

TERMS OF REFERENCE

SELECTION OF NATIONAL PROCUREMENT CONSULTANT (POSITION 2)

1. Background

The Government of Vietnam is implementing the Local Health Care for Disadvantaged Areas Sector Development Program (the Program) funded by the Asian Development Bank (ADB) for the 2019–2027 period, with implementation taking place across 15 provinces.: Tuyen Quang, Bac Ninh, Phu Tho, Dien Bien, Lai Chau, Nghe An, Ha Tinh, Da Nang (Fomer Quang Nam) , Dak lak (Former Phu Yen), Lam dong (Fomer Binh Thuan and Dak Nong), Quang Ngai (Former Komtum) , Gia Lai, Dong Nai (Former Binh Phuoc), Can Tho (Fomer Soc Trang), and Ca Mau.

The Program aims at strengthening the capacity of local health care network to achieve universal health care coverage; ensuring responsive provision of primary health care and health care services for each local resident; providing health services in a comprehensive, continuous manner; while combining preventive and curative health care among local health facilities, through which to reduce overload at higher level hospitals, ensuring equity and efficiency in the protection, care and promotion of people's health.

The Program consists of 2 Components:

- Component I (funded by ADB loan): Construction, renovation and upgrade of infrastructure; procurement of medical equipment for CHSs.
- Component II (funded by ADB grant): Capacity building for the local health care network for health services delivery reform, including (i) Strengthening equipment management for local health care facilities at district level, (ii) Improving implementation of service models for the local health care network, and (iii) Strengthening the local health care workforce financing, management and developing.

Program implementing agencies:

The agencies below play an intercorrelated role in implementing and managing the Program.

a) Ministry of Health: overall coordination and coordinate with the Provincial People's Committees and related ministries/ agencies in implementing the State management tasks under the Program as regulated.

b) Central Program Management Unit (CPMU): overall management and operation of the entire Program; carrying out activities including the procurement of goods, recruitment of consultants, training, etc., as well as supporting and monitoring progress of PPMUs.

Provincial Program Management Unit (PPMU): carrying out daily activities including civil works, procurement, etc in collaboration with CPMU.

2. Scope of work, required duties and performance quality, timelines under the package

a. Scope of work

The Procurement Consultant shall support CPMU in carrying out all procurement and bidding activities of the Program to meet the implementation schedule, ensuring compliance with current regulations of the Asian Development Bank (ADB) and current regulations of Vietnamese Government.

b. Required duties and performance quality

Prepare the Procurement Plan based on the implementation schedule of each procurement package and submit it to ADB for review and clearance and to the CPMU Director for approval.

Organize and carry out the procurement of goods and the selection of consulting firms for the CPMU, as well as the recruitment of individual consultants (as assigned), in accordance with ADB's Procurement Policy and Regulations and the applicable laws and regulations of the Government of Viet Nam. Details of the procurement packages are as follows:

- Testing equipment of Hematology and urine (Estimated cost: Approx. USD 700,000).
- Examination and testing equipment (Estimated cost: Approx. USD 330,000).
- Operating and emergency resuscitation equipment (Estimated cost: Approx. USD 760,000).
- Physical therapy equipment (Estimated cost: Approx. USD 64,000).
- Sterilize and laundry equipment (Estimated cost: Approx. USD 370,000).
- Health Equipment Quality Assurance Firm (Estimated cost: Approx. USD 50,000)

Coordinate with Procurement Specialists (Positions 1 and 3) in implementing other procurement packages to ensure full compliance with ADB procedures throughout the procurement cycle, including planning, procurement processing, contract award, contract administration, and contract completion.

Manage contracts and monitor progress of contract performance by contractors/ consultants/ consulting firms; propose remedial actions upon issues arising;

Prepare and maintain necessary procurement tracking databases; provide data and inputs on assigned procurement packages to prepare relevant reports as required by ADB and Vietnamese Government;

Maintain procurement documents in proper filing system;

Carry out other tasks as deemed necessary by the Program Director and/or ADB

c. Time to implement: 18 months from the date the contract takes effect.

3. Qualification, work experience and skills

Have legal status to enter into the consulting contract with the Program;

Have at least a bachelor degree in Economics, Logistics or another related fields;

At least 15 years of experience in procurement practices of goods and consulting services in ODA projects/ programs, preferably programs/ projects funded by ADB/WB;

At least 10 years of experience in procurement in the health sector of Vietnam

Possess a valid Procurement Professional Certificate or a valid Bidding Practice Certificate;

Good teamwork and communication skills;

Language proficiency in English;

4. Working location

The Consultant is based at CPMU office in Hanoi, and shall undertake field trips to Program provinces as required. Accommodation, per diem and transportation for field work is based on rates approved by the project and existing government regulations

5. Implementation arrangement

The Consultant shall sign a time-based contract with contract duration since contract effectiveness until 31 December 2027. However, in December 2026, CPMU shall undertake performance review of the Consultant. In case the Consultant could not meet the work requirements and must end his/ her contract before contract completion, and the Program shall notice the Consultant 30 days in advance before the contract end date.

The consultancy fees, which are equivalent to salary payments, shall be applied in accordance with the norms specified in **Circular No. 07/2026-TT-BNV** dated May 5, 2026, issued by the Ministry of Home Affairs. The expected remuneration paid to the Consultant is about 2,190 USD/ month includes all insurances, personal income tax (22 working days/ month, and paid for public holidays, New Year, annual leave under the regulation of the Labor Law of the Vietnamese Government). In addition, the Consultant will be covered with expenses such as training, workshops, accommodation, per-diem and travel expenses related to business trips assigned by Program Director, in accordance with financial management manual of the Program. The Consultant is allowed to use equipment

such as computers, printers and stationery at CPMU office to perform assigned tasks.