

TERMS OF REFERENCE

TRAINING CONSULTANT

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.

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 consultant is to assist CPMU at MOH in implementing the training plan of the Program, while being responsible for planning, coordinating and supporting the implementation of training activities, ensuring that the Program activities are completed effectively on schedule to achieve the Program objectives.

b. Required duties and performance quality

- Coordinate, develop for the 2026–2027 period, training plan for the Program; develop and establish the training management system of the Program;

- Contact and coordinate with Departments/Institutes under MOH, Provincial Departments of Health, relevant agencies, projects with training intervention for primary health care teams, training facilities and relevant provincial agencies to organize training courses, provide information, update training goals and strategies as well as training curriculums and materials;

- Monitor, supervise and support training activities at central and local levels; coordinate with other CPMU consultants to monitor and evaluate the performance of the grassroots health workers after training; and consolidate the training evaluation results of the Program;

- Provide technical assistance and capacity building to PPMUs in planning, implementing, monitoring and supervising training activities;

- Ensure effective communication within CPMU, as well as between CPMU and PPMUs with training facilities and ADB on training activities and other related activities; Support the exchange of information, documents and experiences between participating provinces; and between the central and provincial levels; - Assist CPMU in preparing Program training progress reports;

- Participate in developing work plans, annual implementation plans of the Program;

- Maintain an electronic system of data and information related to training activities for planning and reporting;

- Carry out other tasks as deemed necessary by the Program Director. The Consultant is responsible for performing the above tasks. Meanwhile, the Consultant must be liable to the Program Director and the law for the consultancy provided.;

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 a postgraduate degree in medicine, public health or in relevant fields;

Have at least 8 years of experience in coordinating training activities in the health sector at ODA projects. Experience in WB/ADB funded by projects is an advantage;

At least 5 years of experience in working with central and provincial departments/agencies;

Have ability to work both independently and in teamwork, and being able to undertake field trips to Program provinces;

English proficiency (both written and spoken).

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.

