

REQUEST FOR PROPOSAL (RFP)
PROJECT ADMINISTRATION SUPPORT CONSULTANT

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1. BACKGROUND INFORMATION:

FIND is a global non-profit organization that drives innovation in the development and delivery of diagnostics to combat major diseases affecting the world's poorest populations. Diagnosis is the first step on the path to health, yet almost half the world's population do not have access to accurate, reliable diagnosis. FIND's vision is to ensure that everyone has access to high-quality, affordable, and reliable diagnostics when and where they need them (#DiagnosisForAll). FIND established in Geneva, Switzerland, in 2003, and operates regional hubs in Kenya, India, South Africa, Vietnam, and Indonesia.

Cervical cancer (CxCa) is the fourth most common cancer in women, with an estimated 660,000 new cases and 350,000 deaths in 2022 worldwide. Approximately 94% of these deaths occur in low- and middle-income countries. The highest incidence and mortality rates are in sub-Saharan Africa, Central America, and Southeast Asia¹. In Viet Nam, CxCa is the fifth most common cancers in women. It is estimated that more than 3,000 women die from CxCa annually in Vietnam. In 2021, CxCa accounted for 4369 deaths, with age standardized incidence, prevalence, and mortality per 100,000 was 17, 88, and 8 cases, respectively².

During 2023 - 2024, FIND Viet Nam successfully implemented the introduction of a primary health care (PHC)-based HPV DNA testing model for cervical cancer (CxCa) screening to facilitate the expanded access to testing in Hai Phong province, Viet Nam. In the model, decentralized sample collection with self-sampling option was conducted at Commune Health Stations (CHSs) and centralized testing was performed at the provincial Centre for Disease Control (CDC) laboratory.

The activities were supported with the deployment of an efficient sample transportation system that directed the flow of samples through District Health Centers (DHCs) which played the role of intermediate transportation hubs, and the application of a dedicated software system, which streamlined operations at every stage from sample collection to result dissemination. This enabled CHSs, with lack of sufficient human capacity, infrastructures and resources, to deliver services previously unavailable at this grassroots level.

The project provided strong data evidence indicating that the HPV testing model was highly efficient, operationally feasible and well-received at multiple levels of the health system. However, the scale up would face many challenges, including the lack of budget allocation, policy framework, and a formal payment mechanism.

Results of a supplementary study of FIND, suggested a substantial demand and financial readiness among the target population to support such a service through co-payment. However, the supply-side remains constrained by the lack of procurement, payment mechanism, and policy framework at PHC level.

In response to the country's need, FIND aim to support the Hai Phong Department of Health to develop a proposal for payment to amplify the CxCa screening activities. The payment model will be based on co-funding mechanism, exploring funding opportunities from the local government (Hai Phong People Committee), service recipients' out-of-pocket-money, and donors such as enterprises (to pay for their female workers), etc... This proposal will form the basis for fund mobilization in Hai Phong province for the province-wide screening of CxCa. This initiative has been recognized as a potential scalable model for countrywide replication.

¹ Cervical cancer. WHO key facts <https://www.who.int/news-room/fact-sheets/detail/cervical-cancer#:~:text=Cervical%20cancer%20is%20the%20fourth,%2D%20and%20middle%2Dincome%20countries.>

² Burden and risk factors of cervical cancer in Vietnam from 1990 to 2021 and forecasting to 2050—a systematic analysis from global burden disease. 2025. <https://doi.org/10.1016/j.xagr.2025.100526>.

2. STATEMENT OF PURPOSE:

The successful candidate shall provide administration and operational support to FIND Viet Nam, project partners, and project consultants for the smooth operation of the project.

3. SCOPE OF WORK:

The consultant responsibilities include but are not limited to the following:

- Prepare documents and coordinate with the Viet Nam People's Aid Co-ordinating Committee (PACCOM), Hai Phong Department of Health, project consultants, and other relating stakeholders for compliance with government policies, PACCOM's instructions, and FIND organizational regulations required for the project activity initiation and implementation.
- Coordinate schedules, arrange workshop/meetings, distribute memos and reports, and ensuring that consultants, partners, and relating stakeholders are kept up with relevant project updated news and information, meeting events, and administrative requirements, etc...
- Maintain project documents (soft/hard copies), photos, video documentations, financial supporting documents, ensuring the confidentiality and security of the project files and filing systems.
- Support review and check payment requests and financial supporting documents and other documents as required.
- Apply for visa, book hotel, air tickets and perform necessary logistic arrangements for visitors and project staffs.
- Support and undertake other project administrative work as required by FIND Viet Nam Office Head.

4. PERFORMANCE STANDARDS:

- **Communication**

Effectively conveys information both verbally and in writing, ensuring clarity, conciseness, and appropriateness, timely responses to emails and phone calls, clear and concise written reports, and active listening during meetings.

- **Work Quality**

Produces accurate, complete, and high-quality work results with minimal errors, properly formatted documents, and accurate record-keeping.

- **Work Quantity**

Completes assigned tasks efficiently and meets deadlines, demonstrating the ability to prioritize and manage workload effectively, timely processing of invoices, efficient scheduling of appointments, and timely completion of documentations and reports.

- **Time Management**

Effectively manages time and prioritizes tasks to meet deadlines and objectives, timely completion of tasks, efficient scheduling of appointments, and meeting deadlines for documentations and reports.

- **Problem-Solving**

Identifies and resolves issues proactively, demonstrating critical thinking and problem-solving skills, identifying potential problems and proactively seeking solutions, addressing issues calmly and professionally, and finding creative solutions to unexpected challenges.

- **Teamwork and Interpersonal Skills**

Collaborates effectively with colleagues and partners, maintaining positive and constructive relationships, actively participating in meetings, offering support to colleagues, and resolving conflicts constructively.

- **Consultant and Partners Support**

Provides excellent support to the project consultants and partners and other relating stakeholders, demonstrating professionalism and a helpful attitude, responding promptly to inquiries, resolving issues effectively, and maintaining a positive and professional demeanor.

- **Initiative and Proactivity**

Demonstrates a proactive approach to work, identifying and addressing potential issues before they escalate, anticipating needs, identifying areas for improvement, and taking initiative to implement solutions.

- **Technical Skills**

Demonstrates proficiency in relevant software and technologies, such as Microsoft Office Suite, databases, and other administrative tools, efficient uses of email and calendaring systems, and ability to learn new software quickly.

- **Adherence to Policies and Procedures**

Follows established policies and procedures, ensuring compliance with PACCOM, FIND organizational guidelines and Viet Nam laws and regulations, partners' institutional policies and regulations, proper handling of confidential information, adhering to expense reporting procedures, and following established protocols for data management.

5. EDUCATION, KNOWLEDGE, AND SKILL REQUIREMENTS:

- University degree in any of the following fields, Business Administration, Office Administration, Languages, Finance/Accounting, or Social Sciences, or other relevant fields.
- Strong organizational and planning skills with good sense of priorities.
- Effective communication and interpersonal skills, strong team spirit, work well in teams of multi-cultural backgrounds, dedicated to the job.
- Ability to pay close attention to details and dedicated to the job, ability to work independently and effectively, and handle multiple tasks simultaneously with minimal supervision.
- Be knowledgeable about Viet Nam policy and regulations for INGOs,
- Working experience with INGOs, medical/health programs is an advantage.
- Fluent in verbal and written English and Vietnamese.
- Proficient in Microsoft Office.

6. PERIOD OF PERFORMANCE

The service will be 40 hours per week in the period will be from 01 Nov 2025 – 31 Jul 2026.

7. BUDGET

- A total of USD 10,800

The consultant shall be solely responsible for complying with any applicable laws and regulations including but not limited to (a) any and all personal social security, retirement fund and other related contributions, (b) any and all personal or other taxes.

8. APPLICATION GUIDELINES:

Candidate interested in this RFP should submit an application including the following information.

- **Cover Letter:**

A brief statement of interest and suitability for the role

- **Curriculum Vitae (CV)**

The CV should comprehensively showcase your qualifications and experience. Key sections include contact information, an executive summary, work experience, education, and skills, with attached sections of certifications and references.

- **Financials**

Expected daily/monthly rate

9. TIMELINES:

	Activity	Expected date
1	Publication of RFP	2 nd September 2025
2	Closing for submission of application	19 th September 2025
3	Evaluation of proposals and candidates' interviews	3 rd October 2025
4	Communication of the selection	6 th October 2025
5	Contract signed with selected candidate	By 1 st November 2025

10. AWARD CONDITIONS:

Applicant that is selected is required to:

- Provide a proof of legal registration as a consultancy firm or an individual contractor.
- Sign a declaration confirming no [Conflict of Interest](#).
- Be legally permitted to perform work in the country where the contract will be performed.
- Commit to and sign the [FIND Code of Conduct and Ethics](#).
- Sign the [Due Diligence Self declaration form](#).

11. CONTRACTUAL TERMS AND CONDITIONS:

- The contract will be awarded to the successful application following the completion of the evaluation and selection process.
- The agreement shall become legally binding only upon both parties signing the contract.
- The consultant must execute the services in accordance with the scope of work outlined in this RFP.
- The consultant is responsible for ensuring high-quality performance, timely deliverables.
- FIND reserves the right to terminate the contract if the consultant fails to meet agreed-upon performance standards.
- All information received, created, or shared during the consultancy will remain confidential and must not be disclosed to third parties without FIND's prior written consent.
- The consultant must comply with applicable data protection laws and ensure the security of sensitive information.

12. TERM OF CONTRACT:

- The contract will become effective upon signature by both parties and the issuance of a formal contract agreement by FIND. The consultant is expected to begin work immediately upon contract execution.
- FIND reserves the right to renew or extend the contract for additional phases of work if further engagement is necessary. Renewals will be based on the consultant's performance, availability of funding, and evolving organisational needs.

13. CONFIDENTIALITY:

FIND considers any proposal received under the RFP as confidential. If required, FIND can sign a Confidentiality Disclosure Agreement (CDA) with interested Applicants/Bidders prior to proposal submission. FIND will not disclose the proposal to third parties without the prior written agreement of the proposal submitter. Review of proposals will be carried out by an internal FIND team as well as a team of external experts (which may or may not include members of FIND's independent Scientific Advisory Committee), all of whom are under confidentiality and are recused if found to have a potential conflict of interest (which they are obliged to disclose). Any specific questions concerning confidentiality should be addressed to the FIND team.

14. HOW TO APPLY:

Please email the application in English, in PDF format to: procurement@finddx.org.

It is recommended that the entire Proposal be consolidated into as few attachments as possible.

All files must be free of viruses and not corrupted.

The application should receive an email acknowledging receipt of the proposal

Applications will be accepted and responded to expediently until September 19th 2025.