



**Solicitation #:** 3879-06-139-Consultant-03  
**Issued on:** March 4, 2014  
**For:** FGD Note-taker – Description of Wildlife Farm Practices  
**Submission Deadline:** 5:00 PM Vietnam Time on March 21, 2014  
**Period of Performance:** April 10 – June 16, 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’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 a note-taker for up to 28 days to carry out data collection activities and participate in preliminary analysis.

## **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.

### 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 the IRB at Hanoi School of Public Health in Vietnam. All timelines are subject to obtaining IRB approval. The *note-taker* will participate in the training, attend a necessary refresher course, and then work for 16 days full time once FGD begin.

## **SCOPE OF WORK**

The *note-taker* will be expected to perform the following tasks:

1. **Preparation:** (1 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.
2. **Training** (6 days LOE)

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

- a. Participate in a multi-day training that will include human ethical procedures, instrument review, data management, guidelines for conducting a biosecure and biosafe farm visit, and one day of practice in the field. The note-taker will be trained on note-taking techniques as well as the FGD discussion guide. To protect study participants confidentiality and privacy the note-taker will be asked to sign a confidentiality agreement during training.
  - b. The *note-taker* will need to attend a one-day refresher training just before the FGDs begin to review any changes to the FGD discussion guide as a result of the survey and observation.
3. **Focus Group Discussions Fieldwork:** (*LOE 16 days; 2 days in each location, including travel time to and from the field*).
- a. Travel to the field with the local PI and FGD facilitator to conduct of between five and eight focus group discussions (2 for each key species, if there are enough farms raising the priority species).
  - b. Take notes during data collection activities.
  - c. Review notes at the conclusion of each data collection session, and enter all notes onto a computer.
  - d. Record selected sessions; label and catalog recordings.
  - e. Fill out any structured data collection forms.
  - f. Assist with writing daily field notes.
  - g. Participate in daily debrief sessions with the local PI and FGD facilitator to determine next steps, improve data collection for the following day.
  - h. Take notes during the debrief session and compile notes into a daily summary.
  - i. Transcribe daily field notes onto a computer.
  - j. Ensure all data products (notes, recordings etc.) are correctly catalogued and appropriately stored.
4. **Data management:** Participate in data finalization and management: (*LOE up to 5 days*)
- a. Review transcriptions and translations for accuracy. Assist with revisions, if necessary.

**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 *note-taker* to the designated FHI 360 contact person as implementation of the study progresses. The *note-taker* 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. Participate in all training sessions.
2. Daily field notes of data collection, transcribed on a computer.
3. Appropriately labeled and organized FGD audio recording and products.
4. Review transcriptions and translations for accuracy and assist with revisions.

## **SUBMISSION REQUIREMENTS**

The *note-taker* should provide a cover letter, current CV, biographical data form, and confirmation of availability to perform the work:

1. The CV shall contain, but not be limited to:
  - A half page statement describing the *note-taker's* capability for completing the assignment and previous experience with similar activities. Indicate experience with note-taking and FGD discussions.
  - 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 qualitative research.
  - List of at least three references with contact email and phone numbers who can independently verify past work.
2. Attachment B - Biographical data form.
3. Ability to travel within the study area.
4. Confirmation of availability to perform the work during the anticipated period of performance indicated above (April 10 – June 16, 2014).

The *note-taker* is responsible for the review of Attachment A – Consultant Terms and Conditions.

The *note-taker* 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: 25 points**
  - Bachelors; degree in related field preferred (Sociology of Medicine, Medical Anthropology or other Social Science or Public Health)
- **Capabilities and experience: 55 points**
  - Experience conducting qualitative research.
  - Experience conducting qualitative research in Vietnam and in remote areas (please indicate which provinces the consultant has worked in).
  - Experience with FGD discussions as a note taker
  - Strong communication skills (both verbal and written)
  - Detail-oriented.
  - Fluency in *Vietnamese* required; ability to converse in and write in English preferred
  - Past research experience in zoonotic diseases and/or other studies focusing on human/animal interfaces is a plus
- **Cost: 20 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 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](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 -**