

TERMS OF REFERENCE

FOR SPECIAL SERVICE AGREEMENT

POSITION TITLE: One Health Expert (Public Health sector) – Development of the operational document for the *Viet Nam One Health Strategic Plan, 2016-2020 (National consultant)*

DURATION: 20 days during the period from November 2017 to April 2018

DUTY STATION: Hanoi, Viet Nam

1) GENERAL BACKGROUND

Viet Nam is located in a relatively high-risk region¹ for emerging infectious diseases (EIDs), including zoonotic diseases arising from the interaction of humans, livestock, wild animals and ecosystems. Addressing risky practices related to bio-security of livestock and wildlife farming, trade and consumption will require a long-term effort. Over the past several years, the Government of Viet Nam (GoVN) has been progressively moving towards the application of a One Health approach to zoonotic emerging infectious diseases (EIDs). Key aspects of the adoption of this approach have included the practical requirements of Viet Nam’s response to successive serious zoonotic emerging disease events in humans and animals, as well as Viet Nam’s related participation in and contribution to wider regional and global dialogues on disease risks at the human-animal-environment interface and global health security. GoVN has also pursued active involvement in regional and global One Health and Global Health Security networks generally, as well as on specific diseases such as influenza and rabies. Viet Nam is a founding member of the Global Health Security Agenda (GHSA), and is a lead country (with Indonesia and Senegal) on the Zoonotic Diseases Action Package (ZDAP) and a contributing country on the Emergency Operations Centres (EOC) Action Package.

Viet Nam successfully implemented the *National Integrated Operational Program for Avian and Human Influenza (OPI), 2006-2010*, with the overall objective of reducing the health risk to humans from avian influenza by controlling the disease at source in domestic poultry, by detecting and responding promptly to human cases, and by preparing for the medical consequences of a human pandemic. This was followed by the *Vietnam Integrated National Operational Program on Avian Influenza, Pandemic Preparedness and Emerging Infectious Diseases (AIPED), 2011-2015*, which sustained the response to avian and pandemic influenza (API), while also progressively expanding the focus to other serious EIDs risks from animals to humans, applying a One Health approach.

In 2016, Viet Nam developed a successor 5-year strategy and plan to further reduce the risk to

¹ Jones et al: Global trends in emerging infectious diseases, *Nature*, Vol 45, 21 February 2008: 990-994

humans and animals from avian influenza and other emerging infectious diseases, and to strengthen the capacity for detection and response, the *Viet Nam One Health Strategic Plan for Zoonotic Diseases (OHSP), 2016-2020*. The OHSP sets out a five-year plan for the continued development of Viet Nam's One Health capacities, including activities directed at selected priority zoonoses and diseases of animal origin, building on the OPI and AIPED, and broadening to incorporate key One Health aspects such as wildlife, environment, anti-microbial resistance (AMR), and to integrate key national efforts under the GHSA.

The five-year national One Health plan has the following overall objectives:

- Strengthened One Health capacity for zoonotic disease control and prevention.
- Application of One Health capacity to limit the public health impact of zoonotic influenza viruses, AMR, and rabies, and reduce the risk posed by agents in animals with pandemic potential that are yet to emerge.
- Enhanced preparedness for a human emergency of animal origin and improved control of zoonotic disease outbreaks.

The second phase of the *Strengthening capacity for the implementation of One Health in Viet Nam (SCOH2)* project, implemented by the Ministry of Agriculture and Rural Development (MARD) in cooperation with the Ministry of Health (MOH), with funding from USAID via UNDP, will support operationalization of the five-year One Health plan through a dissemination and planning process, in line with Decision No.5273/QD-BNN-HTQT dated December 19, 2016 on the issuing of the OHSP, which states: "Based on the framework of the Strategic Plan, relevant agencies working in this area will formulate specific strategies, programs and action plans for their own agencies."

The SCOH-2 will mobilize two national consultants to support the development of action plans, primarily for MARD and MOH, also bringing in the Ministry of Natural Resources and the Environment (MONRE) and other related ministries/sectors. The national consultants, with technical supervision from the SCOH-2 international advisor, will work with each ministry directly and through a combined workshop organized by the project to develop specific ministry action plans for the implementation of the OHSP, including cooperation with related ministries and sectors on cross-sectoral aspects.

2) OBJECTIVES OF THE ASSIGNMENT

The assignment will support the human health sector to develop its action plan for the implementation of the *Viet Nam One Health Strategic Plan, 2016-2020*. This plan will identify practical actions, milestones and targets to deliver the key outcomes identified in the plan, together with information on lead and supporting agencies and mechanisms for alignment, collaboration and coordination between the human health sector and the agriculture sector, the natural resources and environment sector, and other related sectors.

3) SCOPE OF WORK AND SPECIFIC TASKS

The key activities to be undertaken by the Contractor will include desk review, consultations with agencies within MOH, MARD and MONRE, as well as national and international projects and

programmes, preparation of the draft document, presentation of the draft document, and addressing feedback in order to prepare and submit the final draft.

The scope of work of the Contractor will include:

1. Conducting a rapid operational research about key stakeholders including MOH, MARD and MONRE as well as other national and international members of the OHP on the specific needs and recommendations of these stakeholders to be addressed by the operational plan. The rapid operational research will be undertaken through desk study, review of the OHSP as well as interviews and discussions with key stakeholders.
2. Analysis of the data collected through the rapid operational research, and development of a preliminary draft OHSP Action Plan for the Human Health Sector.
3. Presentation of the preliminary draft for discussion and commenting by stakeholders.
4. Preparation of a final draft OHSP Action Plan for the Health Sector, addressing stakeholder comments.

The Contractor will conduct the following specific tasks:

1. Initial meeting with the OHP Office and prepare a concise workplan for the assignment. (1 day)
2. Conduct a desk review of background documents including relevant sectoral and cross-sectoral plans and international programs and projects. (3 days)
3. Conduct interviews with key informants at central level (national agencies, international partners). (7 days)
4. Analysis of the data collected during the operational research (desk review and interviews) and preparation and submission of the preliminary draft of the OHSP Action Plan for the Human Health Sector. (5 days)
5. Presentation of the draft OHSP Action Plan for the Human Health Sector for discussion and consultation at a meeting of national and international stakeholders to be organized by the OHP Office. (1 day)
6. Completion of the final draft of the OHSP Action Plan for the Human Health Sector, taking into account comments received on the draft and at the consultation workshop for submission, and addressing final comments by the project. (3 days)

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

The duty station for the assignment is Hanoi, Viet Nam (home based with meetings as required).

This assignment is to be completed during the period from November 2017 to April 2018.

5) FINAL PRODUCTS

The final products for this assignment will be prepared in the form of a draft and then final written assignment report, according to the detailed plan for the consultancy agreed between the SCOH2

project and the Contractor, as follows:

1. Preliminary draft of the OHSP Action Plan for the Human Health Sector, based on the operational research conducted by the Contractor.
2. Final draft of the OHSP Action Plan for the Human Health Sector, taking into account comments received on the draft version and at the consultation workshop.

The OHSP Action Plan for the Human Health Sector will make suitable use of tables as well as supporting notes, and will include:

- a. Information on outcomes, milestones, targets, activities, lead and supporting agencies, mechanisms for alignment, collaboration and coordination with the agriculture sector, the environment sector and other related sectors, providing clear information on key expected actions as well as a clear basis for monitoring progress.
- b. Information on national and international projects and programmes contributing to the outcomes, targets and milestones.
- c. Analysis of key strategic strengths, opportunities, weaknesses and threats to the operationalization of the *Viet Nam One Health Strategic Plan, 2016-2020*.
- d. Supporting annexes, such as (i) information on people/agencies consulted during the assignment, and (ii) analysis and elaboration of technical and policy issues and perspectives of key stakeholders, particularly where different opinions exist.

6) PROVISION OF MONITORING, REVIEW, QUALITY CONTROL AND PROGRESS CONTROLS

The Contractor will report formally to the National Programme Director (NPD) of the SCOH-2 project, and will work under the supervision of the Project Manager (PM). The Contractor will work closely with a small working team comprising of the NPD, the PM, the Knowledge Management Officer, the International Advisor, and the UNDP Programme Officer. Arrangements for the assignment will be coordinated by the PM.

Taking into account the overall timing for the consultancy indicated at item (4.) above, the detailed schedule for monitoring and receiving deliverables shall be based on the workplan prepared by the consultant, on acceptance by the project.

Key monitoring stages for progress on the consultancy will be:

- Agreement of the workplan.
- Acceptance of the preliminary draft of the OHSP Action Plan for the Human Health Sector.
- Acceptance of the final draft of the OHSP Action Plan for the Human Health Sector.

The working language for this assignment will be Vietnamese. All updates and draft and final versions of reports/products will be submitted in Vietnamese.

The NPD is responsible for final acceptance of the assignment products.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The criteria for assessment and selection of the contractor will be:

- An advanced degree in public health or related areas;
- At least 10 years of proven experience relevant to One Health, with specific expertise in Human Health/Zoonoses;
- Strong existing familiarity with key national One Health initiatives and networks in Viet Nam and active involvement in One Health policy and planning discussions over the past decade;
- Experience in planning and development of complex programmes in the human health sector, including formulation of high level technical recommendations taking into account feasibility in terms of political, economic, human resource capacity, cultural and other factors;
- Experience in working with a range of stakeholders including international and regional governmental, academic and civil society partners and national governments; and
- Expertise and demonstrable experience in the preparation of high quality reports.
- Fluent verbal and written English skills with ability to produce academic report and legal document in English.

Evaluation criteria:

Consultant(s)' experiences/qualification related to the services		
1	An advanced degree in public health or related areas	150
2	At least 10 years of proven experience relevant to One Health, with specific expertise in Human Health/Zoonoses	150
3	Familiarity with key national One Health initiatives and networks in Viet Nam and active involvement in One Health policy and planning discussions over the past decade	200
4	Experience in planning and development of complex programmes in the human health sector	200
5	Experience in working with a range of stakeholders including international and regional governmental, academic and civil society partners and national governments	100
6.	Having methodology and approach ensure to get expected deliverables	200

Total	1000
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8) ADMINISTRATIVE SUPPORT

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 5. of section 3. above).

Translation cost could be partly supported by the project if necessary.

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

9) REFERENCE DOCUMENTS

The following reference documents are available to all bidders:

- Viet Nam One Health Strategic Plan for Zoonotic Diseases, 2016 – 2020.
- Vietnam Integrated National Operational Program on Avian Influenza, Pandemic Preparedness and Emerging Infectious Diseases (AIPED), 2011-2015: Strengthening responses and improving prevention through a One Health approach.
- National Integrated Operational Program for Avian and Human Influenza (OPI), 2006-2010.
- Directory of One Health Programmes and Projects in Viet Nam.

10) REVIEW TIME REQUIRED AND PAYMENT TERM

The project will review/approve any outputs prior to authorizing payments.

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 workplan for the assignment (product related to activity 1);
- 2nd payment: 40% of total contract value upon acceptance of the preliminary draft of the operational document (product related to activity 4);
- 3rd and final payment: 40% of total contract value upon acceptance of the final draft of the operational document (product related to activity 6).

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION

The presence of the contractor at the project office is not required, aside from specific agreed meetings with the project team.