



## **Consultancy Scope of Work (SoW)**

**Title:** Monitoring and Evaluation (M&E) Officer

**Project:** EpiC Laos

**Location:** Vientiane, Lao PDR

**Reports to:** Project Director, EpiC Laos

### **1. Background**

FHI 360 is a nonprofit organization that works to improve health, education, and economic opportunity so people can live healthy lives. The EpiC project supports HIV programs, strengthens global health security, improves maternal and child health, addresses malaria, and helps build strong health systems.

In Laos, FHI 360 has supported the Ministry of Health for many years, including HIV programming through the LINKAGES and EpiC projects. In 2026, EpiC Laos will continue to strengthen outbreak detection, expand field epidemiology training, improve laboratory and surveillance systems, enhance biosafety and biosecurity, and support coordinated response to public health threats.

### **2. Purpose of Consultancy**

The Monitoring and Evaluation (M&E) Officer is responsible for leading routine monitoring, data quality, and reporting for the EpiC Laos Global Health Security activities. The position ensures accurate tracking and reporting of State Global Health Security indicators related to laboratory capacity, surveillance systems, training, outbreak detection, notification, and response performance.

The M&E Officer works closely with EpiC technical staff, Ministry of Health counterparts, and the project sub-partner to ensure that GHS data are complete, timely, and aligned with national systems and U.S. Government reporting requirements. The role supports both accountability and learning by promoting the routine use of data for preparedness planning and outbreak response improvement.

### **3. Scope of Work and Tasks**

The consultant will complete the following tasks:

- Track and report progress against State Global Health Security core and custom indicators,
- Maintain indicator tracking tools and ensure consistency between field activity reports, national data systems, and donor reports.
- Work with Ministry of Health counterparts to strengthen the use of existing surveillance and laboratory data systems for GHS reporting.
- Support preparation of quarterly and semiannual reports required by the Department of State, including indicator tables, narratives, and supporting documentation.
- Support integration of laboratory and surveillance data where relevant to improve outbreak reporting and timeliness.
- Work with service providers and Government of Laos counterparts to ensure project M&E practices meet national and donor requirements.
- Conduct routine monitoring visits, carry out data quality assessments with official tools, and provide supportive supervision.
- Review data from trainings, laboratory support activities, surveillance events, and outbreak responses to ensure accuracy, completeness, and timeliness.
- Provide technical assistance and build capacity for health care providers on data collection, data management, analysis, and data use for decision making and course correction.
- Support analysis and basic visualization of surveillance and outbreak data to inform risk assessments, preparedness planning, and response decision making.
- Document lessons learned and best practices according to donor and national guidelines.
- Stay informed of current M&E protocols, guidelines, and standards relevant to global health security.

#### **4. Required Qualifications and Skills**

The consultant must have:

- Master's degree in public health or related field with three to five years of experience in monitoring and evaluation.
- Bachelor's degree in statistics, pharmacy, microbiology, M&E, or related field with five to seven years of relevant experience in health program monitoring.
- Knowledge of health and development programs in Laos and familiarity with national health information systems, protocols, and guidelines.
- Experience supporting national or project-level monitoring systems.

- Experience supporting monitoring and reporting for public health security, surveillance, laboratory systems, or emergency response programs.
- Familiarity with Ministry of Health data systems and national reporting processes in Laos.
- Previous experience working with United States Government supported programs.
- Ability to manage tight deadlines and handle a high volume of work with limited supervision.
- Strong English writing and communication skills.
- Strong computer and data management skills.

**Please submit your CV and Cover letter in English to e-mail:** [ProcurementLaos@fhi360.org](mailto:ProcurementLaos@fhi360.org)

**Deadline for applications: 18 March 2026. Only short-listed candidates will be contacted.**