

Scope of Work

Position: Consultant for HTC Monitoring and Evaluation (HTC M&E)

Technical Unit: Strategic Information

Technical Monitor: Senior Technical Officer, Strategic Information

Period of Performance: As soon as possible to Oct 2016

Location: Hanoi

1. Consultant for HTC Monitoring and Evaluation (HTC M&E)

The consultant will support an FHI 360 Senior Technical Officer in monitoring and evaluation (M&E) activities for the HIV testing and counseling (HTC) program supported by the USAID/SMART TA project. Specific responsibilities including data collection, data management and software use support.

Tasks

- Perform quality check to ensure that the backlog HTC database was converted and entered accurately into the HTC e-log at sites: 31 working days
- Collect monthly/quarterly data and report from sites: 3 working days*2 months (July, Oct)
- Perform quality checks on the monthly/quarterly database and report reported from sites: 4 working days*2 months (July, Oct)
- Support the use of the HTC e-log at sites per request: 10 working days
- Support to implement DQA in Nghe An and Dien Bien: 15 working days

Total working days: 70 working days from Jun to Oct (15 days/month). The consultant can choose to work full day or half days (to be discussed).

Qualifications

- Bachelor's degree in public health or last year students in public health schools
- Willingness to learn and collaborate with others
- Good computer skills and proficiency with Microsoft Excel
- Experience in data management and analysis

Interested persons should send their detailed curriculum vitae with letter of application in English to the following address by **May 31, 2016**:

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

Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews.