

Leadership, Management and Government –Transition Support Project (LMG-TSP)

Scope of Work

Review of Viet Nam’s HRH policies, practices and publications for application to staffing the HIV/AIDS program

Background

The Leadership, Management and Governance-Transition Support Project (LMG-TSP) is funded by the United States Agency for International Development (USAID) and implemented by Management Sciences for Health (MSH). The project supports PEPFAR and (Vietnam Authority of AIDS Control – VAAC) to achieve transition of the country’s HIV/AIDS response to being increasingly owned and led by the Government of Viet Nam (GVN) as donor funding declines. This includes informing policy, coordination and planning for a smooth transition process.

Human resource for health is of particular interest because it is one of the most important components of HIV/AIDS service delivery that need to be addressed to ensure service availability, service coverage as well as quality of services during the transition. Over the last decade, Vietnam has received substantial support from donors to directly strengthen and expand human resource system for HIV/AIDS related services delivery; and maintaining, further increase efficiency of human resource for effective HIV/AIDS response in the future while donor funding continue to decrease posed a challenge for the Vietnam’s health sector.

The purpose of this consultancy is to produce useful resources to help inform guidance for HR planning at provincial level during the HIV/AIDS program transition.

Objectives and key tasks

This consultancy has three objectives to be carried out through desk and field study:

1. To conduct a comprehensive review of the current policies and practices regarding health personnel at different levels for both preventive and curative care and how these influence HIV/AIDS human resource planning. Policy documents (specifically National Strategy on HRH Development 2011-2020, Decree 41 and Decision 74) and practices that most influence or have the most impact on the HIV/AIDS program will be reviewed. The review should provide answers for (but not limited to) the following questions:

- How staff in the health sector (both curative and preventive) are hired? Who makes the hiring decision (at different level of health facilities) and what is the hiring process?
- What are current staffing norms (both curative and preventive care) at different health facility levels? For each health facility level: How is each position (in these health facilities) created? What is/are funding sources to cover these positions?

- What are the current health personnel policies, regulations and practices that particularly address/target or subjected to the preventive health care sector? How do these policy documents and practices influence or have impact on human resource for HIV/AIDS program?
- What are expected changes regarding health personnel structure of the Vietnam's health care system following Government decree regulating job position within public administrative sector (Decree 41)? How will these changes influence the human resource structure (as well as financial resource to support this structure) for preventive health care in general and HIV/AIDS in particular?
- Given the current situation with expected changes in the near future regarding policies on human resource for health; what conditions, procedures and processes will it take for the health system to absorb (new) staff who are currently full- or part-time employed through donor funding?

As necessary, the consultant will identify key informants for discussions, interviews to have more information, insights in order to provide sufficient inputs to fully address all of the above questions

2. To review existing reports, assessment and other key documents on human resources in the context of the HIV/AIDS program in Viet Nam. This objective would be carried out by working closely with VAAC and liaising with donors and NGOs. The review timeframe should include any documents published between 2005 and 2013.

3. To review existing international and national HR frameworks for consideration in developing guidance to inform HR planning at the provincial level.

Deliverables

1. A resource document of all relevant policy documents on human resource for health, which have been reviewed and analysed for this consultancy (with a hard or e-copy of each document in Vietnamese). Document would summarize each policy and its application to HIV/AIDS staff.
2. A brief report addressing all relevant questions mentioned in this SOW.
3. A Report summarizing Vietnam's current HIV/AIDS staffing situation based on existing documentation, including identification of gaps and recommendations of next steps.
4. A resource document of HR frameworks to be used in HR guidance.

Period of performance

July 15 - Sept 15, 2013

Consultant qualifications

The Consultant is expected to possess the following skills and experience:

- Experience working in developing, implementing and monitoring government's HRH policies
- Knowledgeable on HRH with different health program including HIV/AIDS

- Experience in conducting studies on health care system and human resource for health at different levels of Viet Nam's health care system.
- Post-graduate degree in a relevant field (eg., medicine, public health, social science).
- Proficiency in spoken and written English.