

CONSULTANCY NOTICE FO 2011-01

UNICEF Viet Nam is looking for local-based individual consultant to produce the final Inter-Agency Task Team (IATT) mission report in English.

BACKGROUND

In Viet Nam, PMTCT program was formally established in 2006 based on the program plan of actions. Being supported by the strong commitment by the government and support by international donors, the program has been scaled up significantly in the last four years. By June 2010, there were 133 sites nationwide offering comprehensive services for the prevention of mother-to-child transmission. However, the challenges still remain.

In order to improve the program and reach a consensus in the new strategic vision for PMTCT in Viet Nam for the period of 2012-2020, the Ministry of Health (VAAC and MCH) requested Global Inter-Agency Task Team on PMTCT (IATT) for a Joint Technical mission to support Viet Nam to review and provide the recommendations appropriate with Viet Nam context.

The mission took place from 13-17 June 2011 and left situation analysis, bottlenecks, discussion notes and recommendations.

JUSTIFICATION FOR RECRUITING A CONSULTANT

Although the IATT recommendations were disseminated widely to all government and non-government partners but as discussed and agreed with VAAC, MCH, WHO and CDC, it is a very good opportunity to extend the IATT recommendations with combined broaden stocktaking documentation of PMTCT situation in Vietnam. Therefore the proposed consultancy will help to elaborate the current IATT papers with more evidence to the situation analysis and discussions and make the final report on overall PMTCT in Viet Nam.

OBJECTIVE

To produce the final IATT mission report in English.

TASKS AND TECHNICAL APPROACH

- Discuss and agree with in-country core team (MOH, UNICEF, WHO, CDC) for the outline and contents of the report.
- Collect and desk review all documents from IATT review and consolidate as a final report.

- Collect additional information on HIV/AIDS and PMTCT (history, data etc) from different partners to elaborate the Background and Situation.
- Closely update the progress to the contract supervisor.
- Circulate the first draft to VAAC, MCH, CDC, WHO and UNICEF for comments.

DELIVERABLE

Final report should be included as following draft outlines.

- Executive Summary
- Background
- Situation of MTCT and PMTCT
- TOR of the mission, (incl priority thematic areas for discussion)
- Agenda of the mission
- Field visit report
- Identified bottlenecks
- Recommendations
- Follow up plan of action

TIMELINE

Total of two weeks for completing the IATT report.

One week for the first draft. The draft report will be reviewed and commented by partners (VAAC, MCH, CDC, WHO, UNICEF) and the consultant has to revise and submit the final draft.

| Activities | Week 1 | Week 2 |
|--|--------|--------|
| Carry out desk review all relevant documents | █ | |
| Consultation with partners (MoH, WHO, CDC, UNICEF) on draft outline | █ | |
| Collect and review additional documents, data and information on PMTCT in Viet Nam | █ | |
| Submit the 1 st draft report for comment | | █ |
| Share with partners for comments | | █ |
| Incorporate the comment and finalize the report | | █ |

MANAGEMENT

The consultants will be hired and managed by UNICEF under the direct supervision of HIV/AIDS specialist.

QUALIFICATIONS AND EXPERIENCE REQUIREMENT

- Experience in English reporting writing and preferable on public health and HIV/AIDS-PMTCT fields specifically
- Understand the HIV/AIDS and PMTCT situation in Vietnam
- Experience in working with Govt. and international partners on health and HIV/AIDS field

CONDITION OF WORK

| Condition of work | To be provided by UNICEF | | Remarks |
|--|--------------------------|----|---|
| | Yes | No | |
| Field Trip Transport | | x | |
| International Travel | | x | |
| Visa for internationally | | x | |
| DSA | | x | |
| Security Clearance | | | Not required at this stage |
| Accidental Death and Dismemberment and Accident Medical coverage | | x | For Consultants traveling outside their country of nationality or residence |
| Health Insurance | | x | Responsibility of consultants and individual contractors |
| Office Space | | x | |
| Computer | | x | |
| Secretarial Services | | x | |
| Photocopier services | | x | |

| | | | |
|----------------|--|---|---|
| Other supplies | | x | Contingency (stationery, ITC, guide, interpreter cost...) |
|----------------|--|---|---|

Interested candidates are kindly requested to submit the following information:

- Letter of interest
- Sample products conducted
- Proposed budget and fees
- CV/P-11 form ([UN Personal History Form](#))

Please indicate the title of the assignment on the top left corner of envelop and address to UNICEF at:

Human Resources Unit

UNICEF Viet Nam

81A Tran Quoc Toan street, Ha Noi, Viet Nam

Or via email: ntha@unicef.org

Closing date for receipt of proposals: **COB 29 September 2011.**

Only short-listed candidates will be contacted.

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