

TERM OF REFERENCE
RECRUITEMENT A CONSULTANT
SUPPORTING THE COORDINATION ON HIV/AIDS RESEARCH
Cooperation plan between Family Health International (FHI 360)
and Vietnam Authority of HIV/AIDS Control (VAAC)

1. Job description:

1.1. Purpose: recruit a consultant to support the coordination on HIV/AIDS research for implementation of activities enhancing capacity on research in HIV/AIDS prevention, control program in Vietnam

1.2. Duration: 12 months with expected time from June 1, 2012- May 30, 2013

1.3. Scope of work:

- Support to organize 03 training on research and ethical review
- Compile a set of documents on research guideline
- Support the technical and ethical review board in reviewing research proposals, and reports
- Coordinate the existing research institutes/agencies to conduct a literature review on available HIV/AIDS studies in Vietnam
- Support the Technical Working Group (TWG) to finalize the National Research Agenda for period 2012-2015, identifying the priorities for the next period and avoiding the overlapping.
- Support the implementing agencies on conducting the HIV/AIDS studies: research proposal development, field-work, data analyses and write-up report.
- Support the research findings dissemination and applying them for planning.
- Provide the data, reports regarding the HIV/AIDS researches based on the requests of VAAC.
- Other tasks as required by supervisors at VAAC and FHI 360

1.4. Expected outcomes:

- 03 training are organized
- A set of research guideline documents
- Routine meeting of scientific technical review board with meeting minutes
- The Quick Reference Guide on HIV/AIDS research in Vietnam for period 2011-2012 is updated, approved and disseminated.

- The National Research Agenda on HIV/AIDS researches for period 2012 – 2015 is finalized, approved and disseminated.
- Provided supportive supervision for implementing agencies when conducting the HIV/AIDS researches
- Facilitate the research agencies to seek for and coordinate the available grants for funding HIV/AIDS researches.
- Research findings are disseminated in different channels: posted in VAAC websites, presented at different meetings.
- Performance results on assigned tasks will be identified by VAAC's appraisal

1.5. Working mechanism

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

2. VAAC responsibilities

VAAC will be responsible to settle workplace for the consultant, and overhead supervise and support the consultant for his/her performance.

3. Qualification requirement

- Nationality: Vietnam
- Education: Master of Public Health or Medicine
- Experiences and skills:
 - Experiences in research and education relating to HIV/AIDS
 - Understand the Vietnam health system and have minimum 5 years working experiences in HIV/AIDS prevention, control program
 - 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-Info.
- Fluently use the Microsoft Office such as Word, Excel, Powerpoint.
- English language is fluent for all skills (listening, speaking, reading and writing).

Please send letter of application with detailed curriculum vitae in English by May 25, 2012 to:

FHI 360 Viet Nam Country Office – Recruitment

7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet Street,

Hoan Kiem District, Hanoi, Viet Nam

Email: recruitment@fhi.org.vn