

**TERM OF REFERENCE**  
**RECRUITMENT A CONTRACTOR FOR**  
**SUPPORTING THE MONITORING, SUPERVISION AND EVALUATION**  
**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 December 31, 2011 in Vietnam 197,335 HIV infected people were still alive, of which 48,720 were AIDS patients, and 52,325 AIDS related deaths were recorded. Thanks to attentions of Government and national efforts on HIV/AIDS prevention, control, a national strategy on HIV/AIDS prevention and control till 2020 and vision to 2030 is being completed and inaugurated. VAAC/MOH continues paying attention to sustain and strengthen 8 action programs from previous National strategy, including the Action program # 4 –HIV/AIDS/STI monitoring, HIV/AIDS prevention and control program monitoring and evaluation.

**1.2. Purpose of this TOR**

The cooperation between FHI 360 and VAAC is aiming for “support improving the activities of national monitoring, supervision and evaluation program”. So the VAAC Department of monitoring, supervision and evaluation and FHI 360 jointly develop this TOR to recruit 01 contractor to support the implementation of monitoring and evaluating HIV/AIDS supervision program.

**1.3. Duration:** 12 months with expected time from June 1, 2012 to May 30, 2013

**2. Job description:**

2.1. **Purpose:** recruit a contractor to support the implementation of monitoring and evaluating HIV/AIDS supervision program

## **2.2. Scope of work**

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

1. Complete Data quality assessment (DQA) tools and develop the instruction guide to apply these tools to assure the quality data in HIV/AIDS supervision activities
2. Conduct the activities related to:
  - a. Size estimation of MARPs
  - b. HIV/AIDS epidemic estimation and projection
  - c. Integrated Biology and Behavior Surveillance (IBBS third round)
3. Participate to develop M&E framework for new national strategy
4. Provide technical support for HIV sentinel surveillance plus (HSS+)
5. Assist in implementing other activities related to data collection and data utilization such as implementation of assessments, researches and writing routine reports.

## **2.3. Expected outcomes:**

- DQA tool and instruction finalized and used to improve data quality of national reporting system
- Guideline of size estimation for MARPs developed and approved by VAAC
- Report on HIV/AIDS estimation and projection approved and disseminated
- IBBS round III proposal approved.
- M&E framework of new national HIV/AIDS strategy developed
- Provinces implemented HSS+, IBBD received technical support
- Others accomplishments 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 venue
- Contractor will make written-report to VAAC and FHI 360 in monthly basis:
  - VAAC (Department of monitoring, supervision and evaluation) 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 (his/her computer will be equipped by FHI 360), and overhead supervise and support the contractor for his performance.

## **2.6. Qualification requirement**

- Nationality: Vietnam
- Education: Medical doctor or bachelor in Epidemiology/Public health (master degree is a preference).
- Experiences and skills:
  - Having at least 3 years experiences in planning, implementing and coordinating/collaborating the monitoring and evaluating public health programs
  - Understand the Vietnam health system, prioritized to who understand HIV/AIDS prevention, control program, particularly M&E system
  - 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 letter of application with detailed curriculum vitae in English by May 25, 2012 to:**

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