

# **TERMS OF REFERENCE**

## **Selection of experts**

### **"Assessment of the commitment and potential of investment in HPV vaccination for girls to prevent cervical cancer in some provinces"**

#### **I. Background**

According to the World Health Organization (WHO) estimates of 2012, there are 5,146 new cases of cervical cancer (CC) reported in Vietnam each year. CC ranks second after breast cancer in women aged 15-44. Approximately 2,423 patients die of CC every year, ranking the sixth leading cause of cancer death among women. Every day, there are about 7 cases related to CC. However, CC is a preventable disease. Vaccination of HPV for girls has been shown to be effective in preventing HPV infection, the causative agent for CC. In Vietnam, HPV vaccines have been successfully tested but have not been widely deployed due to the price of vaccines is very expensive compared to the affordability of most people. Vietnam has become a low-middle-income country, so international aid decrease rapidly, GAVI support for vaccination is declining rapidly and ending in 2020. According to governmental guidelines, the 2021-2025 period, Vietnam will be self-financing for buying the following vaccines: Pertussis- Diphtheria- Tetanus, Hepatitis B and Hib and maintain current vaccines. In that situation, developing a new vaccine such as the HPV vaccine requires a new approach to financing with the mobilization of funds from local sources. It is therefore essential to develop a sound financial mechanism, in parallel with the negotiation with companies producing HPV vaccines to reduce the price of vaccines to make it easier for girls nationwide to access this vaccine.

However, the question is what is the investment capacity and commitment of local authorities (provinces/ cities) to implement the HPV vaccine to prevent CC in girls and women? How is the financial mechanism appropriate to ensure publicity and transparency? What activities are needed to step up the implementation of the HPV vaccination to prevent CC for the girls from local budgets in provinces / cities?

In response to these questions, there is a need for a commitment survey and investment in the implementation of HPV vaccination to prevent CC in some provinces/ cities with the following objectives:

1. Investigate the financial mechanisms for implementing HPV vaccination to prevent cervical cancer for girls and women in accordance with Vietnam in the coming time.
2. Investigate the commitment and investment capacities (payment) of some provinces / cities to implement vaccination to prevent cervical cancer for girls and women in accordance with Vietnam in 2019- 2020 period.

## **II. Objective**

Selection of 01 national consultant expert team to support the project "Support the Ministry of Health to improve equity in reproductive health care, sexual health and family planning and strengthen the medical response for emerging issues through developing and monitoring laws and policies based on evidence and ensure human rights "(project code VNM9P01), 2017-2021 period, investigate Commitment and investment to implement HPV vaccination to prevent cervical cancer in girls and women in some provinces/ cities. The results of the survey are the basis for the development of a project to develop HPV vaccination to prevent cervical cancer for girls and women.

## **III. Results**

The consultant team is responsible for accomplishing the following tasks:

1. Outline of investigating commitment and investment to develop HPV vaccination to prevent cervical cancer in girls and women in some provinces/ cities.
2. Investigation instrument.
3. Report and study available literature on CC, role of HPV vaccines, documents, policies and current financial mechanisms in vaccination and country experiences in implementing HPV vaccines.
4. Report on survey results.

## **IV. Scope of work**

The recruited national consultant expert team (CET) is required to perform the following main tasks:

### **1. Consultant expert team leader (CET1):**

- Orientations, direction and coordination of the whole investigation activities on commitment and investment for HPV vaccination to prevent cervical cancer in girls and women in some provinces/ cities.
- Participate in the draft of the outline, investigation instrument.
- Outline the financial mechanism for implementing HPV vaccination from local budget.
- Organize mobilization meetings with leaders of provinces / cities about the possibility of investing from local budgets for HPV vaccination.
- Revise the report and organize the meeting to publish survey results and orientations for follow-up activities.

## **2. Consultant expert on Health Systems and Policies (CET2):**

- Gather information; synthesize policy documents and current financial mechanisms in vaccination and country experiences in implementing HPV vaccines.
- Develop outline, tools to investigate commitment and investment for HPV vaccination to prevent CC for girls and women in some provinces/ cities.
- Participate in the available literature to outline the financial mechanisms for implementing HPV vaccination from local budgets.
- Organize quick assessments of opinions of departments / division of provinces and cities on financial mechanisms and opportunities for implementing HPV vaccination from local budgets.
- Participate in organizing advocacy meetings with leaders of provinces / cities on the capacity and commitment of investment from local budgets for HPV vaccination.
- Analyze information and write a report on the results of the investigation on commitment and investment in the implementation of HPV vaccination to prevent cervical cancer in girls and women in some provinces/ cities.

## **3. Consultant expert on Public Health (CET3):**

- Gather information and research on available literature to develop information on the burden of the CC, scientific evidence on the effectiveness, safety of the subject and how to implement the HPV vaccination.

- Participate in the development of outline, tools for investigating commitment and investment in the implementation of HPV vaccination to prevent cervical cancer in girls and women in some provinces/ cities.
- Participate in quick assessments of opinions of departments / division of provinces and cities on financial mechanisms and opportunities for implementing HPV vaccination from local budgets.
- Participate in organizing advocacy meetings with leaders of provinces / cities on the capacity and commitment of investment from local budgets for HPV vaccination.
- Analyze information and write a report on the results of the investigation on commitment and investment in the implementation of HPV vaccination to prevent cervical cancer in girls and women in some provinces/ cities.

#### **4. Consultant expert on the vaccination system (CET4):**

- Gather information and research on available literature to develop information on the burden of the CC, scientific evidence on the effectiveness, safety of the subject and how to implement the HPV vaccination.
- Participate in the development of outline, tools for investigating commitment and investment in the implementation of HPV vaccination to prevent cervical cancer in girls and women in some provinces/ cities.
- Participate in quick assessments of opinions of departments / division of provinces and cities on financial mechanisms and opportunities for implementing HPV vaccination from local budgets.
- Participate in organizing advocacy meetings with leaders of provinces / cities on the capacity and commitment of investment from local budgets for HPV vaccination.
- Analyze information and write a report on the results of the investigation on commitment and investment in the implementation of HPV vaccination to prevent cervical cancer in girls and women in some provinces/ cities.

#### **V. Implementation plan**

In order to perform the above mentioned tasks, the selected consultant experts must perform the following tasks as follows:

<b>No.</b>	<b>Activities</b>	<b>CET 1 (day)</b>	<b>CET 2 (day)</b>	<b>CET 3 (day)</b>	<b>CET 4 (day)</b>
1.	Develop outlines, plans, investigation instrument	2	3	1	
2.	Test the investigation instrument		1	1	1
3.	Collection of available data		2	2	2
4.	Quickly assess the opinions of local departments		11	11	11
5.	Meetings with local leaders of provinces and departments	5	5	5	5
6.	Analysis of information		5	5	5
7.	Write, approve and finalize the report	7	7	6	
	<b>Total</b>	<b>14</b>	<b>34</b>	<b>31</b>	<b>24</b>

## **VI. Requirements for capacity, work experience and the role of experts**

### **1. Requirements for capacity and work experience**

#### **- Consultant expert team leader**

- (1) Doctorate degree in public health / medical management.
- (2) Have at least 15 years working experience in vaccination / preventive medicine and have a strategic vision in this field.
- (3) Experience in working with the UN / Vietnamese Agencies and Government and socio-political organizations in the formulation and implementation of investigating / monitoring / evaluating activities in Domestic / foreign projects / programs.
- (4) Proficient use of computers; Ability to hear, speak, read and write reports in English.
- (5) Priority should be given to trained experts who have experience in the management of preventive health.

#### **- Consultant expert 2 and 3:**

- (1) Doctorate degree in public health / medical management.
- (2) At least 10 years of work experience in public health / preventive medicine.

- (3) Experience in working with the UN / Vietnamese Agencies and Government and socio-political organizations in the formulation and implementation of investigating / monitoring / evaluating activities in Domestic / foreign projects / programs.
- (4) Proficient use of computers; Ability to hear, speak, read and write reports in English.
- (5) Priority should be given to experts who are already experienced in research on health system / preventive medicine.

- **Consultant expert 4:**

- (1) Bachelor's degree in public health or equivalent, priority should be given to candidates who are qualified doctor in specialized preventive medicine.
- (2) At least 3 years working experience in the field of vaccination.
- (3) Having experience working with UN / Vietnamese agencies and government and socio-political organizations in the development and implementation of investigating / monitoring / evaluating vaccination activities.
- (4) Proficient use of computers; Ability to hear, speak, read and write reports in English.

## **2. Roles**

- **Consultant expert team leader:**

- (1) be responsible for the progress and quality of the products carried out by the CET;
- (2) Managing, coordinating the CET and assigning tasks to each member of the team.
- (3) Organize, direct and coordinate with the CET to complete the work and within the time specified in terms of reference in time.
- (4) To be the focal point in allocation and coordinating with relevant partners to implement and complete the requirements and products required by the Terms of Reference;
- (5) Responsible for submitting the products to the National Institute for Hygiene and Epidemiology (NIHE), UNFPA carried out by the CET for comments, and presenting results at technical meetings, seminars on request.

- **Other consultant experts:**

- (1) Perform tasks assigned by the CET leader.
- (2) Ensure progress and product quality as assigned by the CET leader.
- (3) Coordinate closely with relevant partners to implement and improve the requirements and products required by the team leader.
- (4) Report and discuss regularly with the team leader and team members on the progress of the work and resolve any problems that occur during the implementation of the work.
- (5) Perform other tasks as assigned by the CET leader.

**VII. Methods of implementation**

- NIHE provides references to the expert team to carry out the work required by this Terms of Reference.
- NIHE and Project Management Board - Ministry of Health will select a qualified and experienced team of experts in accordance with competitive bidding procedures for selection of independent consultants to assist in conducting the investigation of commitment and investment in the implementation of HPV vaccination to prevent cervical cancer among girls in some provinces/ cities.
- The consultant expert team reports on progress to the NIHE and the Project Management Board, reporting any unusual circumstances arising during the implementation of the service. Any solution to these situations should be approved by the NIHE and the Project Management Board (PMB).
- Complete and submit the report before 30/05/2019 for NIHE and PMB.
- Implementation time: 6 months.
- Responsibility of NIHE and PMB
- + Payment for experts under contract and according to work schedule;
- + Inspecting the supervising, monitoring and evaluating the implementation of contents in contracts with experts;
- + Provide necessary information upon request.

**VIII. Relevant payment conditions**

The NIHE and the Project Management Board will sign a consultancy contract with the selected experts. The norm of payment to the expert corresponding to the requirements of the capacity and experience of the expert referred to in Section VI of this Terms of Reference shall be based on an approved balance of resources and shall not exceed the ceiling Payments to experts of the UN-EU Guidelines 2017. Expenditures for experts are expected to be as follows:

<b>Consultant expert</b>	<b>Total number of days</b>	<b>norm (USD)</b>	<b>VND</b>	<b>Expenditures (USD)</b>	<b>VND</b>
Expert 1 (team leader)	14	172	4.000.000	2.403	56.000.000
Expert 2	34	103	2.400.000	3.502	81.600.000
Expert 3	34	103	2.400.000	3.193	74.400.000
Expert 4	27	69	1.600.000	1.648	38.400.000
<b>Total</b>				<b>10.746</b>	<b>250.400.000</b>

Experts participating in the activities will be paid from the funding of VNM9P01 project and paid directly through the personal account of the expert and according to the progress of work. The consultant expert is obliged to comply with current regulations on personal income tax.

Expert fees will be deducted 30% if the expert submits the required products later than 20 days and / or the products not meet the quality requirements, and / or the adjustments do not reflect the comments made to the NIHE.

#### **IX. Submit the dossier**

A team of national consultant experts is interested in preparing a dossier in Vietnamese and should be put in a sealed envelope, the outside of the envelope clearly stated: Dossier to participate in the "**Assesment the commitment and potention of investment in HPV vaccination for girls to prevent cervical cancer in some provinces**" – Project " Support the Ministry of Health to improve equity in reproductive health care, sexual health and family planning and strengthen the medical response for emerging issues through developing and monitoring laws and policies



based on evidence and ensure human rights"(VNM9P01), 2017-2021 period, funded by the United Nations Population Fund (UNFPA).

Dossiers include:

- Scientific CV (according to the attached form);
- Application form (attached form);
- Copies of related diplomas and certificates.

**DIRECTOR**

(signed and sealed)

**DANG DUC ANH**

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**CURRICULUM VITAE**

1. Full name: .....Sex (male, female):  
 Home phone:  
 Email:
2. DOB:
3. Occupation:
4. Native place:
5. Ethnic group: ...                      Religion: ...
6. Nationality:
7. permanent residence:
8. ID Card No.:.....issued on...../...../.....by
9. Academic title (Prof., Assoc. Prof.): ..... Degree (doctor of science, Ph.D., MSc): ...
10. Professional qualification (University, College, vocational school):  
 .....
- Major:.....
11. Foreign language qualification (name of foreign language + qualification: A, B, C, D): .....
12. Computer skills (A, B, C, D): .....
13. Summary of working process:

From month, year to month, year	Workplace

14. Professional training (Declare time from the most recent to the earlier)

From month, year to month, year	name of school/ univeristy/ college	major	training method	degree

15. Legal documents on health and population policies that have been involved in building or refuting

From month, year to month, year	name of document	Position and task assigned

16. Law projects in the field of health and population have been involved in participation and construction

From month, year to month, year	name of project	Position and task assigned

17. Other contents (if any)

Have full civil capacity to participate.

Not being prosecuted for criminal responsibility.

I declare that the above information is true.

Hanoi, (day) ... (month) ... (year) ...

**Declarant**

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Hanoi, (day) ... (month) ... 2018

**APPLICATION FORM**

**To: VNM9P01 Project Management Board, Ministry of Health**

My name is: ...

Currently working at: ...

After studying the Terms of Reference on Invitation to Bid for Selection of experts "Assesment the commitment and potention of investment in HPV vaccination for girls to prevent cervical cancer in some provinces taking into account the dossier of the capacity and experience of the members of the participating team. I am ... - the team leader, representing the consultant team participating in the above package.

We would like to enclose this application together with the CV and other relevant documents of each member of the team to be nominated for positions of experts at the request of the PMB and we declare that the statements made in the CV are true. If successful, we will fulfill all requirements as stated in the Terms of Reference.

We sincerely thank the Project Management Board./.

**The representative**  
(Sign and write full name)