1. **Background**

On 30 June 2016, the Ministry of Health issued Circular No. 19/TT-BYT on guiding the management of occupational health and workers' health. The content of the Circular includes four Chapters:

(1) Chapter I: Management of occupational health and workers' health. This chapter includes the following contents: Occupational health management at enterprise (Development and updating working environment profile; Working environment monitoring; Pre-employment health examination, periodic health examination, occupational disease detection and periodic occupational disease check-ups; Workplace hazards prevention, control and mitigation, etc.); Requirements for employee health management; Requirements on employee health records; Management of occupational accident first-aids records.

(2) Chapter II: First aid at work. This chapter stipulates the contents related to the organization of first aid activities, including: forces/personnel, equipment, areas, and first aid training.

(3) Chapter III: Regulations on reporting.

(4) Chapter IV: Responsibility for implementation: for health workers at labour establishments, for employers, for ward/town/commune health stations in protecting and taking care of workers’ health; for district/county/town/city Health Centres; for Preventive Medicine Centres or Centres for Occupational Health and Environment Protection in provinces/cities; for ministries and branches; for the Department of Health; for Institutes of preventive medicine system, Universities with majors in Medicine, Public Health and Occupational Health.

However, after nearly 07 years of implementation, there have been shortcomings in the implementation of this Circular such as: (1) Implementing regulations on first aid at work; (2) The issue of quality assurance of working environment monitoring at working environment monitoring units; (3) Competence to inspect organizations that announce eligibility for working environment monitoring in localities; (4) The response of the labour facilities in the development of employee's health and occupational disease management records, occupational accident first aid records at the workplace; (5) The implementation of occupational health reports by local labour establishments...

Therefore, in order to assess the shortcomings of this Circular and propose the leadership of the Ministry of Health to put in the plan to review, amend and supplement legal documents in 2024, the Viet Nam Health Environment Management Agency (VIHEMA) requested the World Health Organization to support recruitment of a domestic expert to coordinate with VIHEMA in assessing the implementation of Circular No. 19/TT-BYT dated 30 June 2016 in localities.
This is a very important activity to contribute to promotion, protection and taking care of people’s health in general and workers’ health at the workplace in particular.

### 2. Deliverables

**Planned timelines:** Part time

- **Start date:** 1 August 2023 (subject to confirmation)
- **End date:** 31 December 2023
- **Number of working days as a consultant:** 50 non-consecutive working days

**Method(s) to carry out the activity:** The selected consultant will be required to cooperate closely with WHO Country Office in Viet Nam and VIHEMA throughout the whole contract period.

S/He is expected to carry out the following tasks:

- Develop an outline and tools for collecting data in the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 guiding on management of occupational health and workers’ health;
- Coordinate with VIHEMA to conduct field trip to collect data on implementation of Circular 19 No. 19/2016/TT-BYT in five key industrial provinces (Quang Ninh, Bac Ninh, Hai Phong, Da Nang and Binh Duong). Data collection includes checklists, in-depth interviews, focus group discussions and questionnaires;
- Coordinate with VIHEMA to send questionnaires to and collect data from 63 provinces throughout the countries.
- Perform data entry, data processing and data analysis (including data cleaning, data entry, data analysis);
- Develop a report framework for assessment of the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment;
- Develop a draft assessment report on the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment;
- Coordinate with VIHEMA to organize 02 consultation workshops to get comments from VIHEMA, WHO and relevant experts on the draft assessment report and recommendations; and
- Finalize the assessment report and recommendations for amendment of the circular 19/2016/TT-BYT and submit to VIHEMA leaders for approval.

**Outputs**

**Deliverable 1:** A detailed outline for assessment of the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 guiding on management of occupational health and workers’ health and the tools for data collection (by 15 August 2023)

**Deliverable 2:** Field trip report for the five provinces (by 15 October 2023)

**Deliverable 3:** A draft assessment report on the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment (by 15 November 2023)
**Deliverable 4:** The final assessment report on the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment (by 15 December 2023)

### 3. Qualifications, experience, skills and languages

**Educational Qualifications**
- A postgraduate degree in occupational health, public health, or other relevant areas from a recognized university.

**Experience**
- Minimum 10 years’ experience in the field of occupational health and safety, occupational diseases prevention or public health, especially occupational health and safety and prevention of occupational diseases for health workers;
- Experienced in doing policy assessment;
- Experienced in developing strategic plans and guidelines, conducting research and investigations; and
- Experienced in working with international organizations.

**Skills/Knowledge**
- Research and analysis skills on occupational health and safety policy and implementation;
- Ability to work independently and teamwork in the field; and
- Proficient in office information technology, MS Word, MS Excel, SPSS or STATA.

**Languages and level required**
- Fluent in English and Vietnamese.

**Competencies**
- Technical expertise
- Producing results
- Communication skills

### 4. Technical Supervision

The selected Consultant will work under the supervision of:

<table>
<thead>
<tr>
<th>Responsible Officer:</th>
<th>Dr Duong Khanh Van, Technical Officer, HLE</th>
<th>Email: <a href="mailto:duongv@who.int">duongv@who.int</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager:</td>
<td>Dr Annie Chu, Team Coordinator, UHC-HLE</td>
<td>Email: <a href="mailto:chua@who.int">chua@who.int</a></td>
</tr>
</tbody>
</table>

### 5. Location

Please specify where the consultant will work:

- **On site:** N.a. (please indicate office and duty station)
- **Off site:** Working at his/her own places and travel to collect data in the five cities/provinces (please indicate location/address).
- **On site for insurance purposes:** N.a. (please indicate location/address). (This is where a duty travel is planned during the course of the consultancy but the consultant is being hired to work from home)

### 6. Travel - If travel is involved, full medical clearance is required
The Consultant is required to travel to collect data in five cities/provinces: Quang Ninh, Bac Ninh, Hai Phong, Da Nang and Binh Duong.

7. Remuneration and budget (travel costs excluded)

Rate (daily or monthly or for language and publishing services by word count or number of pages): USD 150.00/day (V'NM3)  
Currency: VND

Work schedule (if applicable): 50 days (the detailed schedule of work in separate page)

Total Remuneration: USD 150.00/day × 50 days = USD 7,500.00

Reviewed and cleared by:

<table>
<thead>
<tr>
<th>Responsible Technical Officer</th>
<th>Team Coordinator</th>
<th>WR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Annie Chu</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>16 June 2013</td>
<td>20 June 2023</td>
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<tr>
<td>PTAEO</td>
<td>WPVM219603/21.1/72531/513/ WP_VNM</td>
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Other requests to be approved:

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<tr>
<th></th>
<th>Team Coordinator</th>
<th>WR</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHO e-mail account</td>
<td>Yes [ ] No [X]</td>
<td></td>
</tr>
<tr>
<td>WHO laptop</td>
<td>Yes [ ] No [X]</td>
<td></td>
</tr>
<tr>
<td>Workstation at GOUNH</td>
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<td></td>
</tr>
<tr>
<td>No</td>
<td>Tasks</td>
<td>Required number of working days</td>
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<tr>
<td>1</td>
<td>Synthesize current documents and related reports to develop the outline for assessment of implementation of the Circular No. 19/2016/TT-BYT dated 30 June 2016</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Develop a draft outline to assess the implementation of the Circular No. 19/2016/TT-BYT dated 30 June 2016</td>
<td>2</td>
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<tr>
<td>3</td>
<td>Develop data collection tools (including questionnaires for 63 provinces/cities and in-depth interviews)</td>
<td>2</td>
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<tr>
<td>4</td>
<td>Finalize the outline and data collection tools after getting comments from VIHEMA and WHO</td>
<td>2</td>
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<tr>
<td>5</td>
<td>Coordinate with VIHEMA to conduct the assessment in 05 provinces (Bac Ninh, Hai Phong, Quang Ninh, Binh Duong, Da Nang)</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Coordinate with VIHEMA to send questionnaires to and get data from 63 provinces</td>
<td>4</td>
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<tr>
<td>7</td>
<td>Data entry, data processing, data (including data cleaning, data entry, data analysis for questionnaires and in-depth interview)</td>
<td>8</td>
</tr>
<tr>
<td>8</td>
<td>Develop a draft report framework for assessment of the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and to get comments from VIHEMA and WHO</td>
<td>2</td>
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<tr>
<td>9</td>
<td>Write the draft assessment report on the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment</td>
<td>8</td>
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<tr>
<td>10</td>
<td>Coordinate with VIHEMA to organize 02 consultation workshops to get comments on the draft report and recommendations for amendment of Circular No. 19/2016/TT-BYT dated 30 June 2016</td>
<td>2</td>
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<tr>
<td>11</td>
<td>Finalize the report on assessment of the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment after getting comments from VIHEMA, WHO and relevant experts</td>
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Total 50 days