

# TERMS OF REFERENCE

## Monitoring and Evaluation Consultant

---

### Background

The Sustainable HIV Response From Technical Assistance (SHIFT) project, funded by the U.S. Agency for International Development (USAID), promotes HIV epidemic control and transition of a sustainable HIV response in Vietnam.

In this fiscal year, FHI 360 Vietnam Strategic Information Unit focus more in strengthening M&E system and perform M&E and research activities across technical units. To support comprehensive and key strategies in finding new HIV positive, reduce HIV transmission and reach 90-90-90 target, SI unit will cooperate with local SI to develop and maintain data collection, report, checking tools to support technical program on recording results timely and effectively. In addition, require social health insurance (SHI) scale-up, to improve health information systems (HIS), project will collaborate with relevant stakeholders to have more comprehensive and timely data to monitor and support HIV treatment and SHI performance.

FHI 360 Vietnam is recruiting a **Monitoring and Evaluation (M&E) Consultant** to support related program activities.

### Key Responsibilities

- Responsible for the program data quality control, including data collection, data quality checks on monthly/quarterly basis
- Participate in upgrade HTC information system at provincial level
- Support on eHIS-HIV
- Join in develop the provincial one M&E system and provincial database including CASCADE and 90-90-90 target measurement
- Participate in HIV case reporting activities including case verification, data analysis and progress evaluation of the first 90 target
- Support in activities related to monitoring technical program as requested
- Maintain technical dashboards and CoPC dashboards
- Conduct data quality assessments (DQA)
- Support to conduct some specific training/workshop/webcast on M&E section

### Requirements:

- Bachelor or Master degrees in Medical or public health fields with at least 2 year working experience.
- Experience in M&E activities including developing M&E guidelines and tools data collection, data analysis and presentation

- Computer proficiency in word processing, databases and spreadsheets, with advanced skills in at least two of the following programs: SPSS, Excel, Epi Info, Stata, and Power BI
- Knowledge of M&E on HIV/AIDS project activities;
- Ability to work well with all project staff, implementing agencies, GNV counterparts, donor agencies and the media communities;
- Communication skills in both Vietnamese and English;
- Sensitivity to cultural differences and understanding of the political and ethical issues surrounding HIV infection;
- Ability to travel as necessary.

### Reporting:

The consultant will report to Technical Coordinator, Strategic Information.

### Duration:

Initial duration of 9 months with expected starting time from January 2019

### Application Deadline:

Interested candidates are encouraged to provide their detailed curriculum vitae with letter of application in English to [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org) by **January 17, 2019**.

\*Please specify the position you are applying for in your application.

*Only shortlisted candidates will be contacted for interviews.*