vietnam Authority of HIV/AIDS Control (VAAC) in the activities related to strategic information for HIV/AIDS prevention & control in general and activities under cooperative agreement with USAID SHIFT project in particular. As the focal point for cooperative activities between SI/USAID SHIFT and M&E Department, the consultant's scope of work will include, but not limited to, HIV survey and surveillance and HIV information management system, coordinating activities under Technical Assistance (TA) plan between USAID SHIFT project – SI component and the M&E Department of VAAC, HIV case verification for PEPFAR provinces, national HIV estimation & projection.

Key responsibilities:

- Support VAAC to revise case reporting SOP and update HIV case management software
- Support development of national TX database by assisting to develop tools/software for ARV patient data collecting & integrating into VSS patient information system and facilitate VSS-VAAC data exchange
- Support TWG in updating national HIV estimation, developing estimates for selected provinces and other activities related to surveillance, KP size estimation, DQA
- Support provinces to track the 90-90-90 progress
- Participating in developing research protocol & implementing research studies related to surveillance and M&E

Key deliverables:

- National case reporting SOP, HIV case management software are updated properly
- Pilot national TX-database based on data pulling from VSS or facilities
- National AEM/ EPP are well updated and the provincial HIV estimation in selected provinces are properly conducted
- Well-coordinated annual provincial reviews on 90-90-90 progress
- Research protocol on HIV surveillance, monitoring activities to be developed and implemented as planned and agreed among stakeholders

Qualifications Requirements:

- Degree in Health Sciences or related field with experience in HIV/AIDS or public health related M&E or research.
- Preferably computer proficiency in word processing, databases with advance skills in data processing software: SPSS, Excel, Epi Infor, Stata, SQL, Power BI.
- Experience in working with VAAC and provinces in M&E on HIV/AIDS project activities
- Preferably direct knowledge and prior experience from working with PEPAR-funded programs, or US government-funded programs

- Good written and oral communication skills in both Vietnamese and English;
- Capable to work independently and travel as required

Duration: Initial duration of 7 months from March 2020 to September 2020 with possible extension upon available project funding.

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 by **March 19, 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.