

# LEADERSHIP, MANAGEMENT AND GOVERNANCE – TRANSITION SUPPORT PROJECT

## SCOPE OF WORK

### **Hai Phong-based Local Coordinator for implementing the System Dynamics Model and Workload Indicators of Staffing needs in Hai Phong**

#### **Period of performance:**

60 days from Feb 5 to 30 June 2014

Technical Supervisor: Nguyen Thien Nga

#### **II. Context and Background**

Funded through the United States Agency for International Development (USAID), the Leadership, Management & Governance (LMG) Project globally supports country health systems strengthening by addressing the gap in leadership, management and governance capacity of policy makers, health care providers and program managers to implement quality health services at all levels of the health system.

The LMG-Transition Support Project (LMG-TSP) in Viet Nam helps to provide decision makers, planners and managers evidence to inform human resource planning and health financing options to help ensure a more sustainable HIV response in Viet Nam.

LMG-TSP has two overarching objectives:

- Objective 1: Implement an evidence-informed planning process in one province (Hai Phong) that builds the planning capacity of PAC, DOH and VAAC officials; leads to human resource and health financing plans for a more sustainable HIV response in the province; and results in a planning model that can be scaled up to other provinces.
- Objective 2: Compile evidence and engage in dialogue that informs strategies, plans and decisions by the GVN for human resource planning and health financing options that will ensure a more sustainable HIV response in Viet Nam.

#### **III. Consultant scope of work**

The consultant's overall objective is to help develop provincial HIV/AIDS plan in support of the transition of the HIV/AIDS response to greater country ownership and sustainability.

Specifically, the consultant will assist the implementation of System Dynamics (SD) model and Workload Indicators of Staffing Needs (WISN) in Hai Phong city.

The consultant will coordinate with local stakeholders to organize meetings, workshops, trainings, facilitate in those events and to collect, analyze data and apply the tools for HIV/AIDS planning in Hai Phong.

#### IV. Activities and Outputs

The consultant will work closely with other local consultants as a team, in close collaboration with LMG-TSP Technical Advisors, under the guidance of LMG-TSP project director to do the following tasks:

- Assist to conduct and facilitate stakeholder meetings/workshops and trainings on SD model and WISN
- Lead the local consultant team to collect data related to epidemiology, services delivery, human resources and finance for HIV/AIDS program in Hai Phong city
- Lead the local consultant team to implement the WISN steps
- Work closely with LMG-TSP team to review collected data; SD model and WISN outputs and finalize these outputs
- Participate in the provincial HIV/AIDS planning process

The activities and outputs are summarized as follows:

| #  | Activity  | Output   | LOE       |
|----|---|--|-----------|
| 1. | Coordinate with local authorities in Hai Phong for conducting the workshops/trainings and preparing required materials for the workshops/trainings/meetings | Plan for organizing the workshops/trainings (including draft agenda, list of participants) | 10        |
| 3. | Collecting data   | Collected Data   | 10        |
| 4. | Implementing WISN steps   | Progress report  | 20        |
| 5. | WISN outputs calculation  | Progress report  | 20        |
|    | <b>Total Days</b>   |  | <b>60</b> |

#### V. Qualifications

- Good understanding of the Vietnamese health sector at the national and provincial levels, and have the ability to collaborate with Hai Phong stakeholders;
- At least 7 years of experiences in HIV/AIDS;
- Good understanding of financing and/or human resources in the health sector in order to help ensure a strong contribution to health system strengthening;
- Familiar with PEPFAR and the overall HIV/AIDS program in Viet Nam, good understanding of HIV/AIDS program in Hai Phong;
- Strong communication and facilitation skills and be able to work with, and provide technical assistance to, government institutions and partner organizations;
- Strong logistics and organizational experience.