Call for Expressions of Interest and Proposal

VN#20 - Technical Support Staff to support coordination and implementation of activities related to revising/developing policies/guidelines/circulars related to immunization in 2024 (circular 38, catch-up guidelines, short-term immunization plan (2024-2025) and long-term immunization plan (up to 2030)

1. Background:
The WHO Viet Nam Country Office has provided support to strengthen the capacity of the General Department of Preventive Medicine (GDPM), Ministry of Health (MoH) for national emergency preparedness for and response to COVID-19 outbreak in Viet Nam in the past few years. Between September 2020 and September 2023, project personnel have been recruited to provide technical assistance to GDPM in various technical areas including Sentinel surveillance, Risk assessment (RA) & Emergency Operations Center (EOC); Communication and public health activities; International Health Regulations (IHR) and Point of Entry (PoE); and Laboratory (LAB). During this period, the engaged project personnel had worked very closely with GDPM staff at the respective departments where they were attached to and had contributed significantly to all the work related to COVID-19 surveillance, preparedness and response among other activities under the GDPM-WHO collaborative 2020-2021 and 2022-2023 workplans.

Since early 2022, Viet Nam has been making a transition from emergency response toward a long-term sustained management of COVID-19. In addition, from October 2023, as COVID-19 was officially reclassified from an infectious disease Group A to Group B according to the current Law on Infectious Disease Prevention and Control, lots of the working focus had been further shifted toward other infectious diseases of national importance, not excluding COVID-19. Accordingly, GDPM needs to continue working on the above-mentioned areas with some adjustments to effectively address the MOH’s priorities (i.e., development of Disease Prevention Law, establishment of National CDC, conducting second Joint external Evaluation - JEE, etc.), disease outbreaks and public health challenges including dengue, hand-foot-mouth disease, seasonal influenza, measles, diphtheria among other vaccine preventable diseases. Meanwhile, as the MOH-WHO four-year project document (PD) and the biennium workplan for 2024 – 2027 are expected to be approved in quarter 3/2024, there is a need for an extra support to GDPM to fulfil the activities committed in the workplan, even prior to the PD approval via different implementation modalities.

To maintain the human resource that is acutely required in the current context, the WHO Viet Nam country office is supporting GDPM to recruit one Technical Support Staff to support coordination and implementation of activities related to revising/developing policies/guidelines/circulars related to immunization in 2024 (circular 38, catch-up guidelines, short-term immunization plan (2024-2025) and long-term immunization plan (up to 2030)

Term of reference
The SSA holder will work under the direct supervision of the leader of Division of Immunization Management and Biosafety, GDPM, Ministry of Health, and with a close collaboration and guidance from the Health Security Team at the WHO Viet Nam country office to support the following activities:
• Support in drafting agenda of the meetings/workshops and support for organizing meetings/workshops related to immunization.

• Support the development of legal documents, professional guidelines, and directive documents related to immunization.

• Support in collecting comments from stakeholders for draft documents (policies/guidelines/plans, etc.) and consolidate comments for review and finalization.

• Participate in RA on VPD-related outbreaks/events; support the preparation of RA reports and the conduct of EOC meetings as required.

• Carry out other duties as requested by supervisors.

**Expected outcome(s)**

Enhanced GDPM capacity for national emergency preparedness for and response to health emergencies and disease outbreaks with the following details:

• Review original policy documents on immunization for gaps/challenges to best understand needs/revisions.

• Draft policies/guidelines/circulars related to immunization developed including: catch-up guideline, routine immunization guideline, short-term and long-term immunization framework, and others.

• Training materials and national-level dissemination of new guidelines and policies as required

• Support arrangement of stakeholder meetings and expert consultation meetings to develop new guidelines and training materials, as required

• Monthly progress report is submitted to GDPM and WHO.

2. **Planned timeline:**
(Subject to confirmation): 6 months, 1 July 2024 – 31 December 2024 (the start date is subject to the fulfilment of the administrative procedure)

3. **Specific requirements**

   a. **Qualifications required:**
   Bachelor of Public Health or Doctor of Preventive Medicine

   b. **Experience required:**
   At least 3 years of relevant full-time experience.

   c. **Skills / Technical skills and knowledge:**
   Immunization programs; health policy and guideline development

   d. **Language requirements:**
   Good English for writing and speaking
4. **Place of assignment**  
The SSA holder will be based at the Division of Immunization Management and Biosafety at GDPM, MoH in Ha Noi, Viet Nam

5. **Medical clearance**  
The selected SSA holder will be expected to provide a medical certificate of fitness for work.

6. **Travel**  
The SSA holder is expected to travel upon request from GDPM and in an agreement with WHO.  
*All travel arrangements will be made by WHO – WHO will not be responsible for tickets purchased by the SSA holder without the express, prior authorization of WHO. While on mission under the terms of this technical service, the SSA holder will receive subsistence allowance.*

Visas requirements: it is the consultant’s responsibility to fulfil visa requirements and ask for visa support letter(s) if needed.

7. **Budget**  
Starting from the below rates to be converted into VND at UN exchange rate at the contract issuance time

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Maximum monthly rate (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical specialist Step 2: 6 to 10 years of relevant full time working experience</td>
<td>1,167</td>
</tr>
<tr>
<td>2</td>
<td>Technical specialist Step 1: 2 to 5 years of relevant full time working experience</td>
<td>1,058</td>
</tr>
</tbody>
</table>

*Currency: VND*

*Work schedule (if applicable): 6 months, 1 July 2024 – 31 December 2024 (the start date is subject to the fulfilment of the administrative procedure)*

Please take note of the following when submitting application:
- The contractor will be responsible for paying taxes, if any.

Those who are interested can contact our focal person before/by **13 June 2024**

Administrative Officer  
World Health Organization  
wvpnmaplicants@who.int

*Subject: VN#20 - Technical Support Staff to support coordination and implementation of activities related to revising/developing policies/guidelines/circulars related to immunization in 2024 (circular*
catch-up guidelines, short-term immunization plan (2024-2025) and long-term immunization plan (up to 2030)