



## Call for consultancy

### Support provincial procurement units and health facilities in procuring HIV and TB drugs

#### 1. 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.

#### 2. Detailed Description of Tasks to be Performed:

FHI 360 is currently implementing programs to address challenges in HIV prevention, testing, and treatment, Tuberculosis (TB) case finding and treatment, anti-microbial resistance, health system strengthening, maternal and child health and nutrition, and global health security.

With aims to ensure the financial sustainability of essential drugs for HIV/AIDS and TB treatment in Vietnam, FHI 360 is seeking a qualified and motivated Vietnamese candidate to provide a consultancy service in the project supported provinces during their procurement and bidding process, particularly in resolving issues arising.

#### 3. Objectives

- To ensure that all procurement and tendering activities comply with national regulations, Social Health Insurance (SHI) policies.
- To support health facilities in preparing accurate, complete and compliant bidding documents.
- To identify, troubleshoot, and resolve issues arising during the bidding and selection process
- To provide technical guidance to minimize delays and ensure timely SHI ARV and TB drug procurement.
- To help facilities standardize procurement workflows, templates and documentation.

#### 4. Scope of work and expected deliverables:

The qualified consultants will conduct the following tasks:

- Participate in meetings with FHIVN, NTP, VADP, and relevant stakeholders to define needs.
- Provide technical assistance to facilities in preparing procurement plans aligned with SHI regulations and MOH guidance.
- Support facilities in reviewing bidding documents, including technical specifications, eligibility requirements, evaluation criteria, and contractual conditions.
- Ensure bidding documents comply with national procurement laws, SHI reimbursement policies, and relevant HIV and TB treatment guidelines.
- Guide health facilities through each tendering step (announcement, invitation, bid opening, evaluation, negotiation, and award).
- Support facilities to identify issues arising during procurement (e.g., lack of bidders, pricing discrepancies, incomplete bids, expired dossiers, delays...).
- Propose practical solutions to prevent delays and maintain compliance with procurement regulations.
- Provide on-the-spot troubleshooting for urgent or unexpected procurement challenges.
- Travel to provinces to provide technical assistance/training when needed
- Coordinate with VADP, NTP, provincial CDC/health departments, and facility procurement teams.
- Other relevant tasks as needed.

The Table below summarizes expected deliverables and timelines:



Deliverables	Estimate LOE (days)	Due date
Procurement and tendering process of SHI ARV and TB drug in provinces are timely and successfully conducted.	15	30 June 2026
Arising issues are resolved in compliance with updated regulations on drug procurement and tendering.	15	30 June 2026
<b>Total LOE</b>	<b>30</b>	

#### 5. Required qualifications

- Advanced degree in public health, pharmacy, pharmaceutical sciences, health economics, supply chain management, or related fields.
- Additional certification in procurement, supply chain is an asset.
- Experience in working with international organizations is an asset.
- Experience resolving procurement issues such as lack of bidders, pricing discrepancies, incomplete dossiers, or delays.
- Experience in providing training on drug procurement.
- Strong knowledge of Vietnam’s drug procurement regulations, bidding laws, and SHI (Social Health Insurance) reimbursement policies.
- Demonstrated experience supporting pharmaceutical procurement, especially essential medicines or ARVs and TB drugs.
- High degree of self-motivation, ability to work independently with tight deadlines
- Excellent communication and interpersonal skills; ability to interact with external and internal audiences of various types and levels.
- Native Vietnamese, spoken English

#### 6. Evaluation Criteria

Applications will be evaluated based on the applicant’s experience and qualifications as detailed above.

#### 7. Required Documentation

Proposals must include the following components:

- Applicants’ CV and highest-level degree
- Cover letter explaining relevant experience in pharmaceutical science, conducting eco-pharmaceutical studies, working with government officials, operating under international donor regulations, and language skills
- Proposed daily rate
- FHI 360 [Biodata form](#)

#### 8. Application

Application to this call should be submitted by email to [procurementvietnam@fhi360.org](mailto:procurementvietnam@fhi360.org) no later than **SPM, March 24, 2026** with the subject line “SET -Consultant-Support procuring HIV and TB drugs”

- All prospective vendors must comply with the [safeguarding policies](#) of our organization. Any violations of the policies may result in immediate contract termination without liability for the organization.
- Only shortlisted applicants will be contacted.



#### **9. FHI 360 DISCLAIMERS**

- FHI 360 may perform a background check on any selected vendor.
- 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 an 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 has the right to issue amendments to the RFQ at any time.