

**TERM OF REFERENCE**  
**RECRUITEMENT OF A CONSULTANT WORKING FULL-TIME ON PROMOTING THE TA**  
**SYSTEM FOR HIV/AIDS IN VIETNAM**

**1. Background information**

The USAID Sustainable Management of the HIV/AIDS Response and Transition to Technical Assistance Project – or “SMART TA” – is a five-year initiative managed by FHI 360. SMART TA aims to strengthen technical capacity and promote country ownership of the HIV response by building enduring TA institutions.

Technical assistance is defined as “a dynamic, capacity-building process for designing or improving the quality, effectiveness and efficiency of specific programs, research, services, products or systems” (West et al 2012)<sup>[1]</sup>. SMART TA utilizes a combination of “*push*” (promoting new knowledge, findings and best practices) and “*pull*” (facilitating access to technical information and skills) TA methods, to increase the capacity of GVN and SOs to ensure the provision of quality, comprehensive and sustainable HIV services through a strengthened national response.

Vietnam Administration of HIV/AIDS Control (VAAC) has a function to support Minister of Health in all HIV/AIDS activities nationwide, and is responsible for managing and coordinating the TA system for HIV/AIDS. Therefore, this TOR is for recruiting a qualified national consultant to assist SMART TA to support VAAC in daily basis to operationalize and institutionalize the best practices of TA system for HIV/AIDS program in Vietnam.

**2. Scope of work**

The qualified consultant under the supervision of FHI 360 and VAAC will do the following tasks:

- Support conducting and disseminating TA system review
- Support to establish and/or strengthen TA system at national and provincial level
- Support to develop guidelines on the functions and responsibilities of national and provincial TA provider network
- Support TA coordination activities from GVN side
- Facilitate TA network interaction and strengthening a TA community of practice
- Assist VAAC to develop and implement the strategic plan on TA system strengthening
- Support the coordination on HIV/AIDS research for implementation of activities enhancing capacity on research in HIV/AIDS prevention, control program

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<sup>[1]</sup> West, G., Clapp, S.P., Davidson Averill, M.E., & Cates Jr., C. (2012). Defining and assessing evidence for the effectiveness of technical assistance in furthering global health. *Global Public Health: An International Journal for Research, Policy and Practice*. DOI: 10.1080/17441692.2012.682075

### **3. *Period of Performance and workplace***

The consultant will be based at VAAC's office, working from November 2014 to September 2015, with possible extension.

### **4. *Qualification requirements***

- Language: Excellent written and oral communication skills in both Vietnamese and English
- Education: MD or BA in PH (MA is preference).
- Experience and skills:
  - At least 5 years working in health system at provincial or national level.
  - Priority for whom well understanding the HIV/AIDS program in Vietnam.
  - Capable to work independence.
  - Computer literacy (MS Office, email, Internet Explorer..)

Please send detailed curriculum vitae with letter of application in English by **November 5, 2014** to:

**Human Resources Section, FHI 360 Vietnam**

**7<sup>th</sup> Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam**

**Email: [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org)**

Please specify the position you are applying for in your application.

*Only shortlisted candidates will be contacted for interviews.*