

Scope of Work

Position: Care and Treatment Monitoring and Evaluation Consultancy

Technical Unit: Strategic Information

Technical Monitor: Senior Technical Officer, Strategic Information

Period of Performance: As soon as possible to Oct 2016

Location: Hanoi

1. Care and Treatment Monitoring and Evaluation Consultancy

FHI 360 through the SMART TA project shall engage a consultant to support the monitoring and evaluation (M&E) of care and treatment services. The consultant shall support the development of data collection tools, collect data, and support data management, including database development and data cleaning, as well as provide administrative support to provincial M&E departments.

Tasks

- Collect Care and Treatment routine reports every quarter (8 days/2 quarters)
- Perform data quality control for quarterly, semiannual, and annual reports (10 days/2 quarters)
- Support data analysis (dashboard) (8 days)
- Develop E-log training materials (7 days)
- Conduct 1 E-log training workshop (3 days)
- Create v-log on “how to use e-log software” (7 days)
- Perform other tasks (7days)
- Support to implement DQA to Dien Bien and Nghe An (15 days)

Total working days: 65 days

Qualifications

- Education: must be currently enrolled in, or a recent graduate in fields related to Public Health, Social Science. Preference will be given to recent graduates of post-graduate programs and students at the post-graduate level.
- Applicants should be well organized, self-motivated and reliable and should be able to work well both independently and as a part of a team
- Applicants must have good communication skills
- Familiar with Microsoft office (especially Excel)
- Good English skills would be an advantage
- Ability to travel

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.