

TERM OF REFERENCE

POSITION TITLE:	International Consultant monitoring implementation of the ASEAN Rabies Elimination Strategy Action Plan (ARES action plan) and implementation of regional activities that Viet Nam has committed to for the ARES action plan
DURATION:	20 working days during the period November, 2017 through April, 2018
DUTY STATION:	Ha Noi, Viet Nam

1) GENERAL BACKGROUND

The *Strengthening Capacity for the Implementation of One Health in Vietnam – Phase II* (SCOH-2) project builds on the results of the SCOH-1 and earlier activities to strengthen overall national One Health capacity and operationalization in Viet Nam. It will develop functional high-level multi-sectoral coordination strategies and mechanisms across the animal health, human health and environment sectors, integrated into and supported by relevant GoVN ministries and offices. It will build a working and sustainable multi-sectoral partnership among GoVN ministries, regional institutes, provincial authorities, bilateral and multilateral partners, NGOs, universities, and laboratories and other technical offices, which regularly results in products supporting One Health, including policy, research, and field activities to prevent, detect, and respond to emerging and serious infectious disease threats, including incorporation of analysis and strategies to promote gender equality within the One Health workforce and to identify gender-related impacts of zoonoses and of zoonoses prevention and control efforts. And it will provide important support to the establishment and effective functioning of mechanisms to ensure Viet Nam's active role in Global Health Security and international collaboration, working closely with key national partners, USG and United Nations agencies, and other related stakeholders.

Rabies is recognized as a high priority zoonotic disease for which a One Health approach should be applied. It is a disease that can be eliminated with a concerted, coordinated effort. The ASEAN Rabies Elimination Strategy (ARES) provides a strategic framework for the reduction and elimination of rabies in the ASEAN member states, applying a One Health approach. The ARES was jointly endorsed by the 36th ASEAN Ministerial Meeting on Agriculture and Forestry and the 12 ASEAN Health Ministers Meeting respectively held in September 2014. Viet Nam is the lead country within ASEAN for rabies control.

With funding support from the United States Agency for International Development (USAID) via UNDP, the SCOH-2 project implemented by MARD in partnership with MOH will contribute to the reduction of the threats to public health from avian and pandemic influenza and other emerging infectious diseases through the application of a One Health approach in Viet Nam.

The project is currently seeking an International Consultant monitoring implementation of the ASEAN Rabies Elimination Strategy Action Plan (ARES action plan) and implementation of regional activities that Viet Nam has committed to for the ARES action plan.

2) OBJECTIVES OF THE ASSIGNMENT

The purpose of this assignment is to collect information from participating countries in the ARES, to be consolidated as part of Viet Nam's monitoring role as the lead country for the strategy.

3) SCOPE OF WORK AND SPECIFIC TASKS

This assignment includes the following expected tasks:

1. Desk review of the strategy and available information and background documents and briefing on implementation plans and agreed activities of Viet Nam and each participating country. (2 days)
2. Develop the proposed format for the report, as well as the questionnaire format and explanatory notes to send to all countries participating in ARES implementation. (2 days)
3. Field test' the format with the ARES focal points from Viet Nam and update the format based on the results of field testing. (1 days)
4. Send the form to all ARES focal points in participating countries, and follow up and receive the completed forms from the focal points in each country and to clarify any questions on the data provided. (2 days)
5. Consolidate and analyze the country information from each focal point. (1 day)
6. Conduct interviews with relevant agencies in Viet Nam, as well as internet interviews with selected key informants within the ASEAN working group, as a basis to develop recommendations for participating countries on communications activities on rabies to support the implementation of the ARES, and develop recommendations for information-sharing and reporting between countries participating in ARES. (4 days)
7. Prepare the draft overall report and presentation on consolidated activities and progress of participating countries. (4 days)
8. Present the draft report to Viet Nam national ARES focal points and related technical experts of GDPM, DAH and related agencies in Viet Nam. Share the report with participating countries for comments. (1 day)
9. Finalize the overall consolidated report and presentation based on the feedback from focal points and related experts. (3 days)

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

- The total duration of assignment is expected to be 20 working days during the period November, 2017 through April, 2018. This level of effort has been calculated based on the list of expected tasks as indicated above under Part 3 of this TOR.
- The duty station is Ha Noi, Viet Nam. Limited travel to field locations within Viet Nam or to other locations to participate in meetings, studies or other activities of the project may be required.

5) FINAL PRODUCTS

The assignment has the following final products:

- Report on ARES implementation by participating countries, including consolidated

information on planned and actual ARES implementation by participating countries, as well as recommendations for participating countries and Viet Nam as a lead country to consider and take forward on communications activities on rabies to support the implementation of the ARES, and information-sharing and reporting between countries participating in ARES.

- Presentation on the key report contents.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The assignment will have the following monitoring and progress controls:

- The consultant will report to the NPD, who will be assisted by the Secretariat Manager for day-to-day management of the contract and by the project's international TA and the Ministry of Health focal point on technical and policy guidance and quality assurance of the contract.
- Within 7 days of commencing the assignment, the consultant will submit a detailed work plan for the assignment shall be prepared and agreed with the NPD and UNDP, including the proposed format for the report, as well as the questionnaire format and explanatory notes to send to all countries participating in ARES implementation.
- The consultant will provide brief updates to the project every two weeks via email, noting progress against the agreed plan as well as any challenges or issues requiring discussion with or guidance or assistance from the PMU.
- The draft overall report and presentation on consolidated activities and progress of participating countries will be submitted to the PMU within 2 months of commencing the assignment.
- The final overall consolidated report and presentation will be submitted to the PMU within two weeks of receiving feedback from the project on the draft report and presentation.
- The NPD is responsible for final acceptance of the assignment products.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- An advanced degree and a minimum of 10 years of proven experience in public health, veterinary health, or related areas.
- Demonstrated understanding of key issues related to rabies and other zoonotic diseases, including the application of a One Health approach.
- Experience working national and/or regional disease elimination strategies.
- Experience working in the Southeast Asia region, preferably in Viet Nam.
- Capacity to work with a wide range of stakeholders.
- Experience in preparation of reports and presentations.
- Fluent in spoken and written English

Evaluation criteria:

Consultant(s)' experiences/qualification related to the services		
1	An advanced degree and a minimum of 10 years of proven experience in public health, veterinary health, or related areas.	150

2	Demonstrated understanding of key issues related to rabies and other zoonotic diseases, including the application of a One Health approach.	150
3	Experience working national and/or regional disease elimination strategies.	200
4	Experience working in the Southeast Asia region, preferably in Viet Nam.	200
5	Capacity to work with a wide range of stakeholders.	100
6.	Having methodology and approach ensure to get expected deliverables	200
Total		1000

8) ADMIN SUPPORTS AND REFERENCE DOCUMENTS

The selected contractor is required to fulfil all necessary tasks and deliver the agreed products.

The project will make available relevant materials available to the project. The project will assist with necessary formal introductions to stakeholders and experts/specialists with whom the contractor is required to meet.

The project will support the Contractor to share and receive comments on draft products, including the organization of the stakeholder consultation meeting (as noted under activity 8. of section 3. above).

All other costs will be paid by the contractor, and the cost of such activities should be included in the financial offer.

Reference documents

- *Project document: Strengthening Capacity for the Implementation of One Health in Vietnam – Phase II*
- *National One Health Strategic Plan, 2016-2020*
- *ASEAN Rabies Elimination Strategy (ARES) Action Plan*

9) REVIEW TIME REQUIRED AND PAYMENT TERM

The project will review/approve any outputs prior to authorizing payments. Review of consultant products will require 5 working days after submission.

The project shall organize payments to the contractor in three instalments, upon acceptance of the outputs/deliverables defined in the ToR by the project:

- 1st payment: 20% of total contract value upon submission of products related to activity 2 (a detailed work plan for the assignment shall be prepared and agreed with the NPD and UNDP, including the proposed format for the report, as well as the questionnaire format

and explanatory notes to send to all countries participating in ARES implementation);

- 2nd payment: 40% of total contract value upon submission of products related to activity 7 (draft report and presentation); and
- 3rd and final payment: 40% of total contract value upon submission of the final products related to activity 9 (final report and presentation).

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE

☒ **X** PARTIAL

☐ INTERMITTENT

☐ FULL-TIME