



CONSULTANCY NOTICE - EXTENSION

(Open to international candidates)

Position Title: **Public Health Consultant to Develop a Migrant-Friendly Handbook for Vietnamese Labour Migrants in Saudi Arabia**
Duty Station: **Home-based**
Type of Appointment: **Consultant Contract**
Estimated Start Date: **As soon as possible**
Closing Date: **30 April 2024**
Reference code: **VN2024/HN/007 (C)**

1. Project background information

Established in 1951, the International Organization for Migration (IOM), the lead United Nations agency on Migration, delivers and promotes comprehensive, preventive, and curative migrant health programmes which are beneficial, accessible, and equitable for migrants and mobile populations. IOM Viet Nam implements migration health activities to enhance the Vietnamese government's capacity to promote and support local community responses for addressing migration health-related challenges.

IOM Viet Nam is implementing the Project “**Supporting the Migrant Health Working Group in promoting the health of migrants in Viet Nam.**” In partnership with the Ministry of Health, the Ministry of Foreign Affairs and the Ministry of Labours, Invalids and Social Affairs of Viet Nam, the project aims to develop a health handbook to support Vietnamese migrant workers overseas in access to health-related information and health-care services available in Saudi Arabia. The handbook is expected to be utilized by Vietnamese migrant workers during their pre-departure health training and in the destination country.

2. Objective and scope of the handbook

The main objective of the handbook is to guide Vietnamese migrant workers on how to navigate and ensure healthy lives in the destination country, which also covers instructions during a public health crisis of international concern. The target audience who will use the handbook is Vietnamese migrant workers in or potential migrants departing for work in Saudi Arabia.

The consultant is required to develop the content of the handbook in consultation with IOM Viet Nam.

The handbook will include the following sections but not limited to:

- 1) Health-care systems (primary, secondary and tertiary care) and infrastructures (e.g. clinics, general hospitals, specialized hospitals etc)
- 2) Insurance (e.g. labour insurance, health insurance) and its benefits
- 3) Periodical health check-ups
- 4) Occupational health and safety
- 5) Infectious diseases
- 6) Sexual and reproductive health
- 7) Mental health and psychosocial care
- 8) References and key contact information

3. Scopes of consultancy work

Under the overall supervision of the Chief of Mission, IOM Viet Nam, and direct supervision of the Programme Manager (Migration Health), a Public Health Consultant will deliver the following tasks:

- i. To draft an outline for the handbook based on sections suggested by IOM Viet Nam and the Migrant Health Working Group (MHWG);
- ii. To develop the content of the handbook that covers the sections above by consolidating relevant information and examples;
- iii. To incorporate technical feedback from the Migrant Health Working Group members and relevant stakeholders in the destination country into the content of the handbook and make the revisions if necessary.

Designing, editing, translation and finalization of the handbook will be led by IOM Viet Nam.

4. Methodology

The consultant should propose his/her own methodology, which may include:

- **Desk review:** The consultant would review relevant information from empirical studies, educational materials, and other sources.
- **Feedback collection:** The consultant would incorporate technical feedback into the handbook from relevant stakeholders via technical meetings and emails.
- **Discussion:** During the assignment, the consultant is strongly encouraged to have regular discussions with IOM and make sure the deliverable meets the objective of the handbook.

5. Expected deliverables and timeline

The consultant shall be paid the consultancy fee upon completion of following deliverables:

No.	Deliverable	Description	Estimated working days	To be completed by	Instalments
1	Development of the outline for the handbook	The consultant will review relevant information from empirical studies, educational materials, and other sources to develop the outline for the handbook	02	5 May 2024	
2	Development of the first draft of the handbook	After the outline of the handbook is approved by IOM, the consultant will develop the content for the handbook.	15	7 June	1st instalment 50%
3	Second draft of the handbook	IOM and relevant stakeholders will provide feedback to the first draft. The consultant will address the comments and submit the second draft.	03	5 July	
4	Third draft of the handbook	The consultant will continue to incorporate feedback (e.g. technical workshop, meetings, experts' comments) into the content of the handbook and submit the third draft.	05	31 July	
5	Final draft of the handbook	The consultant will finalize the content of the handbook, edit and review the final print-out of the handbook	10	30 August 2024	Final instalment 50%

6. Required competency and experience

- Possession of a postgraduate degree (Master or above) in public health or related fields;
- Strong analytical and critical thinking skills;
- Extensive experience in working with patients and/or migrants;
- Experience with writing contents of handbooks, or training materials about health or health-care services will be an advantage;
- Knowledge about health-care systems in Saudi Arabia;
- Experience in working with Vietnamese migrant workers will be an advantage;
- Excellent communication and interaction skills;
- Good time management skills

7. Languages

Required: Arabic (native) and English (fluent)

How to apply:

Completed applications, including cover letter, CV and copies of diplomas and

certificates and proposal may be delivered to the IOM Mission Office in Hanoi at 304 Kim Ma, Ba Dinh District, Ha Noi or submitted electronically to iomvietnamhr@iom.int referring to this Consultancy Notice's Position Title.

Applications are non-returnable and only short-listed candidates will be contacted.

Posting period:

From 19.03.2024 to 07.04.2024 – Extended until 30.04.2024

Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.