



**Solicitation #:** 3879-06-139-Consultant-03

**Issued on:** January 14, 2014

**For:** Field Researchers – Market Chain Analysis of the Cross-Border Rat Trade in Cambodia and Vietnam

**Submission Deadline:** 5:00 PM Vietnam Time on January 27, 2014

**Period of Performance:** February 10, 2014 – June 30, 2014

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## **BACKGROUND**

The U.S. Agency for International Development (USAID) has awarded FHI 360 the Associate Award No.: GHN-A-00-09-00002-00 under Leader Award No. GPO-A-00-07-00004-00 entitled, “Global Avian Influenza and Zoonotic Behavior Change and Communication Support Activity,” or the PREVENT project. In Cambodia, Laos, Myanmar and Vietnam, PREVENT activities are also supported by the Australian Government. PREVENT focuses on using behavior change and communication to prepare for, prevent, respond to, and control avian and pandemic influenzas and emerging pandemic threats.

Rodents are carriers of more than 20 viruses that may affect humans. These viruses spread in a variety of ways, including direct contact through bites or scratches, inhalation of aerosolized excrement and contact with saliva- or excreta-soiled objects. Rice field rats are sold at markets in both Cambodia and Vietnam; observations by PREVENT staff indicated poor biosecurity and hygiene practices, with individuals involved in the trade exposed both directly and indirectly to rat bites and scratches as well as to blood, saliva, and entrails. We found no systematically collected information about the rat trade and its potential for zoonotic disease transmission, although the trade appears to be sizable and to involve high rates of risky exposure for those participating in it. The structure of the market chain and the types of people participating in the trade (traders) are unknown and as far as we can determine unstudied, apart from the paper by Khiem, et al. Specific practices and situations that create opportunities for exposure to disease have not been assessed. Vietnam’s Department of Animal Health (DAH) and the Royal Government of Cambodia’s Ministry of Health (RGC MOH) are committed to preserving the benefits of the rat trade – removal of an agricultural pest and providing a source of income and food – while addressing the potential disease risk the trade may pose to human and animal health.

PREVENT proposes A Market Chain Analysis of the Cross-border Rat Trade in Vietnam and Cambodia as a first step in a series of studies on the rodent trade. This exploratory study will provide an in-depth description of the types of rat traders, the structure of the rat trade, and

practices and situations that may pose a risk to disease emergence. This information will be used to identify possible risk reduction strategies.

## **PURPOSE**

FHI 360 wishes to identify up to **12 field researchers** with quantitative or qualitative research skills, or both for up to 89 days. Selected field researchers with qualitative skills may conduct key informant (KI) interviews and will conduct observation of the day-to-day work of select people involved in the rat trade. Field researchers with quantitative skills will administer a questionnaire and mapping exercise to people involved in the rat trade.

## **STUDY**

The survey and observation will be implemented in two provinces of southern Vietnam, An Giang and Dong Thap and two provinces of Cambodia Prey Veng and Kandal. A research team consisting of a local principle investigator (PI), a research team leader, four to six field researchers, a logistics coordinator, and a data entry operator will be working simultaneously in each country.

The project will provide observation instruments and information, including (but not limited to) consent forms, observation guides in Vietnamese and Khmer, and a logistics coordinator to set up appointments for the qualitative field researchers. The observation will last up to two and a half hours and will include an interview to clarify the tasks observed.

The project will provide survey and mapping exercise instruments and information, including (but not limited to) consent forms, questionnaires and mapping exercise in Vietnamese and Khmer, and a logistics coordinator to set up appointments for the quantitative field researchers. The questionnaire will last up to one hour and the mapping exercise will take about thirty minutes with each study participant.

As needed, the project will organize transportation and accommodation. Field data collection will last approximately twelve weeks. The implementation of the observation will likely take place in March to June 2014, pending IRB approval.

## **WORK SCOPE:**

The *field researchers* will perform the following tasks:

### **I. Training** (*LOE 5 days*)

- a. Participate in a five-day training that will include human ethical procedures, instrument review, sampling methods, data management, and one day of practice in the field. Pending research responsibilities the field researchers will be trained on qualitative observation, interviewing techniques, and/or survey methods.

### **II. Fieldwork** (*LOE 84 days*)

The *field researchers* will conduct field data collection with people involved in the rat trade in assigned country and in doing so perform the following tasks:

- a. Assist the research team leading with conducting up to 15 key informant interviews, supported by the research team leader, program coordinator and logistics coordinator.

- b. Travel with the research team to the countries provinces and complete field data collection activities, pending assignment based on research skills – observe rat traders conducting routine tasks and/or administer a survey and market mapping exercise – with rat traders in the province. It is anticipated that each team will spend approximately six weeks in each province, for a total of about 12 weeks in the field (including travel time), working as needed throughout each week to accommodate study participant schedules.
- c. Ensure that each participant understands and agrees to the terms of the informed consent, and that the consent forms provided by FHI 360 staff are signed before starting beginning a session.
- d. Conduct data collection with eligible rat traders assigned by the research team leader and appointment set by the logistics coordinator.
- e. If assigned to interview or conduct observation then review recordings and observation field notes.
- f. If assigned to administer the survey and mapping exercise review completed questionnaire and mapping exercise for completeness and accuracy.
- g. Report any data collection-related issues to the research team leader in your respective country.
- h. Participate in daily debriefings and discuss potential solutions with the research team leaders and other team members.
- i. As needed assist in finding study participants with information provided by the research team leader. Set appointments with potential study participants including the time, date, and location for follow up data collection.

**Travel Costs:** Travel cost, including ground transportation and lodging (if applicable), will be provided and covered by FHI 360.

### **DELIVERABLES**

The following deliverables are to be submitted in electronic form by the consultant to the designated FHI 360 contact person as implementation of the study progresses. The following deliverables are required:

<b>Deliverables</b>	<b>Due Date</b>
1. Certificate of completion of research ethics training (e.g., the web-based NIH course on “Protecting Human Research Subjects”). Required to attend training.	February 14, 2013
2. If assigned to interview or conduct observation – Submit audio recordings, field notes, and data entry forms, in Vietnamese or Khmer, from all observations and interviews.	Daily throughout data collection
3. If assigned to administer the survey and mapping exercise – Submit completed and reviewed survey data entry forms and market mapping exercises, in Vietnamese or Khmer.	Daily throughout data collection
4. Participate in daily debriefing sessions with assigned research team leader.	Daily throughout data collection
5. Summary log the day’s appointment setting achievements.	Daily throughout data collection
6. Submission of final logs	June 30, 2014

## **SUBMISSION REQUIREMENTS**

The *field researcher* should provide a cover letter, current CV, biographical data form, writing sample and confirmation of availability to perform the work:

1. The CV shall contain, but not be limited to:
  - A half page statement describing the *field researcher's* capability for completing the assignment and previous experience with similar activities. Please state preference for country of assignment. Include preference for conducting observation and interviews, administering the survey and mapping exercise OR both.
  - List of work conducted in Vietnam and/or Cambodia with dates, funder and information about study size and methods used.
  - A description of fluency level in English, Vietnamese, and Khmer and the type of experience using them in quantitative and qualitative research.
  - List of at least three references with contact email and phone numbers who can independently verify past work.
2. A writing sample of a paper or report
3. Attachment A – Biographical Data Form
4. Ability to travel to Cambodia (if necessary)
5. Confirmation of availability to perform the work during the anticipated period of performance indicated above (February 10, 2014 – June 16, 2014)

The *field researcher* is responsible for the review of Attachment A – Consultant Terms and Conditions.

The *field researcher* must provide full, accurate and complete information as required by this solicitation and its attachments.

## **CRITERIA/QUALIFICATION FOR EVALUATION**

The selection will be based on the best value/trade off (weighing price against technical factors as follows:

- **Education: 20 points**
  - Undergraduate degree (required) in related field (Animal Sciences, Agricultural Science, Anthropology, or Public Health) or combination of education and experience
- **Capabilities and experience: 50 points**
  - Experience conducting interviews Vietnamese or Khmer.
  - Experience in observation as part of a field study.
  - Experience in field data collection.
  - Experience working with minors during data collection.
  - Strong communication skills (both verbal and written)
  - Fluency in *Vietnamese or Khmer* and ability to converse in and read and write in English required.
  - Past research experience in market/value chain analysis and/or other studies focusing on human/animal interfaces is a plus.

- Past experience identifying a ‘hidden’ population is a plus.
- **Cost: 30 points**

### **SUBMISSION INFORMATION**

Any questions or requests for clarification need to be submitted in writing to Mr. Le Thanh Hai, ([hlethanh@fhi360.org](mailto:hlethanh@fhi360.org)) and copy to Ms. Kathleen O’Rourke ([korourke@fhi360.org](mailto:korourke@fhi360.org)) by **5:00 p.m. Vietnam time on 17 January 2014**. Inquiries and answers to inquiries will be shared with all applicants. No telephone inquiries will be answered.

Please provide the requested information by **5:00 p.m. Vietnam time on 27 January 2014** via email to Mr. Le Thanh Hai, [hlethanh@fhi360.org](mailto:hlethanh@fhi360.org) and Ms. Kathleen O’Rourke, [korourke@fhi360.org](mailto:korourke@fhi360.org).

**NOTE:** Please **DO NOT** begin work until a contract has been signed between FHI 360 and the *field researcher*.

### **NOTE**

1. FHI 360 will not compensate individuals for preparation of their response to this Solicitation.
2. Issuing this Solicitation is not a guarantee that FHI 360 will award a contract.
3. FHI 360 reserves the right to issue a contract based on the initial evaluation of offers without discussion.
4. FHI 360 may choose to award a contract for part of the activities in the Solicitation.
5. FHI 360 may choose to award contracts to more than one offeror for specific parts of the activities in the Solicitation.
6. FHI 360 may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original Solicitation.
7. FHI 360 has the right to rescind the solicitation, or rescind an award prior to the signing of a contract due to any unforeseen changes in the direction of FHI 360’s client (the US Government), be it funding or programmatic.
8. FHI 360 reserves the right to waive any deviations by offerors from the requirements of this solicitation that in FHI 360’s opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
9. Data produced by this belongs to FHI 360 and USAID. Any distribution of data must first have written authorization from FHI 360 or its designated representative.

### **ATTACHMENTS**

Attachment A – Consultant I Terms and Conditions

Attachment B – Biographical Data Form

**- END OF SOLICITATION -**