



CALL FOR CONSULTANCY

Solicitation Title:	Consultant for Developing Training Curriculum and Conducting RCCE Trainings in the Project Provinces
Date of Issue:	July 1, 2026
Submit Proposal to:	procurementvietnam@fhi360.org with the subject line “GHS-Consultant-RCCE Training Development”
Date Proposal Due:	5PM July 6, 2026
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	From July 15, 2026 to September 20, 2026
Method of Submittal: Respond via e-mail with attached document in MS Word / pdf format. Pricing should be provided in Excel format unless otherwise specified.	
Quote Validity: The Consultant agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	

Background

FHI 360 is an international non-governmental organization that, in Vietnam, promotes the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. It works with the Vietnam Ministry of Health and other national bodies, as well as provincial and commune-level health services to achieve project aims. 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.

The Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project focused on HIV and global health security with funding from the United States Government. As part of its activities in Vietnam, EpiC is looking to engage two qualified individual consultants to: (1) develop a training curriculum package for Training of Trainers (ToT) facilitators from both the human and animal health sectors; and (2) deliver two four-day ToT training sessions (one in the North & one in the South), and



(3) develop a one-day training curriculum package tailored for commune-level participants in provinces supported under the Global Health Security (GHS) program.

Detailed Description of Tasks to be Performed:

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

- Participate in brainstorming sessions with EpiC team members to clarify needs and expectations, and to inform the development of the training materials outline.
- Develop a draft Training of Trainers (ToT) curriculum package on risk communication and community engagement (RCCE), including topics such as infodemic management, rumor monitoring, communication risk assessment, audience analysis and segmentation, message development, communication channels, and communication strategy/planning. The package will also include hands-on sessions on using tools (e.g., AI tools, Canva, CapCut) to create messages, visuals, and engaging communication products. Submit the draft for EpiC review and revise it based on feedback.
- Finalize the ToT training package for provincial participants, incorporating feedback from EpiC and participating provinces.
- Deliver two four-day ToT training sessions (one in the north and one in the south) using the finalized curriculum package, including preparation of training presentations.
- Conduct a post-training consultation session with participants to gather feedback for improving the ToT package and to inform the development of a one-day training curriculum for commune-level participants.
- Develop a one-day training package for commune-level participants, incorporating initial feedback and refining the content accordingly.
- Deliver one-day training sessions in 1–2 pilot communes in selected provinces using the finalized curriculum package.
- Finalize the training package for commune-level participants, integrating feedback from EpiC and participating provinces.

Scope of Work

#	Activities	Expected deliverables (in both English and Vietnamese)	Maximum LOE (days)	Due day
1	Conduct brainstorming and consultation discussions/meetings with EpiC teams to develop training outline	Draft training outline, handouts and training plan	2	25 July 2026
2	Develop draft training curriculum package for ToT training sessions	Draft training curriculum package	10	25 July 2026



#	Activities	Expected deliverables (in both English and Vietnamese)	Maximum LOE (days)	Due day
3	Development of training presentations for ToT	Training presentation slides	4	30 July 2026
4	Deliver two 4-day ToT training sessions for provinces (4 days/training * 2 trainings & 2 days preparing and reporting) (TBD)	Final training materials (trainer guide, handouts, presentations), and completed training reports	20	15 - 30 August 2026
5	Facilitate the post-training consultation to gather feedback from provinces and finalize the training package	Finalized training curriculum package ready for use	2	15 - 30 August 2026
6	Develop one-day training curriculum for commune-level sessions	Training materials (training guide, handout, presentations)	4	10 September 2026
7	Deliver one-day training sessions for 1-2 communes (1 day training & 1 day preparing and reporting * 2 communes) (TBD)	Final training materials (trainer guide, handouts, presentations), and completed training reports reports	8	15 – 20 September 2026
		Total	50	

The elements of the scope may be refined with the partner during the contracting process.

Location of Work: Online and field work in project provinces

Time: July 15 to September 20, 2026

Travel: Consultants are 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 with a copy to ttinh@fhi360.org no later than 5PM July 6, 2026 with the subject line “GHS-Consultant-RCCE Training Development”

Qualifications:

Consultants should meet the following qualifications:



- At least a Master's degree in one of the following majors: public health; risk communication and community engagement; S/BCC, infectious disease prevention and control; education/curriculum development; or other related fields. (20 points)
- Proven experience in developing training curricula/materials and conducting trainings on RCCE, health communication, or similar fields. (30 points)
- Practical experience working with health systems and local authorities in the project provinces (Thai Nguyen, Dong Nai, An Giang, Nghe An, Can Tho) would be an advantage. (10 points)
- Knowledge of the One Health approach and of disease surveillance and outbreak response systems in Vietnam. (15 points)
- Strong adult-learning facilitation and participatory workshop facilitation skills. (10 points)
- Strong commitment to meeting deadlines and delivering quality outputs. (10 points)
- Excellent English and Vietnamese writing skills. (5 points)

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](#)