

TERMS OF REFERENCE

Strategic Information Consultant, HCMC based

General description:

FHI 360 Vietnam is recruiting a full-time Vietnamese consultant to provide assistant services to the FHI 360 Strategic Information Unit to strengthen M&E system and perform M&E and research activities across technical units, FHI 360 supported programs and provide technical assistance on Strategic Information to implementing partners where appropriate.

The consultant will be based in **Hochiminh City** and should focus on the following tasks:

Key Responsibilities

- Undertake the data quality control for prevention and HTC programs including data collection and quality checks on monthly and quarterly basis
- Support to conduct data quality assessments (DQA) for both HIV and TB
- Support to conduct program-specific workshop/webcast/training on M&E
- Prepare quarterly, semi-annual and annual reports.
- Support case verification activities
- Provide feedback to technical units and partners on data quality and program progress.
- Support data cleaning and analysis for active TB case finding in both facilities and community campaigns
- Support analysis plan for TB operational research as well as analysis of results to inform programming

Requirements:

- Bachelor's degree in medicine, public health or related fields with at least two-year working experience.
- Experience in M&E activities including developing M&E guidelines and tools data collection, data analysis and presentation
- Knowledge of M&E on HIV/AIDS and TB project activities.
- Knowledge of operational research
- Computer proficiency in word processing, databases and spreadsheets with advance skills in at least three of the following programs: SPSS, Excel, Epi Info, Stata, SQL, and Power BI.
- Ability to work well with all project staff, implementing agencies, GNV counterparts, donor agencies and the media communities.
- Highly responsible, organized person with attention to details
- Able to work under pressure; to meet deadlines
- Fluency in oral and written English is an advantage;
- Ability to travel as necessary

Reporting:

The consultant will report to Technical Manager, Strategic Information.

Duration:

Initial duration of 6 months, expectedly starting from April 2020 with possible extension upon available project funding.

Application Deadline:

Interested candidates are encouraged to provide their detailed curriculum vitae with letter of application in English to Vietnam.recruitment@fhi360.org by **April 12, 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.*