

Terms of Reference

1 December 2014 – 30 June 2015

Background

FHI 360, formerly known as Family Health International, aims to deliver holistic solutions to Vietnam's health and development challenges by applying global and local expertise and evidence to strengthen Vietnamese institutions.

The USAID *Sustainable Management of the HIV/AIDS Response and Transition to Technical Assistance Project* – or “SMART TA” – is FHI 360 Vietnam's anchor program. The five-year initiative (which began October 2011) strives to ensure the provision of quality comprehensive and sustainable HIV services through a strengthened national response.

Under the SMART TA initiative, FHI 360 must generate a number of knowledge management products, including stories, training packages, programmatic strategies, and standard operating procedures. We require an English language editor to ensure that these products are of the highest quality, prior to broad dissemination.

Objectives

To provide English language editing support to all units under the USAID/SMART TA initiative.

Tasks and Deliverables

The consultant will deliver services to FHI 360 for up to 120 days from the period 1 December 2014 to 30 June 2015. Key tasks are as follows:

1. Proofread and edit English language documents developed through the USAID/SMART TA initiative.
2. Ensure that knowledge management products are written for relevant target audiences.
3. Work with USAID/SMART TA personnel and/or units to prepare knowledge management products, including success stories, lessons learned documents, etc.

Reporting

The Consultant will report to Caroline Francis, Deputy Country Director.

Cost and Payment Schedule

Total work under this contract is for up to 120 days. The consultant will be paid at a daily rate (USD), plus travel and accommodation costs in accordance with FHI 360 policy.

The contractor will be paid upon satisfactory completion of deliverables and upon receipt of an invoice.

Submission of CVs/resumes

Interested persons should send their detailed curriculum vitae with letter of application in English to the following address by **November 20, 2014**:

Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: Vietnam.recruitment@fhi360.org