

Call for Expressions of Interest

#031 - Job Title: A local Short-term Consultant to support in assessment of the implementation of Circular No. 19/2016/TT-BYT and making recommendations for amendment of the Circular

1. Background:

On 30 June 2016, the Ministry of Health issued Circular No. 19/TT-BYT on guiding the management of occupational health and workers' health. The Circular includes four Chapters: (1) Chapter I: Management of occupational health and workers' health; (2) Chapter II: First aid at the workplace; (3) Chapter III: Regulations on reporting; and (4) Chapter IV: Responsibility for implementation.

However, after nearly 07 years of implementation, there have been shortcomings in the implementation of this Circular such as: (1) Implementing regulations on first aid at work; (2) The issue of quality assurance of working environment monitoring at working environment monitoring units; (3) Competence to inspect organizations that announce eligibility for working environment monitoring in localities; (4) The response of the labour facilities in the development of employee's health and occupational disease management records, occupational accident first aid records at the workplace; (5) The implementation of occupational health reports by local labour establishments...

Therefore, in order to assess the shortcomings of this Circular and propose the leadership of the Ministry of Health to put in the plan to review, amend and supplement legal documents in 2024, the Viet Nam Health Environment Management Agency (VIHEMA) requested the World Health Organization to support recruitment of a domestic expert to coordinate with VIHEMA in assessing the implementation of Circular No. 19/TT-BYT dated 30 June 2016 in localities. This is a very important activity to contribute to promotion, protection and taking care of people's health in general and workers' health at the workplace in particular.

2. Planned timelines:

Start date: 1 August 2023 (subject to confirmation)

End date: 31 December 2023

Number of working days as a consultant: 50 non-consecutive working days

3. Work to be performed

Purpose of the consultancy

To support in assessing the implementation of Circular No. 19/2016/TT-BYT on guiding the management of occupational health and workers' health and making recommendations for amendment of the circular.

Method(s) to carry out the activity: The selected consultant will be required to cooperate closely with WHO Country Office in Viet Nam and VIHEMA throughout the whole contract period.

S/He is expected to carry out the following tasks:

- Develop an outline and tools for collecting data in the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 guiding on management of occupational health and workers' health;
- Coordinate with VIHEMA to conduct field trip to collect data on implementation of Circular 19 No. 19/2016/TT-BYT in five key industrial provinces (Quang Ninh, Bac Ninh, Hai Phong, Da Nang and Binh Duong). Data collection includes checklists, in-depth interviews, focus group discussions and questionnaires;
- Coordinate with VIHEMA to send questionnaires to and collect data from 63 provinces throughout the countries.
- Perform data entry, data processing and data analysis (including data cleaning, data entry, data analysis);
- Develop a report framework for assessment of the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment;
- Develop a draft assessment report on the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment;
- Coordinate with VIHEMA to organize 02 consultation workshops to get comments from VIHEMA, WHO and relevant experts on the draft assessment report and recommendations; and
- Finalize the assessment report and recommendations for amendment of the circular 19/2016/TT-BYT and submit to VIHEMA leaders for approval.

Outputs

Deliverable 1: A detailed outline for assessment of the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 guiding on management of occupational health and workers' health and the tools for data collection (by 15 August 2023)

Deliverable 2: Field trip report for the five provinces (by 15 October 2023)

Deliverable 3: A draft assessment report on the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment (by 15 November 2023)

Deliverable 4: The final assessment report on the implementation of Circular No. 19/2016/TT-BYT dated 30 June 2016 and recommendations for amendment (by 15 December 2023)

4. Specific requirements

Educational Qualifications required:

- A postgraduate degree in occupational health, public health, or other relevant areas from a recognized university.

Experience required:

- Minimum 10 years' experience in the field of occupational health and safety, occupational diseases prevention or public health, especially occupational health and safety and prevention of occupational diseases for health workers;
- Experienced in doing policy assessment;
- Experienced in developing strategic plans and guidelines, conducting research and investigations; and
- Experienced in working with international organizations.

Skills / Technical skills and knowledge:

- Research and analysis skills on occupational health and safety policy and implementation;
- Ability to work independently and teamwork in the field; and
- Proficient in office information technology, MS Word, MS Excel, SPSS or STATA.

Language requirements:

- Fluent in English and Vietnamese

Competencies

- Technical expertise
- Producing results
- Communication skills

5. Place of assignment

The Consultant is required to work at his/her own places and travel to collect data in five cities/provinces (Quang Ninh, Bac Ninh, Hai Phong, Da Nang and Binh Duong).

6. Medical clearance

The selected Consultant will be expected to provide a medical certificate of fitness for work.

7. Travel

The Consultant is required to travel according to the itinerary and estimated schedule below:

Travel dates				Location:
From	1 Aug. 2023	To	15 Dec. 2023	Quang Ninh, Bac Ninh, Hai Phong, Da Nang and Binh Duong
Purpose:		To collect data		

8. Budget

Please take note of the following when submitting application:

- The contractor will be responsible for paying taxes, if any.

Application letters and updated CVs in English should be received **on/or before 11 July 2023** and should be addressed to:

Administrative Officer
World Health Organization
UN Building, 304 Kim Ma Street,
Hanoi, Viet Nam

OR

wpvnmapplicants@who.int

For further information on this Call for Expressions of Interest, please contact:
wpvnmwr@who.int