



Solicitation #: 3879-06-139-Consultant-01

Issued on: January 6, 2014

For: Local Principal Investigator – Market Chain Analysis of the Cross-Border Rat Trade in Cambodia and Vietnam

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

Period of Performance: February 10, 2014 – August 15, 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 identify a *local principal investigator (local PI)* based in either Vietnam or Cambodia for up to 134 days to assist in obtaining local IRB approval, pretest study instruments, supervise the implementation of data collection activities and participate in preliminary analysis.

STUDY

The study is an exploratory, market chain analysis. The goal of the study is to describe the rat trade and the practices and situations that appear to put individuals and communities at risk of zoonoses from rats. The study objectives are to: a) determine typical structure/s of the rat trade network, b) create a typology of individuals involved in producing, processing, selling, collecting, or transporting of rats and rat products, and c) identify practices or situations of these individuals that may pose a risk for zoonoses.

For this study the population we are interested in enrolling and learning more about includes individuals who are knowledgeable about or directly engaged in the rat market chain – that is individuals moving the rats from their source to end users.

The study will use both qualitative and quantitative methods to address the research questions, including a survey, mapping exercise, and structured observation. Prior to implementation all data collection forms/processes will be pretested.

The study will be located in the Mekong Delta region of southern Vietnam and adjacent provinces of Cambodia, focusing mostly in Dong Thap and An Giang provinces in Vietnam, and Kandal and Prey Veng provinces in Cambodia.

Research team

To implement this study, there will be a core research team as well as an implementation team for each country. The core research team will consist of two US-based Co-Principal Investigators, the *local PI*, a DAH focal person and an RGC focal person, and PREVENT's program coordinator in Vietnam. This team will be responsible for development and implementation of the study as well as analysis.

The *local PI* with support from the US-based Co-PIs and PREVENT's Vietnam program coordinator will oversee the implementation teams, one for Vietnam and Cambodia, each consisting of – a team leader, four to six field investigators, a logistics coordinator, and a data entry operator.

Language

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

Timing

PREVENT anticipates that IRB submission will begin in January 2014. Researcher recruitment will begin in January 2014 for researcher training in late February 2014, with field work beginning March 2014 (subject to receiving IRB and local ethical committee approval). The *local PI* will work part time when this contract starts preparing for the study (about 1 day per week). The *local PI* will work full-time to set up and conduct the pretesting and again from the start of researcher training through data collection. The *local PI* should expect to work full-time for approximately two weeks directly after data collection has been completed to help with writing up the study report, then part-time to address any comments or additional analysis needed for report finalization.

SCOPE OF WORK:

The *local PI* will work with FHI 360 staff to recruit, train and supervise quantitative and qualitative researchers to implement the market chain analysis. The *local PI* will be expected to perform the following tasks:

1. **Preparation:** (7 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”).
 - d. Assist in obtaining ethical clearances and other approvals.
 - e. As needed, assist in recruitment of research candidates, including research team leaders (x2), field researchers (x6), third party quality check of translation/transcription (x1), and data entry operators (x2).
2. **Pretest the study instruments:** (10 days LOE)
 - a. Review the instruments and consent forms and provide comments on aspects which may need adaptation for local conditions.
 - b. In collaboration with PREVENT’s program coordinator organize the pretest in Vietnam and Cambodia.
 - c. Attend a training led by PREVENT research staff on conducting the pretest.
 - d. Conduct the pretest with at least one of the US-based Co-PIs, the PREVENT Coordinator, and the team leader from each country.
 - e. After the pretest and in collaboration with the US-based Co-PIs:
 - i. Produce edited SOPs and instruments (survey, market mapping exercise, KI guide, and observation form), showing recommended changes in track changes.
 - ii. Provide report to explain changes made to the SOPs and instruments and instruments.
 - f. Assist with finalizing the forward and back translation of data collection instruments and consent forms.
 - g. Participate in debriefing meeting after the pretest with RGC, DAH, and USAID.

3. **Training:** Co-facilitate two multi-day trainings, one in each country, to prepare for the market chain analysis. (*12 days LOE*)
 - 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. The US-based Co-PIs, the *local PI*, one to two 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. Provide personalized tutoring on data collection to individual research team members as needed.
 - e. The *local PI* will provide input to FHI 360 staff regarding the field researchers' performance during the study training.

4. **Fieldwork:** (*Up to 90 days*)
 - I. **Key Informant Interviews:** The *local PI* will oversee the implementation of up to 24 key informant interviews conducted by the team leader in each country and supported by the program coordinator and logistics coordinator.
 - a. The *local PI* and team leaders will work closely with the logistics coordinator on preparation for field implementation and with the provincial officials on permissions and approvals. The *local PI* will oversee the scheduling of all KIs by the logistics coordinator for each country. Up to 24 KIs will be conducted by the research team leader in each country. Immediately following the interviews the team leaders will summarize the KIs including information on dealers (name, location, description) and provide that information to the *local PI* for survey selection.

 - II. **Survey, Mapping Exercise, and Observation:** Four market chains will be mapped using chain referral, one in each study province – An Giang, Dong Thap, Kandal and Prey Veng. Each participant enrolled in the study will be asked to participate in a survey and mapping exercise. A subset of participants enrolled in the survey will be asked to participate in an observation. The *local PI* will supervise two team leaders, who will each oversee a team of field researchers, a logistics coordinator, and a data entry operator. The *Local PI* will also coordinate with the PREVENT program coordinator, RGC and DAH officials, and the US-based Co-PIs. Specifically, the *local PI* will:
 - a. Travel to the field with the research teams. Stagger the start date of the two teams; spend several days with one team until assured that each member is doing well and that the team leader is correctly conducting the daily debrief. Then go and oversee the other team for four days, and continue alternating. (Start of field for second team will be about 4 days after first team to enable this).

- b. Supervise the team leaders to ensure the quality of implementation of all components of the study, including obtaining informed consent, facilitation of interviews, and adherence to data collection and storage study operating procedures.
 - c. Secure all hard copy forms and email/mail documents according to the protocol.
 - d. Coordinate with the US-based Co-PIs to make decisions on next steps of research and adjust plans accordingly.
 - e. Observe and ensure team leaders are taking detailed field notes of daily field implementation and debrief sessions with a team of field researchers. Use template to report to the US-based Co-PIs every three days.
 - f. 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 and US-based Co-PIs.
 - g. Track the number and type of participants enrolled in the Observation portion of the study as required by the study protocol.
5. **Data management and analysis:** Participate in data finalization, management and analysis once fieldwork is complete. (*LOE 15 days*)
- a. Ensure that all data products (questionnaires, structured observation forms, notes, and recordings) are correctly catalogued, labeled and appropriately stored.
 - b. Oversee the entry of structured data into computer forms, ensure the quality of the data, and see that data entry is revised if necessary.
 - c. Manage process of transcription and translation with qualified, independent firm identified and hired by PREVENT to transcribe and translate all data collection notes into organized computer files.
 - d. Supervise the revision of transcriptions/translations based on feedback provided by the research team leader's review.
 - e. Respond to data queries from FHI 360 in a timely manner.
 - f. Write a report summarizing field experience and debriefing notes and personal observation.
 - g. Review data analysis and final report prepared by PREVENT and add/clarify information based on field experience.

DELIVERABLES

The following deliverables are to be submitted in electronic form by the *local PI* to the designated FHI 360 contact person as implementation of the study progresses. *Local PI* 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. Submission of IRB approval documents.

3. Submission of pre-test report of findings and recommendations for changes to the instruments and consent forms to the US-based Co-PIs and program coordinator.
4. Submission of final forward and back translation of data collection instruments and consent incorporating agreed on pretest changes.
5. Submit final training materials.
6. Co-facilitate two multi-day trainings, one in Vietnam and one in Cambodia, with PREVENT staff to prepare for the market chain analysis.
7. Submission of data entry form hard copies to data entry operator in the appropriate country; and electronic data to the US-based Co-PIs
8. Submission of final complete set of the following catalogued research products:
 - a. Digital audio recordings of all recorded sessions
 - b. Notes from KI and Observation, and other original research products
 - c. Consent forms
 - d. Original questionnaires, mapping exercises, and structured observation forms
 - e. Checked electronic files of any structured data
 - f. Detailed notes from data collection activities and preliminary analysis notes in English (electronic)
 - g. Checked transcriptions/translations of all recorded sessions
9. Final report in English summarizing field work and preliminary findings.
10. Provide comments on final report and analysis

SUBMISSION REQUIREMENTS

Local PI 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 *local PI's* capability for completing the assignment and previous experience with similar activities, especially market chain analysis. Indicate experience recruiting and managing field staff in multiple sites.
 - List of work conducted in Vietnam and 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. Biographical data form:
 - Attachment B - Biographical data form
3. A writing sample of a paper or report
4. Confirmation of availability to perform the work during the anticipated period of performance indicated above (February 10, 2014 – August 15, 2014)

Local PIs are responsible for the review of the terms and conditions provided in the attachments and listed below. *Local PI* must provide full, accurate and complete information as required by this solicitation and its attachments.

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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**
 - Knowledge of market chain analysis
 - Experience conducting quantitative research and structured observation in Vietnam.
 - Experience conducting quantitative research and structured observation in Cambodia.
 - Experience organizing field teams
 - Experience managing data entry and processing
 - Strong communication skills (both verbal and written)
 - Fluency in *Vietnamese* AND/OR *Khmer* and ability to converse in and read and write in English required.
 - Experience analyzing data and report writing strongly desirable
 - Past research experience in market/value chain analysis and/or other studies focusing on 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 10 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 21 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 *local PI*.

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 Assignment General Terms and Conditions

Attachment B –Biographical Data Form

- END OF SOLICITATION -