



Solicitation #: 3879-06-139-Consultant-04

Issued on: January 14, 2014

For: Logistics Coordinator – 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 17, 2014 – July 4, 2014

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’s Department of Foreign Affairs and Trade (DFAT), formerly known as AusAID. 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 hire **2 logistics coordinators (1 in Cambodia and 1 in Vietnam)** for up to 96 days to participate in the rat trade study for follow up data collection by field researchers.

STUDY

The survey 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 will be working simultaneously in each country and will be comprised of a local principle investigator, a research team leader, four to six field researchers, a logistics coordinator, and a data entry operator.

The *logistics coordinator* will set up appointments with key informants and referrals from within the rat trade for data collectors to administer a questionnaire and the mapping exercise or to conduct a participant observation. Field data collection will last approximately twelve weeks. The implementation will likely take place from about March – June 2014, pending IRB approval.

WORK SCOPE:

The *logistics coordinators* will schedule appointments with people involved in the rat trade for follow up data collection by field researchers. The project will provide appointment scheduling forms in Vietnamese and Khmer

The *logistics coordinators* will perform the following tasks:

1. Participate in a five-day training tentatively that will include training on how-to set up an appointments, human ethical procedures, confidentiality, appointment schedule review, and one day of practice in the field. (*LOE 5 days*)
2. Over the course of 13 weeks, the logistics coordinator will assist in finding referrals and setting up appointments for data collection and will be responsible for all of the following specific tasks: (*LOE 91 days*)
 - a. Set up the time, date, and location of the key informants interviews, up to 15 in assigned country. It is anticipated this will take about one week for both provinces.
 - b. Find potential study participants and setting up appointments for participation in a survey and mapping exercise (about 1.5 hours) and/or an observation (2.5 hours). The research team leader will provide as much contact information as possible for potential study participants. When setting up the appointment the *logistics coordinator* will include the time, date and location of the appointment. This will not require administering informed consent or data collection forms. 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. Reporting any appointment setting or other study related issues to the research team leader in your respective country.
 - d. Participating in daily debriefings and discuss potential solutions with the research team leaders and other team members.
 - e. Submitting a daily log summarizing the day's appointment setting achievements.

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:

Deliverables	Due Date
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. Summary log the day’s appointment setting achievements.	Daily throughout data collection.
3. Submission of final logs	July 4, 2014

SUBMISSION REQUIREMENTS

The *logistics coordinator* 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 *logistics coordinator’s* capability for completing the assignment and previous experience with similar activities.
 - 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 B – Biographical Data Form
4. Confirmation of availability to perform the work during the anticipated period of performance indicated above (February 17, 2014 – July 4, 2014)

The *logistics coordinator* is responsible for the review of Attachment A – Consultant Terms and Conditions

The *logistics coordinator* 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 in setting appointments for data collection.
 - Experience working with minors.

- 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 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) and copy to Ms. Kathleen O’Rourke (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 and Ms. Kathleen O’Rourke, korourke@fhi360.org.

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

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 Terms and Conditions

Attachment B –Biographical Data Form

- END OF SOLICITATION -