



CALL FOR CONSULTANCY

Solicitation Title:	Short-term Project Assistant Consultant for the STRIDES Vietnam Project
Solicitation Number:	
Submit Questions to:	N/A
Date of Issue:	August 18, 2026
Date Questions from Supplier Due:	N/A
Date Answers due from FHI 360:	N/A
Submit Proposal to:	procurementvietnam@fhi360.org , with the subject line “STRIDES-Project Assistant Consultant”
Date Proposal Due:	5PM August 21, 2026
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	From August 25, 2026 to October 31, 2026
Method of Submittal: Respond via e-mail with attached document in MS Word / pdf format. Pricing should be provided in Excel format as a total fixed lump-sum fee for the full scope of services.	
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 a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. FHI 360 works across health, public health threats, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing, bringing together diverse technical expertise to address today’s interrelated development challenges.

FHI 360 is currently implementing the **Strengthening Infectious Disease Detection Systems (STRIDES) Activity** in Vietnam. STRIDES aims to strengthen infectious disease detection and response systems and support improvements in global health security in Vietnam. FHI 360 is seeking a



proactive and detail-oriented Vietnamese short-term consultant to join our team and serve as a project assistant, Hanoi based, with an expected level of effort of up to 20 working days through October 31, 2026 to provide project administration, coordination, documentation, and operational support to the STRIDES Vietnam team during the consultancy period.

Detailed Description of Tasks to be Performed:

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

- Provide administrative, coordination, and documentation support to the STRIDES Vietnam team for project meetings, webinars, workshops, trainings, and other online or hybrid project activities, including preparation of agendas, attendance lists, meeting notes, action points, follow-up communications, and tracking of assigned actions and deadlines.
- Assist with logistical and administrative arrangements for STRIDES project activities, including coordination of travel and logistics for STRIDES Vietnam staff, government partners and consultants, preparation of travel documentation, Expense Authorizations (EAs), reimbursements, and related administrative processes.
- Compile and maintain participant lists for training sessions, meetings, workshops, and other project activities to support the consolidation of participant support costs and preparation of related payment packages.
- Assist with the preparation and submission of payment request packages, including invoices, receipts, quotations, participant support documentation, and other required supporting documents, and coordinate with relevant FHI 360 teams as needed.
- Maintain and organize project electronic files and records, including filing and archiving, project contact lists, distribution lists, and other project documentation in accordance with applicable FHI 360 and project requirements.
- Support the preparation, formatting, and compilation of project reports, presentations, correspondence, communication materials, and other project deliverables, including basic desk research and information compilation as required.
- Provide other basic administrative, coordination, documentation, and operational support directly related to the activities and deliverables specified in this Scope of Work, as reasonably assigned by the STRIDES Vietnam supervisor during the consultancy period.

Scope of work:

#	Activities	Expected deliverables (in English/Vietnamese)	Due date
1	Compile and maintain participant support costs and preparation of related payment packages.	List of participants, Supporting documents for payment request packages	October 31, 2026
2	Assist with the preparation and submission of payment request packages	Invoices, receipts, quotations, participant support documentation,	October 31, 2026

#	Activities	Expected deliverables (in English/Vietnamese)	Due date
		and other required supporting documents as required	
3	Maintain and organize project electronic files and records in accordance with applicable FHI 360 and project requirements	Project contact lists, distribution lists, project documents to be stored on STRIDES SP folder	October 31, 2026

Consultancy Type and Payment Terms: This consultancy will be structured as a firm-fixed-price (FFP) engagement. The selected Consultant will provide the full scope of services during the consultancy period for one fixed lump-sum fee. The fixed fee will be paid in one installment upon satisfactory completion and acceptance of the consultancy services and receipt of one valid final invoice with the required supporting documentation.

Location of Work: Online and field work in project provinces (if applicable)

Time: From August 25 to October 31, 2026

The primary location of work is **Hanoi, Vietnam**.

The consultant may be requested to provide support at project meetings, workshops, trainings, or other project activities outside the consultant's regular working location, subject to prior agreement and applicable FHI 360 procedures.

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 with a copy to lh@fhi360.org no later than 5PM August 21, 2026 with the subject line "STRIDES-Project Assistant Consultant"

Qualifications:

Consultants should meet the following qualifications:

- Bachelor's degree in administration, business administration, communication, public health, social sciences, economics, development studies, or a related field.
- 2 years of relevant experience in administrative, project, program, or coordination support; candidates with additional relevant experience are also encouraged to apply.
- Previous experience working with an NGO, international development organization, public health project, or donor-funded project is an advantage.
- Experience supporting meetings, workshops, trainings, travel arrangements, or project logistics is preferred.
- Good organizational and time-management skills, with strong attention to detail.



- Good oral and written communication skills in **Vietnamese and English**.
- Proficiency in Microsoft Office applications, particularly Word, Excel, PowerPoint, Outlook, and/or Teams/Zoom.
- Ability to work independently while maintaining effective coordination with a team.
- Ability to manage multiple routine tasks and meet deadlines.
- Demonstrated professionalism, responsiveness, and willingness to learn.
- Only shortlisted candidates will be contacted for an interview.

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 total fixed lump-sum fee for the full scope of services
- 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](#)