

# Terms of Reference

August 1-September 30, 2016

## Background

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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 *Sustainable HIV Response from Technical Assistance* Project – or “SHIFT” funded by PEPFAR via USAID Vietnam– is FHI 360 Vietnam's anchor program. The five-year Project (which began from June 10, 2016) strives to strengthen human, organizational, and systems capacity to lead the national HIV/AIDS response and deliver innovative enhancements in HIV and AIDS services.

## Objectives

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To provide English language translation and/or editing support to the TA marketplace establishment under the SHIFT Project.

## Tasks and Deliverables

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Two consultants will deliver services to FHI 360 for about 60 days from **Aug 1 to Sep 30, 2016**. Key tasks are as follows:

1. Make all profiles of TA providers available in English and Vietnamese
2. Edit English language documents developed through the USAID/SHIFT initiative.
3. Ensure that knowledge management products are written for relevant target audiences.

## Reporting

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The Consultants will report to Megan Averill-Senior Technical Advisor/FHI 360.

## Cost and Payment Schedule

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Total work under this contract is for about 60 days. The consultants 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

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Interested persons should send their detailed curriculum vitae with letter of application in English to the following address by **July 25, 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