



## CALL FOR CONSULTANCY

Solicitation Title:	<b>Consultant for technical assistance for developing SHI health policies and monitoring SHI implementation</b>
Date of Issue:	December 8, 2025
Submit Proposal to:	<a href="mailto:procurementvietnam@fhi360.org">procurementvietnam@fhi360.org</a> , with the subject line “EpiC-Technical assistant for SHI activities”
Date Proposal Due:	5PM, December 12, 2025
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	December 22, 2025 to March 31, 2026
<b>Method of Submittal:</b> Respond via e-mail with attached document in PDF format.	
<b>Quote Validity:</b> The Consultant agrees to hold the prices in its offer firm for 60 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	

### About FHI 360

FHI 360 is a nonprofit organization that mobilizes research, resources and relationships so that people everywhere can access the opportunities they need to lead full, healthy lives. FHI 360 serves more than 70 countries and all U.S. states and territories.

### Background

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global health initiative project funded by U.S. Agency for International Development (USAID) for the period of 2019–2027. It is led by FHI 360 along with core partners including Population Services International (PSI), Palladium Group, and Right to Care, with support from local implementing partners (IPs). As Vietnam advances integration of HIV services into the national health system, Social Health Insurance (SHI) claims data has emerged as a viable alternative source for routine HIV M&E.

### Detailed Description of Tasks to be Performed:

Currently, FHI 360 is seeking for 02 qualified consultants to provide technical assistance to work in close collaboration with the EpiC team and Departments of Health Insurance and other relevant stakeholders in developing SHI health policies and monitoring SHI implementation to create evidence of the negligible impacts on SHI liability when adding prioritized HIV/TB prevention services to be covered through the SHI and advocate for the inclusion of the prioritized TB/HIV drugs and services into the SHI benefit package.

### Scope of Work

The specific tasks for this position include but are not limited to the following:

- Support MOH/DHI to compile and analyze documents on SHI policy implementation.
- Support MOH/DHI in developing shared code sets and drafting the circular on IT application and digital transformation in health insurance.
- Assist in reviewing and updating output data standards and formats for SHI management, inspection, and reimbursement.
- Coordinate technical meetings/workshops with MOH/DHI and prepare official meeting records.
- Engage with stakeholders to collect feedback and consolidate materials for drafting SHI policies and regulations
- Support DHI to collect information and data supporting the implementation of policies and propose resolving problems/issues during the implementation.
- Support DHI in developing and delivering training on IT applications and digital transformation in SHI.
- Support DHI to track and report progress on developing and implementing guidance related to Resolution 72 and SHI policies
- Search for information and analyze data and information to support the development of principles and criteria for formulating the list of drugs, pharmaceutical chemicals, and biological products covered by SHI during the updating of the SHI drug list as needed, particularly for HIV and TB drugs
- Provide additional support to the project and MOH/DHI as required.

#### Tasks and expected deliverables:

Each technical consultant will have tasks and expected deliverables, with the number of working days outlined in the table below. One consultant will focus on health insurance policies related to traditional medicine, medical devices, medical services, and health information technology. The other consultant will focus on health insurance policies related to modern medicines, telehealth, family medicine, and supplementary health insurance.

No.	Tasks	Deliverables	Days	Due date
1	Support MOH/DHI to compile and analyze documents on SHI policy implementation Support DHI to engage with stakeholders to collect feedback and consolidate materials for drafting SHI policies and regulations	A list of comments and feedback on SHI policy implementation	20	31/3/2026
2	Support DHI to coordinate technical meetings/workshops with MOH/DHI and prepare official meeting records.	Meeting notes/workshop report	15	31/3/2026
3	Support DHI to gather information to support policy implementation. Track and report progress on developing and implementing guidance related to Resolution 72 and SHI policies	A progress tracking report of policy implementation	10	31/3/2026
5	Support DHI in developing and delivering training	Training material	15	31/3/2026
		<b>Total</b>	<b>60 days</b>	

**Location of Work:** Department of Health Insurance, Ministry of Health, 138 Giang Vo, Ha Noi



**Time:** from December 22, 2025 to March 31, 2026

**Travel:** The consultant is expected to travel to project sites when needed.

### **Timetable and Address for Submission**

Application to this call should be submitted by email to [procurementvietnam@fhi360.org](mailto:procurementvietnam@fhi360.org) no later than 5PM December 12, 2025 with the subject line “EpiC-Technical assistant for SHI activities”

### **Qualifications:**

- A bachelor's degree in health or similar discipline.
- Understanding the policy development context of the health sector, in particular, social health insurance is preferred.
- At least two years of relevant work experience, particularly in public health or health policy.
- Having experience working with Department of Health Insurance, Ministry of Health
- Good communication skills and interpersonal skills.
- Good organizational skills.
- Ability to work effectively as a team member and with minimal supervision.
- Language requirement: Vietnamese. The ability to speak and write basic English would be an advantage.

**Evaluation Criteria:** Applications will be evaluated based on the applicants’ experience and qualifications as detailed above.

**Required Documentation:** Proposals must include the following components:

- Applicant’s CV and highest-level degree
- Letter of interest that briefs relevant qualification and experience
- Proposed daily rate
- FHI 360 [Biodata form](#)

### **FHI 360 Disclaimers**

- FHI 360 may perform a background check on any selected Consultant candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities



- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360's supplier terms and conditions can be found [here](#) while our consultant terms and conditions can be found [here](#)