

SCOPE OF WORK
Microfinance and Start-up consultancy agency

Project: “Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production in Vietnam”

Introduction:

HKI-Vietnam is a US non-governmental organization established in Vietnam in 2004. Its mission is to save the sight and lives of the most vulnerable and disadvantaged by combating the causes and consequences of blindness and malnutrition. We do this by establishing programs grounded in evidence-based research in eye health and nutrition.

To address the nutrition and food security challenges in targeted project area, HKI-Vietnam has been implementing the project: “Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production in Vietnam” in Lai Chau and Hoa Binh provinces from 2017 to 2021. The EHFP model’s ultimate goal is to improve the nutrition and micronutrient status of mothers and children under two years of age in Lai Chau and Hoa Binh provinces. The project also contributes to poverty reduction through microfinance and start-up model for village model farms (VMFs) and some beneficiary households. HKI-Vietnam therefore needs one legally permitted and qualified consultancy agency to provide services in developing the model of microfinance integrated with start-up that will be implemented in Hoa Binh and Lai Chau in year 2 of the project.

1. Services.

The consultancy agency will be employed to accomplish the following tasks:

- ❖ Work with Tam Duong and Lac Son Women union to set up the microfinance mechanism for EHFP project households.
- ❖ In partnership with the local partners and HKI staff to develop the guidelines for selection of best models for business start-up.
- ❖ Provide technical training/orientation for households to develop their business models.
- ❖ Report to HKI on the progress of the models including monitoring the loan management with recommendations to reduce the risks as well to improve the mechanism.
- ❖ Link the market opportunities for project families to sell their products.

2. **Timeline.** Consultancy agent shall perform Services and provide the Deliverables in accordance with the following schedule, timing and terms:

#	Activities	Number of days	Timeline	Deliverables
1	Work with Tam Duong and Lac Son Women union to discuss the microfinance mechanism for EHFP project households and develop guideline for the model	5	6/2018	Microfinance Management Guidelines

2	Launching workshop and training for communities on guideline in Hoa Binh and Lai Chau	5	7/2018	Training report
4	Monitor and check loan proposals and start-up in 2 provinces (1 day for each commune *4 commune * 2 trips	8	From 8/2018 to 7/2019	Monitoring trip reports
5	Develop score criteria for start-up competition and guideline on family business start-up	2	7/2018	Guideline
6	Provide training/orientation on business startup for selected families: 1 day * 3 courses	3	7/2018	Training reports
7	Coaching on writing start-up proposal for households/VMFs	1	8/2018	Coaching report
8	Facilitate/attend start-up competition in 2 provinces	3	8/2018	Score criteria and competition results reports
9	Counsel on registering quality standards	2	9/2018	Activities reports
10	Post and promote best business start-up models for fund raising through mass media (website/fanpage ect)	2	9/2018	Activities updates/reports
	Total	31		

3. **Specifications.** The Services and Deliverables shall be provided in accordance with the following requirements:

- ❖ The duties must be carried out with due diligence and efforts so as to protect at the highest possible level the legitimate rights and interests of HKI-Vietnam
- ❖ The Consultancy agency must take legal responsibility for the quality as well as legality of the consultancy services to be provided according to the laws of Vietnam
- ❖ The Consultancy agency must be responsible for the professional quality, technicality, accuracy and timely completion of his/her work.

4. Requirement of Qualifications and Experiences:

- ❖ Consultancy agency has at least 10 years working experience on microfinance and business start-up in agriculture area.
- ❖ The consultancy agency has large influences on consumers and consumptive shops to support in set up the linkage between start up households with market.
- ❖ The consultancy agency with available consumptive shops is advantage.

- ❖ Much working experience and expertise in development area in mountainous/rural areas and ethnic minority groups

5. Logistics:

- ❖ HKI will be responsible for arranging logistics for the consultants to travel from and to the project sites including transportation and accommodation if applicable.

6. Management

- ❖ The consultant will work under the supervision of the HKI Vietnam Country Director and EHFP Project Manager.

7. Notice and payment

- ❖ The consultancy agency will be informed in written for the acceptance of the scheduled or changed activities at least 7 days in advance before carrying out the activities. Payment will be periodically paid every 2 months.

8. Budget

The fee for consultant will be negotiated and applied following HKI Vietnam regulations.

Agencies which are interested in providing the services, please submit:

- (i) CV of key consultants/agency leaders
- (ii) Technical and Financial Proposal

To:

**Helen Keller International Vietnam
Room 305-306, A2 Building, Van Phuc Diplomatic Compound,
298 Kim Ma, Ba Dinh, Hanoi, Vietnam**

Email: admin_vn@hki.org and Cc: dlam@hki.org and nmai@hki.org

The deadline for submitting the application is 15th June 2018.

Only short-listed agencies will be contacted.