



Solicitation #: 3879-06-139-Consultant-02

Issued on: February 28, 2014

For: Research Team Leaders (x2) – Description of Wildlife Farm Practices

Submission Deadline: 5:00 PM Vietnam Time on March 21, 2014

Period of Performance: April 10 – June 16, 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.

It has been estimated that 70 percent of zoonotic pathogens that cause disease in humans come from wild animals. Of these, bats, primates and rodents have been most frequently implicated in the transmission of infectious diseases that have had severe impact on humans. Transmission of emerging pandemic threats (EPT) cannot occur without some kind of contact, whether direct or indirect, between humans and animals.

Wildlife farming is a growing industry in Vietnam, and poor biosecurity at these farms poses a substantial health risk to human and animal populations. Currently, there is significant government interest in strengthening guidelines and management of wildlife farms, for both public health and economic reasons. At farms that raise the study’s priority species (primates, rodents, civets and wild boar), current biosecurity practices, the make-up of the animal population and the general farm characteristics are not well known. Much of the work that has been done on wildlife farms in Vietnam has been focused on the conservation impacts, rather than biosecurity and human health risk. To fill this knowledge gap, PREVENT will conduct a cross-sectional study of wildlife farms focusing on primates, rodents, civets, and wild boars.

PURPOSE

FHI 360 wishes to hire two *research team leaders* for up to 45 days to oversee a team of about five field researchers for data collection activities.

STUDY

Overview

The Description of Wildlife Farm Practices Study is a cross-sectional descriptive study of wildlife farms raising porcupines, primates, civets, and wild boar. The study will use both quantitative and qualitative research methods to address the research questions. 200 adult men and women (18 years of age or more) identified as the managers of wildlife farms will be enrolled in the survey. As part of the survey field researchers will administer a questionnaire which will take around one hour and thirty minutes to complete. After the questionnaire the field researcher will conduct an observation of the farm which should take between thirty minutes and one hour, depending on the size of the farm. Field data collection will last approximately five weeks.

After the survey a sub-set of wildlife farm managers will be purposively selected to participate in focus group discussions (FGDs). Up to eight FGDs are planned with wildlife farmers raising primates, porcupines, civets, and wild boar.

Location

The study will take place in the provinces of Bình Phước, Đồng Nai, Bình Dương, Tây Ninh, Bến Tre, Bà Rịa - Vũng Tàu, Lâm Đồng, Long An, Bình Thuận, Tiền Giang, Đồng Tháp, and Hồ Chí Minh City.

Research team

To implement this study, there will be a two US based PIs, a local PI, two *research team leaders*, PREVENT's program coordinator in Vietnam, ten field researchers, a note-taker, a focus group discussion facilitator, and a data entry operator. The study team will work closely with VNForest to implement the planned study.

Each research team leader will oversee a team of about five field researchers.

Language

The research will be conducted in *Vietnamese* language. All information obtained will be translated into English.

Timing

PREVENT has US IRB approval and has submitted all documentation to that IRB at Hanoi School of Public Health in Vietnam. All timelines are subject to obtaining IRB approval.

SCOPE OF WORK

The *research team leader* will be expected to perform the following tasks:

1. **Preparation:** (3 days LOE)
 - a. Participate in necessary phone calls and in-person meetings leading up to the study. Review the research protocol and other relevant literature provided by FHI 360 to gain a good understanding of the rationale and plan for the study.
 - b. Participate in discussions and assist FHI 360 staff with logistical issues.
 - c. Complete research ethics training (e.g., the web-based NIH course on “Protecting Human Research Subjects”).

2. **Training** (7 days LOE)

Attend a multi-day training, in Southern Vietnam, to prepare for the study.

- a. Review and provide comments and suggestions for changes to the training materials, to help finalize them prior to training.
- b. Work with FHI 360 staff to ensure that training venue, materials, and field training sites are prepared.
- c. At least one US-based PI, the local PI, senior researchers from PREVENT, and the program coordinator will train the entire team on the study objectives and protocol, research ethics and human subjects protection protocols, and data management. Groups will be split up into two for a portion of the training to be trained on best practices to implement the instruments they will administer. The training will include field practice.
- d. The *research team leader* will provide personalized tutoring on data collection to individual research team members, as needed.
- e. The *research team leader* will provide input to FHI 360 staff regarding the field researchers' performance during the study training.
- f. To protect study participants confidentiality and privacy the *research team leader* will be asked to sign a confidentiality agreement during training.

3. **Fieldwork** (LOE 30 days)

The *research team leader* will each oversee a team of field researchers (about five). S/he will also coordinate with the local PI, PREVENT program coordinator, and VNForest officials during study implementation. As needed s/he will have contact with the US-based PIs. Specifically, the *research team leader* will:

- a. Travel to the field with the local PI to begin data collection. Work closely with the local PI to make sure data collection is following standard operating procedures (SOPs) and nightly debriefs are conducted properly.
- b. Coordinate with VNForest officials to make sure they accompany the field researchers to the farms but are not present for any data collection including the screener, informed consent, questionnaire or survey.
- c. Oversee the work of their assigned research team to ensure the quality of implementation of all components of the study, including obtaining informed consent, facilitation of interviews, and proper implementation of the structured observation.
- d. Enforce compliance of the *Guidelines for Conducting Biosecure and Biosafe Farm Visits* for all personnel going to the farms on behalf our the study.
- e. Adhere to data collection and storage procedures and secure all hard copy forms and email/mail documents according to the protocol.
- f. Take detailed field notes of daily field implementation and debrief sessions with their assigned research team. Use template to report to the local PI each evening to make decisions on next steps of research and adjust plans accordingly.
- g. Keep track of and document all data collection activities, as well as problems encountered in the field. If an adverse event or any breach of protocol occurs,

report it immediately to the PREVENT program coordinator, local PI, and US-based PIs.

- h. Assist the local PI in tracking the number and type of participants enrolled in the study as required by the study protocol.
4. **Data management and analysis:** Participate in data finalization and management. (*LOE 5 days*)
- a. Provide all data products (consent forms, screeners, questionnaires, structured observation forms, and notes) to the local PI correctly catalogued, labeled and appropriately stored.
 - b. Review the translations/transcriptions provided by the external firm and provide feedback to the local PI.
 - c. Respond to data queries from FHI 360 in a timely manner.
 - d. Write a report summarizing field experience and debriefing notes and personal observation.

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 *research team leader* to the designated FHI 360 contact person as implementation of the study progresses. The *research team leader* should anticipate that multiple drafts of the deliverable (revisions) may need to be produced and submitted for feedback before the deliverable can be considered final and approved as fulfilling the terms of the contract. The following deliverables are required:

1. Certificate of completion of research ethics training (e.g., the web-based NIH course on “Protecting Human Research Subjects”).
2. Attendance at multi-day training, in Southern Vietnam, to prepare for the study.
3. Signed confidentiality agreement.
4. Submission of teams complete data set of the following catalogued research products:
 - a. Consent forms
 - b. Screeners
 - c. Original questionnaires, and structured observation forms
 - d. Checked electronic files of any structured data
 - e. Detailed notes from data collection activities and preliminary analysis notes in English (electronic)
5. Short report in English summarizing field work and preliminary findings.

SUBMISSION REQUIREMENTS

The *research team leader* 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 *research team leader's* capability for completing the assignment and previous experience with similar activities. Indicate experience managing a team of field researchers.
 - List of work conducted in Vietnam with dates, funder and information about study size and methods used.
 - A description of fluency level in *English and Vietnamese* 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. Ability to travel within the study area
 5. Confirmation of availability to perform the work during the anticipated period of performance indicated above (April 10 – June 16, 2014)

The *research team leader* is responsible for the review of Attachment A – Consultant Terms and Conditions.

The *research team leader* 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**
 - Masters (required) or PhD (preferred) in related field (Animal Sciences, Agricultural Science, Anthropology, or Public Health) or combination of education and experience
- **Capabilities and experience: 50 points**
 - Experience conducting quantitative research and structured observation in Vietnam.
 - Experience overseeing field teams.
 - Strong communication skills (both verbal and written).
 - Fluency in *Vietnamese* and ability to converse in and read and write in English required.
 - Experience report writing a plus.
 - Preference will be given to candidates from the Mekong Delta Region of Vietnam and/or within the study area (the provinces of Bình Phước, Đồng Nai, Bình Dương, Tây Ninh, Bến Tre, Bà Rịa - Vũng Tàu, Lâm Đồng, Long An, Bình Thuận, Tiền Giang, Đồng Tháp, and Hồ Chí Minh City).
 - Past research experience focusing on farming, wildlife farming and/or human/animal interfaces 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) and copy to Ms. Kathleen O'Rourke (korourke@fhi360.org) by **5:00 p.m. Vietnam time on 6 March 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 14 March 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 *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 -