

Terms of Reference for Program Coordinator

1. Background

The Center for Creative Initiatives in Health and Population (CCIHP) is a non-profit science and technology organization under VUSTA with extensive experience in implementing research, training, intervention, consultation and advocacy projects in the field of health management, reproductive health, gender equality, gender-based violence and disability. CCIHP's programs aim to promote quality, diversity and health for all.

CCIHP is implementing the Inclusion 1 project, funded by USAID, aiming to improve the quality of life of persons with disabilities in the central region of Vietnam (Quang Tri, Thua Thien Hue and Quang Nam). C.CIHP serves as the Prime for Project Inclusion 1, and also implements the component of supporting services for children with intellectual and developmental disabilities (IDD).

An IDD program coordinator will be hired to work full-time (from mid-December 2024 to June 2025) to manage and oversee the quality and implementation of the IDD component activities.

2. Responsibilities

- Developing quarterly and monthly plans based on approved annual work plans.
- Assigning team members to prepare monthly, quarterly, and annual activity progress, as well as reviewing and ensuring these reports' accuracy and timely submission.
- Organizing IDD team meetings to review and plan project activities
- Coordinating IDD team to ensure activities implemented timely, with good quality
- Working closely with Inclusion 1 management, monitoring and evaluation, procurement, and financial teams to ensure IDD component activities meet project requirements and comply with the rules and regulations of donor and the Government of Vietnam
- Recruiting consultants/partners and managing the work implementation of consultants/partners: Developing TORs and recruiting consultants/partners to conduct work on specific activities and objectives outlined in the work plan; Managing, monitoring, and guiding contracted consultants/partners to work on the activities and objectives listed in the work plan and ensuring that their work is conducted promptly and with high quality; Reviewing all deliverables and reports of contracted consultants/partners before submitted to the donor to ensure the quality of these products are according to relevant guidelines, TORs and hold the expected standard of quality.

- Liaising and coordinating partners (including private sectors) and other stakeholders to monitor and manage project implementation progress. Participating in field visits to monitor project activities and attending relevant Inclusion meetings.
- Any other tasks assigned by the project leader to achieve the project objectives

3. Required experience and educational background

- Post-graduate degree in public health, disability studies or development management
- Proven ability to coordinate and manage complex project work with a focus on health, children, disability, and development.
- Significant experience in working with various partners, including government agencies, training institutes and private partners, international and national experts
- Experience in project planning, monitoring and report writing.
- Strong communication skills
- Excellent ability to communicate in English

4. Benefits

- Remuneration will be defined according to Project's Guidelines for Financing and fit with the regulations of CCIHP

5. Application submission

Interested candidates are invited to submit the following documents/information to demonstrate their relevant qualifications and experience:

- 01 Statement of Interests (in English and Vietnamese)
- 01 Updated Curriculum Vitae (in English and Vietnamese), showing clearly the relevant work experience related to the position and contact information of 2 references.
- Copies of relevant degrees/certificates

Applications should be sent via email to Ms. Nguyen Minh Hai at hai@ccihp.org with the title: **Apply for IDD program coordinator** in the email subject. Only qualified candidates will be contacted. Please do not contact via telephone.

C.CIHP is an equal opportunity employer. Every qualified applicant will be considered for employment. C.CIHP does not discriminate based on gender, gender identity or sexual orientation, and disability status.

6. Deadline for submission: Before October 25, 2024