



Consultancy Scope of Work (SoW)

Title: Project Manager for Global Health Security (Consultant)

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 Project Manager for Global Health Security will lead and coordinate the development and implementation of EpiC Laos GHS activities. The role ensures that work plan activities are delivered on schedule, within budget, and in alignment with national and donor priorities. The manager will oversee capacity building efforts, provide programmatic and operational guidance to staff, and serve as a key liaison with the Ministry of Health, provincial authorities, the Ministry of Foreign Affairs, and other national stakeholders. The position also supports monitoring, reporting, and financial oversight, and manages any sub-grantees involved in GHS work.

3. Scope of Work and Tasks

The consultant will complete the following tasks:

Project Management

- Oversee capacity building teams and ensure project activities are delivered with quality and accountability.

- Develop clear project management plans, documentation, training materials, presentations, and budget proposals.
- Provide guidance to project staff, ensure clarity on plans and priorities, and promote effective teamwork.
- Apply best practices for project planning, execution, and management.
- Define project scope, goals, and deliverables that support the project's strategic direction.
- Monitor project progress, address issues, and put improvement plans in place when needed.
- Evaluate project performance regularly and provide updates to the Project Director.
- Build and maintain partnerships essential for successful implementation.
- Manage multiple project components in a matrix environment and ensure effective coordination.

Operational Oversight and Risk Management

- Oversee operational and tactical aspects of GHS activities, monitoring budgets, timelines, and deliverables.
- Identify risks and propose mitigation measures to keep the project on track.
- Ensure compliance with organizational procedures and help develop or update processes as needed.
- Lead the design and monitoring of sub-awards and ensure sub-awardees meet their contractual requirements.

Stakeholder Coordination and Representation

- Represent EpiC Laos in meetings with the Ministry of Health, Ministry of Foreign Affairs, provincial health authorities, and other GHS partners.
- Ensure timely submission of financial and activity reports to national authorities as required.
- Maintain strong relationships with government stakeholders, implementing partners, and donors.
- Share project updates, progress, and recommendations with national counterparts and stakeholders.

Capacity Strengthening

- Oversee training and capacity-building activities for government and partner staff.
- Support development of training curricula, materials, and tools using practical and innovative approaches.
- Ensure high-quality delivery of training and mentorship across all provinces and project areas.

Other Duties

- Carry out other tasks as assigned by the Project Director.

4. Required Qualifications and Skills

The consultant must have:

- At least seven to ten years of experience managing health programs or activities in Laos.
- Strong knowledge of the Laos health system and experience working within it.
- Demonstrated skills in facilitation, coordination, and stakeholder engagement.
- Familiarity with United States Government program management, operations, regulations, and reporting.
- Experience operationalizing guidelines and standard procedures.
- Experience working in the government sector.
- Skills in training and facilitation, including development of training materials and resources.
- Strong writing and oral communication skills.
- Understanding of different donor requirements and reporting expectations.

Please submit your CV and Cover letter in English to e-mail: ProcurementLaos@fhi360.org

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