

CALL FOR CONSULTANCY

Solicitation Title:	A&T Communications & Knowledge Management Consultant
Date of Issue:	September 21, 2026
Submit Proposal to:	procurementvietnam@fhi360.org with the subject line “A&T-Communications-Knowledge Management Consultant”
Date Proposal Due:	5PM September 28, 2026
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	From date of contract signing to January 25, 2027
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.	

About FHI 360

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 district-level health services to achieve project aims. FHI 360 is currently implementing programs to address HIV prevention, testing, and treatment, TB case finding and treatment, clinical research, COVID-19, anti-microbial resistance, health system strengthening, combatting trafficking in persons, non-communicable diseases, maternal and child health and nutrition, diagnostics, and laboratory services.

Alive & Thrive (A&T) is a global initiative improving the health and wellbeing of women, children, and adolescents. From 2009 to 2014, A&T demonstrated that rapid improvements in infant and young child feeding (IYCF) are possible in settings as diverse as Ethiopia, Bangladesh, and Viet Nam. In 2014, A&T began working in Burkina Faso, India, Nigeria, and throughout the Southeast Asia region, expanding its scope to include maternal and adolescent nutrition, and using agriculture and social protection programs as delivery mechanisms for maternal, infant, and young child nutrition (MIYCN). Currently, A&T is leveraging its robust network and knowledge base to strengthen systems and build capacity in these and other countries across Africa and Asia, and disseminate innovations, tools, and lessons worldwide. The A&T initiative, managed by FHI 360, is currently funded by the Gates Foundation, Government of Ireland, UNICEF, the World Bank, and other donors.

In East Asia Pacific (EAP), A&T provides strategic technical assistance to governments and a network of local partners with a focus on nine countries (Cambodia, Indonesia, Laos, Malaysia, Myanmar, Papua New Guinea, the Philippines, Thailand, and Viet Nam) to facilitate policy and system reforms aimed at increasing investment and creating an enabling environment for MIYCN. With funding from the Government of Ireland, A&T is strengthening MIYCN service delivery with a focus on equity to reach the most vulnerable in Cambodia, Laos, and Viet Nam. With funding from the World Bank, A&T is utilizing global evidence to inform the Government of Papua New Guinea’s social and behavior change strategy under a national multi-sectoral stunting reduction program. As an endorsed technical assistance provider to the Association of Southeast Asian Nations (ASEAN) Health Cluster, A&T supports the development of regional standards and collaborates with member states to improve the quality and coverage of MIYCN policies and programs throughout the region. With funding from GIZ, A&T is advancing climate-smart food systems transformation and promoting integrated social, maternity, and climate protection for women farmers—an approach aligned with the International Year of the Woman Farmer 2026. This work includes convening a global webinar series and learning visit and fostering partnerships via a Community of Practice to scale models for voluntary maternity protection and

climate risk financing, ensuring resilience and equity across Scaling Up Nutrition (SUN) countries. Through the support of the Australian Government and The George Institute for Global Health, A&T and partners are supporting community-led solutions to achieve food and water security; implementing measures to shift the salt supply from sodium chloride to potassium-enriched salt; and facilitating interventions that promote lower-salt and lower-sugar diets through evidence-based, community-informed, and community-led policy and service interventions. A&T is developing a new project to strengthen primary health care systems to address the increasing prevalence of gestational diabetes mellitus through the Center of Excellence approach. A&T is seeking a qualified and motivated Vietnamese candidate to serve as **Communications & Knowledge Management Consultant** to provide support for ongoing communications, documentation, knowledge management, and dissemination activities.

The consultant will work closely with project teams, technical leads, country partners, and the global communications team to ensure continuity of key communications and knowledge management functions.

Detailed Description of Tasks to be Performed

The consultant will provide the following support:

#	Tasks	Expected outcomes
1.	Communications & content development - Develop and coordinate communication products, including news articles, blogs, feature stories, social media content, newsletters, success stories, and case studies. - Lead the development of creative briefs and provide content direction, quality review, and coordination with designers and vendors for communication and knowledge management products. - Coordinate with technical teams in Viet Nam, Cambodia, and Laos to collect content, photos, quotes, and success stories for communication products. - Support dissemination of project achievements to donors, partners, and stakeholders	- Communications products developed, reviewed and disseminated according to approved workplans. - Design products reviewed and finalized in coordination with designers, vendors, and project teams, as required.
2.	Newsletter & digital communications - Upload and publish approved content on Alive & Thrive and other project-related digital platforms, including websites and social media channels. - Manage and frequently update Alive & Thrive's digital platforms. - Coordinate and produce monthly newsletters, including content development, layout preparation, quality assurance, mailing list management, and dissemination through Mailchimp. - Support implementation of social media plans and monitoring of dissemination activities.	- Social media plan for Oct 2026-Jan 2027 updated and implemented. - At least four social media posts featuring Government of Ireland-funded activities published monthly. - Other social media and digital content approved, uploaded, and published on relevant websites and platforms. - Social media tracker updated regularly. - Four monthly newsletters published. - At least one long-form article posted on the A&T website. - Donor visibility requirements met.
3.	Knowledge management & documentation - Develop and document lessons learned, success stories, case studies, knowledge briefs, and internal learning products for donor reporting and knowledge-sharing purposes. - Maintain and update the communications & knowledge management product tracker, photo library, branding	- At least two case studies developed and finalized - Other briefs and knowledge products completed and archived. - A&T communications & knowledge management product tracker and photo library maintained and kept up to date throughout the consultancy period.

	assets, and supporting documentation required for donor reporting. • Support documentation of project achievements, policy influence, and dissemination evidence. • Ensure communications materials, publications, and supporting assets are properly archived and stored in designated repositories.	• Project achievements documented for knowledge sharing and donor reporting purposes.
4. Event communications & dissemination support	• Maintain and regularly update the A&T events calendar to ensure visibility of upcoming activities, communications opportunities, and key deadlines. • Provide communications support for workshops, consultations, webinars, conferences, and policy events. • Coordinate event visibility materials, photography, post-event summaries, and dissemination packages. • Support dissemination of project outputs to donors, partners, regional networks, and external stakeholders.	• A&T events calendar maintained and kept up to date throughout the consultancy period. • Communications support provided for project workshops, webinars, consultations, conferences, and dissemination events conducted during the consultancy period. • Event communications materials, summaries, social media content, photos, and dissemination packages completed as required. • Dissemination support provided to project partners, donors, and stakeholder networks.
5. Other responsibilities	• Coordinate with the Global Communications Team regarding publication clearance and media-related activities when required. • Perform other communications and knowledge management tasks as assigned.	• Clearances obtained from the Global Communications Team for media-related activities, as applicable. • Timely technical and operational support provided to ensure continuity of Communications and Knowledge Management functions during the consultancy period.

Summary level of effort: The total level of effort for all activities is estimated at **70 days** during the contracting period from October 10, 2026 through January 25, 2027.

Location of work: Ha Noi, Viet Nam

Qualifications:

Consultants should meet the following qualifications:

- Bachelor's degree in communications, journalism, public health, international development, knowledge management, or a related field (10 points).
- Minimum 3 years of relevant experience in communications, knowledge management, content development, or donor-funded development programs (10 points).
- Demonstrated experience writing and editing high-quality content in English (10 points).
- Experience developing communication products, including website articles, social media content, newsletters, reports, and case studies (20 points).
- Experience working with international NGOs, development partners, government agencies, or donor-funded projects (10 points).
- Strong coordination and project management skills (10 points).
- Experience using SharePoint, Mailchimp, WordPress, Wix, Canva, or similar digital platforms is preferred (20 points).
- Excellent written and oral communication skills in English and Vietnamese (5 points).
- Strong attention to detail and ability to manage multiple deadlines simultaneously (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](#)