

CONSULTANCY NOTICE CSD 2013-01

UNICEF Viet Nam is looking for a qualified International Consultant to support the Implementation of UNICEF Viet Nam’s HIV/AIDS Intermediate Results under Child Survival and Development Programme.

1. Background

UNICEF identifies “HIV/AIDS and Children” as one of its five focus areas in Medium Term Strategic Plan. Under UNICEF Viet Nam Country Programme 2012-2016, “HIV and AIDS and Children” is mainstreamed in each sectoral programme as below:

- Prevention of Mother to Child Transmission of HIV/AIDS (PMTCT) (P1) and Pediatric care (P2) by the Child Survival and Development (CSD) Programme;
- Prevention among vulnerable children (P3) and Protection of children affected by HIV (P4) by the Child Protection Programme; and
- Stigma and discrimination (a part of Protection P4) by the Education Programme.

With the principle of integrating PMTCT in maternal, neonatal and child health, CSD Programme identified HIV/AIDS as one of its Intermediate Results (IR) and committed to provide leading role of support to the Government to achieve elimination of mother to child transmission of HIV/AIDS by 2015. However, the capacity of CSD Programme section is hampered by the abolishment of PMTCT Officer post and the departure of HIV/AIDS Specialist. This reduced capacity is not only limited to programmatic implementation but also impacts the representation of UNICEF in One UN Programme Coordination Group (PCG), as well as HIV donor fora. Therefore, UNICEF Viet Nam is looking for a national consultant for a period of six months from October 2013 to June 2014 (in two phases October 2013 – January 2014 and March – June 2014) to fill the gap and rebuild its technical capacity as well as continue its presence in the HIV community.

2. Purposes and Objectives

The objective of this consultancy is to maintain UNICEF’s strong presence and support for the elimination of mother to child transmission of HIV/AIDS, while CSD section rebuilds its capacity to manage the HIV/AIDS and PMTCT support.

Under direct supervision by the Chief of CSD, the consultant will manage the work plan activities related to HIV/AIDS IRs at both national and sub-national levels. He/she will also regularly attend HIV-PCG meetings representing UNICEF with close cooperation with Chief of CSD and HIV focal points from other sections

3. Scope and Methodology

To achieve the above-mentioned objectives, the assignment will involve constant interaction with the Viet Nam Administration of HIV/AIDS Control (VAAC) and Maternal and Child Health Department (MCHD) under MOH, and provincial counterparts and provide them with technical support and guidance for the planning, implementation and monitoring of national and sub-national HIV/AIDS IRs activities. The consultant is expected to undertake field trips to the sites to support the implementation of activities and provide technical advice. S/he will represent UNICEF in HIV-PCG meetings and technical discussions/fora with donors and NGOs. The consultant will work independently.

4. Activities, Task, deliverables and timeframe

- Maintain good working relations with VAAC, MCHD, other UN agencies and NGOs through regular contact and technical support.
- Facilitate the planning, implementation and monitoring of activities related to the HIV/AIDS IR, including drafting and negotiating the work plans, providing resources as well as technical support, and monitoring through analyzing the data as well as field visits.
- Regularly attend HIV PCG meetings representing UNICEF, in close coordination with PCG members from other sections, and advocate for the children in any HIV related plans and activities. Undertake and participate the joint activities with other UN agencies under Delivery as One.
- Work with WHO and UNAIDS to make sure the elimination initiative is well advocated, supported and monitored.
- Attend technical meetings and advocate and provide technical contribution to the discussion.
- Prepare necessary information and data and draft the donor proposals and reports.
- Coordinate with other sections to consolidate inputs related to children and HIV and AIDS, when necessary.
- Other tasks assigned by the supervisor.

Deliverables	Timeframe
1. Quarterly work plans for HIV/AIDS activities under national and sub-national CSD 2012-2013 MYWPs developed and implemented in close collaboration with the counterparts	Every quarter
2. Field visits conducted to monitor and provide technical assistance	Every quarter

to the implementation of HIV/AIDS activities, with focus on integration of PMTCT and prevention and treatment of children affected by HIV	
3. Individual monthly work plans and progress reports submitted	Monthly
4. >60% of HIV/AIDS activities under national and sub-national CSD 2012-2013 MYWPs implemented and budget utilized	Quarterly
5. Donor reports and proposals and other reports related to HIV/AIDS drafted and finalized	As required by donors
6. Coordination and consolidation of HIV/AIDS inputs within the office	When required
7. Technical and advocacy advice and support on HIV/AIDS issues related to children with Government counterparts as well as donors/NGOs	Ongoing basis

5. Management

The assignment will be undertaken under the supervision of the Chief of CSD Section of UNICEF Viet Nam.

6. Qualifications and experience required:

- Master degree in one of the following areas: Medicine, Public Health, Health Policy and Management, Health Education, or a field relevant to international development assistance in Health.
- Five years of relevant professional work experience in the field of maternal and child health and/or HIV. Field work experience is required.
- Fluent in spoken and written English and Vietnamese.
- Experience of working in the UN or other international development organization is an asset.

7. General Conditions: Procedures and Logistics

The following general conditions shall apply. The consultant shall

- Work station: Ha Noi
- Applicable DSA
- Official travel within the country, if any
- The office will provide with a laptop and office supplies
- Have access to UNICEF transport
- Be paid on a monthly basis. Consultants are not entitled to any payments during days off and sick leave.
- Have his/her flight costs paid at economy rate from and back to their normal city/country of residence prior to taking up the appointment.

Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office **before Travel Authorisation is issued.**
- No consultant may travel without a signed travel authorisation prior to the commencement of the journey to the duty station.
- Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.

8. Interested candidates are kindly requested to submit the following information:

- Letter of interest
- CV/P-11 form ([UN Personal History Form](#))
- Proposed monthly fee

Please indicate the title of the assignment on the top left corner of envelop and address to UNICEF at:

Human Resources Unit

UNICEF Viet Nam

81A Tran Quoc Toan street, Ha Noi, Viet Nam

Or via email: vietnamhr@unicef.org

Closing date for receipt of proposals: **07 October 2013 at 17:00 pm Ha Noi Time.**

Only short-listed candidates will be contacted.

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