Scope of Work

Consultant: Community Engagement Landscape Analysis

Project ID #/FCO#: 102187.001.001

Period of Performance: April 4, 2016 – April 29, 2016

Detailed Description of Tasks to be Performed:

1) Background:

The Government of Vietnam (GOVN) has placed Non-Communicable Disease (NCD) Prevention and Control a national health priority for the social and economic development of Vietnam. The National NCD Prevention and Control Strategy 2015-2020, prioritizes the integration of NCD risk factors and disease treatment, focusing efforts at the CHC level. To support this national effort, the *Sức Khoẻ Dồi Dào* (Abundant Health)-a community-based, integrated NCD prevention and control program-- aims to 1) increase the proportion of community members aware of NCD risk factors and 2) increase the proportion of eligible patients screened, risk stratified and treated for diabetes and hypertension (HTN).

FHI 360 will carry out the Sức Khoẻ Dồi Dào Project together with the Ho Chi Minh City (HCMC) Department of Health, Harvard Center for Primary Care, the HCMC Medicine and Pharmacy University, and other local stakeholders with the funding from the Pfizer Foundation. FHI360 is currently looking for a community engagement consultant who will help us getting people better connected into the selected commune health centers through the Sức Khoẻ Dồi Dào project and ensuring the designing services at CHCs met the specific needs of the community.

2) Task Description:

The purpose of this consultancy is to document community engagement activities and opportunities in a selected district in Ho Chi Minh City. A landscape analysis will be conducted to outline the types and frequency of current community engagement activities. Interviews with key stakeholders will be conducted to identify opportunities for engagement around the awareness, education and demand generation of screening and management of hypertension and diabetes

This product will serve as a resource to the planning and strategy for effective communications and meaningful community engagement opportunities for the Sức Khoẻ Dồi Dào Project.

The expected tasks and approximate level of effort of the consultant are:

Task Description	Estimated LOE	Deliverable
1. Develop landscape data collection tool with input from Project team.	5 days	Data collection tool
2. In collaboration with the Program Manager, Department of Health coordinator, and other stakeholders, identify a list of key community-based groups in the target district and a contact person for each group. These could include: • Local Residents or Area Based Groups • Communities of Interest • Faith Based Groups • Racial, Ethnic and Cultural Groups • Local Community and Voluntary Groups	2 days	List of comm-based groups and contact person for each

3. Meet with community group contacts to:
• Identify the community engagement activities of each group, specifically noting:
  a. format (description, advantages and challenges)
  b. frequency
  c. location
  d. target population
  e. level of community engagement
• Identify additional opportunities for engagement
	6 days	Meeting agenda, minutes

4. Draft report and share with Program Manager	3 days	Draft report
5. Revise report based on input from Program Manager	1 day	Final report
TOTAL NUMBER OF DAYS	**17 days**	

3) Required Qualifications & Skills:
- Social sciences or public health degree or having at least 5 years working in collecting qualitative information and experience interviewing stakeholders
- Experience of undertaking desk-based and field research
- Experience of field work
- Proficiency with Microsoft Word and Excel
- English proficiency preferred but not required

Please send detailed curriculum vitae with letter of application in English by **March 30, 2016** to:
Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: Vietnam.recruitment@fhi360.org

Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews.