



Consultancy Scope of Work (SoW)

Title: Technical Officer, Laboratory Sciences (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 Technical Officer, Laboratory Sciences will work with the EpiC Laos team, government partners, and laboratory networks across the country. The role focuses on improving diagnostic services, strengthening specimen management and transport, and supporting laboratory quality systems. The position will also support training, field supervision, and coordination across national, provincial, and district laboratories. The goal is to help improve timely detection, reporting, and response to infectious disease threats.

Supervise the Technical Officer, Laboratory Sciences in working with government and non-government partners improving diagnostic services, strengthening specimen management and transport, and supporting laboratory quality systems.

3. Scope of Work and Tasks

The consultant will complete the following tasks:

- Provide technical assistance to strengthen laboratory services for prevention, detection, and response to infectious disease threats.
- Provide technical support to national counterparts for development or updates of diagnostic network strategic plans, policies, and standard operating procedures.
- Support national, provincial, and district laboratories to update specimen referral pathways, specimen collection and transport procedures, and outbreak investigation workflows.
- Coordinate training for laboratory staff on specimen handling, quality assurance, diagnostic standards, biosafety, biosecurity, and communication of laboratory results.
- Support laboratory quality management and improvement activities.
- Provide technical assistance for accreditation, licensing, and external quality assessment programs.
- Support maintenance and coordination of laboratory equipment and commodities.
- Conduct field visits to provide supervision, quality assurance, and on the job coaching on diagnostic services, biosafety and biosecurity, and supply chain tasks.
- Support training and documentation of training outcomes.
- Support coordination across different levels of the laboratory supply chain.
- Provide technical support for strengthening laboratory information systems if required.
- Complete other technical tasks assigned by supervisors.

4. Required Qualifications and Skills

The consultant must have:

- A bachelor degree in public health, medical laboratory sciences, or a related discipline.
- A minimum of six years of relevant professional experience, including at least three years working in global health security or infectious disease laboratory programs supported by donors.
- Familiarity with national laboratory protocols, guidelines, and health information systems in Lao PDR.
- Proven experience in capacity building and laboratory supervision.
- Strong skills in reporting, data analysis, and communication.
- Proficiency in Microsoft Office applications.
- Ability to travel within Lao PDR and internationally as needed.
- Advanced English language proficiency.

Relevant Experience

- Experience working with United States Government supported programs.
- Knowledge of the public health and NGO landscape in Lao PDR.
- Experience supporting laboratory strengthening at national or provincial level.
- Experience with laboratory quality management systems, including biosafety and biosecurity.
- Experience coordinating specimen transport and referral systems.
- Experience working with laboratory information systems or digital reporting tools.

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.