

**TERM OF REFERENCE**  
**RECRUITMENT OF A CONTRACTOR FOR HARM REDUCTION PROGRAM**  
**Joint-plan between VAAC and USAID SHIFT**

**1. Background information**

***1.1. Overview of HIV/AIDS epidemic***

HIV/AIDS epidemic is one of the key public health challenges worldwide. HIV/AIDS has been spreading all over the nations in the world, and increasing ill-health burden and deaths in the least developed countries as well as among the most at risk populations (MARPs). Harm reduction program is one of the main programs that can help to reduce the number of HIV infected. In which, using Methadone as a therapy to substance for opiate addicted is the most effective method to prevent HIV transmission among IDUs and from IDUs to the population.

Up to now, there are more than 250 clinics in 63 provinces/cities in Vietnam and treatment for around 53,000 patients.

***1.2. Purpose of this TOR***

USAID SHIFT provides technical assistance (TA) to VAAC in the field of harm reduction especially in treatment for opiate addicted with Methadone. VAAC and USAID SHIFT jointly develop this TOR to recruit 01 contractor to support the implementation of activities under Harm Reduction Program.

***1.3. Duration***

11 months with expected time from November 2017 to September 2018.

**2. Job description**

***2.1. Scope of work (SOW)***

The SOW of contractor will align with objectives and demands of the harm reduction and prevention for HIV/AIDS Program of VAAC. The recruited contractor will provide TA and logistics support to the Department of Harm Reduction of VAAC in the development, implementation and monitoring the Assignment Scope of Work (A-SOWs) on Harm reduction activities prevention for HIV/AIDS. Details as follows:

(1) Treatment for opiate addicted with Methadone

- Participate in the coordination, management and analysis of data related to the methadone treatment program (updated weekly, monthly, quarterly and yearly reports).
- Development of guidelines for reporting activities of the Methadone program, guidance local (provinces/cities) about data collection, synthesis and reporting.
- Join the inspection, supervision, technical support for the Methadone clinics as prescribed.
- Inspect, supervise and monitor the implementation of treatment for opiate addiction with methadone programs in provinces/cities.

(2) Enhance the quality of Methadone treatment:

- Develop the technical guidelines for treatment for opiate addicted with Methadone program in Vietnam.
- Complete the MethQual (Methadone Quality Control) toolkit

- (3) Participate in other harm reduction intervention activities as assigned by the Leaders upon request.
- Participate in the coordination, management and analysis of data related to the harm reduction intervention activities.
  - Support for whole process of National guideline development.
  - Join the supervision, technical support for the harm reduction intervention activities at national and provincial levels as requested.

**2.2. Deliverables/Milestones & Due Dates:** to be further specified in the consulting agreement

**2.3. Working mechanism**

- USAID SHIFT and VAAC will together conduct the recruitment process
- Consultancy fee, allowance and other costs related to the contractor will covered by USAID SHIFT
- Contractor will work full-time and be placed at VAAC
- Contractor will submit a written-report to VAAC and FHI 360 on a monthly basis:
  - VAAC (Department of Harm Reduction) will certify and review the contractor's services.
  - USAID SHIFT based on VAAC's assessment to make payment for the consultancy service.

**2.4. VAAC responsibilities**

VAAC will be responsible for setting a workplace for the contractor, supervising and supporting the contractor for his/her performance.

**2.5. Qualification requirement**

- Nationality: Vietnam
- Education: Degree in Medicine or Public Health (Master Degree is a preference).
- Experiences and skills:
  - Experience in harm reduction management, especially in MAT
  - Understand the health system and ability to work well with implementing partners and government counterparts
  - Good written and oral communication skills in both Vietnamese and English;
  - Good computer skills and proficiency with Microsoft Excel
  - Ability to travel as necessary

Interested candidates are invited to send the detailed curriculum vitae with letter of application in English to [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org) by **November 9, 2017**:

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