



Solicitation #: 3879-06-139-Consultant-01
Issued on: March 4, 2014
For: Field Researchers – 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 identify **10 field researchers** for up to 35 days to administer a questionnaire to wildlife farm managers in Vietnamese on the types and number of animals on the wildlife farm in the last 12 months and to conduct a structured observation of the wildlife farm.

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.

Field researchers will be expected to complete the survey and observation at about two farms per day.

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.

WORK SCOPE:

The *field researchers* will perform the following tasks:

I. Training (*LOE 5 days*)

- 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. Field researchers will be trained on quantitative research techniques (how-to interview and survey methods) and on structured

observation. To protect study participants confidentiality and privacy all field researchers will be asked to sign a confidentiality agreement during training.

II. Fieldwork (*LOE 30 days*)

The *field researcher* will administer a questionnaire to wildlife farm managers and conduct structure observation at wildlife farms and in doing so perform the following tasks:

- a. Travel with the research team to the field.
- b. Go to each assigned farm with a VNForest official after the introduction make sure the VNForest official is not present for any data collection including the screener, informed consent, questionnaire or survey.
- c. Ensure that the farm meets eligibility criteria for participation in the study by administering the screener.
- d. Ensure that each participant (farm manager) and if applicable farm owner 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.
- e. After the screener is complete and consent is granted by both the farm owner and farm manager administer a survey with the farm manager and conduct structured observation of the farm. Each field researcher will administer about two questionnaires and structure observation per day. This will take about 5 weeks in the field (including travel time), working approximately 6 day weeks.
- f. Review completed questionnaire and structured observation form for completeness and accuracy.
- g. Report any data collection-related issues to the team leader and principal investigator.
- h. Participate in daily debriefings and discuss potential solutions with the team leader and other field researchers.
- i. Adhere to guidelines for conducting a biosecure and biosafe farm visit. Failure to follow these rules will result in immediate termination of contract and dismissal from the research team.
- j. As needed assist in setting appointments.

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 *field researcher* to the designated FHI 360 contact person as implementation of the study progresses. The *field researcher* 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. Attendance at multi-day training, in Southern Vietnam, to prepare for the study.
2. Submit signed confidentiality agreement. (Before fieldwork begins).

3. Submission of completed and reviewed survey data entry forms and structured observation forms, consent forms, and screeners. On-going throughout data collection.

SUBMISSION REQUIREMENTS

The *field researcher* 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 *field researcher's* capability for completing the assignment and previous experience with similar activities.
 - 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. Attachment A – Biographical Data Form
3. Confirmation of availability to perform the work during the anticipated period of performance indicated above (April 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 administering interviews Vietnamese.
 - Experience in conducting structured observation as part of a field study.
 - Experience in field data collection.
 - Experience working with farmers during data collection a plus.
 - Strong communication skills (both verbal and written)
 - Fluency in *Vietnamese* required and ability to converse in and read and write in English required.
 - Past research experience working with farmers, wildlife farming, and/or other studies focusing on human/animal interfaces is 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).

- **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 1 Terms and Conditions
Attachment B – Biographical Data Form

- END OF SOLICITATION -