

## **TERMS OF REFERENCE**

### **SELECTION OF NATIONAL FINANCIAL MANAGEMENT CONSULTANT (Position 3)**

#### **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 (Former Quang Nam) , Dak lak (Former Phu Yen), Lam dong (Former Binh Thuan and Dak Nong), Quang Ngai (Former Komtum) , Gia Lai, Dong Nai (Former Binh Phuoc), Can Tho (Former 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.

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

## **2. Scope of work**

### **a. Scope of work**

The consultancy is to strengthen the finance management capacity of CPMU at the Ministry of Health (MOH) in developing financial plans, undertaking accounting and disbursement tasks, control of Program costs and funds, financial recording and reporting as required under relevant Guidelines of ADB and legislations of Vietnamese Government.

### **b. Detailed tasks**

Manage financial management, accounting, and disbursement functions for grant proceeds in full compliance with the requirements of the Donor and the Government; Prepare Withdrawal Applications (WAs) for expenditures subject to verification and payment control procedures conducted by the Consultant

Continuously monitor, evaluate, and provide progress updates on the performance and work plan of the Financial Management and Disbursement Specialist (Position 1).

Monitor and manage all Personal Income Tax (PIT) and social insurance obligations, including statutory withholdings, filings, and reporting to relevant authorities; assume full responsibility for financial reconciliation and compliance during the project completion and financial closure phase

Manage financial operations, accounting, and disbursements for domestic and international training activities, workshops, and conferences; oversee payments for individual consultants and other project activities as assigned by Project Management..

Coordinate with all project accountants and experts to ensure timely consolidation and processing of financial and accounting information.

Participate in procurement preparation, tender execution, and contract management.

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

Consultant is responsible for performing the above tasks. On the other hand, the expert must be responsible before the Program Director and before the law for issues in the field in which the expert has consulted.

**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, Financing, Accounting or in relevant fields;

At least 10 years of finance or accounting in ODA projects/ programs, preferably programs/ projects funded by WB/ADB;

At least 7 years of experience in financial management and disbursement in the health sector;

At least 7 years of experience working with international organizations in Vietnam;

Ability to work both independently and in teamwork;

Excellent communication, interpersonal and negotiation skills;

Language proficiency in English (both written and spoken);

Proficiency in computer skills and Microsoft package (Word, Excel, Powerpoint, etc).

#### **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 1,590 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.

