

## SCOPE OF WORK

### ***03 Consultants for the 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. In the frame of the project, HKI is seeking 03 consultants with the following expertise:

- Gender training
- Livestock
- M&E

#### **I. Consultant on Gender Training:**

##### **1. Services.**

The consultant will be employed to provide 3 training courses on gender for nutritional facilitators, village model farms, the members of women unions at commune, village and commune project implementing boards. The consultant is expected to accomplish the following tasks:

- ❖ Review training materials and training curriculum.
- ❖ Revise training agenda, training curriculum, handouts and pre –post tests
- ❖ Provide 3 courses of 3 days training for nutritional facilitators (1 course/each commune)
- ❖ Write training report in Vietnamese

##### **2. Deliverables.** Consultant shall provide the following deliverables:

- ❖ The revised training curriculum, agenda, handouts and pre –post tests
- ❖ Training reports in Vietnamese

##### **3. Timeline.** Consultant shall perform Services and provide the Deliverables in accordance with the following schedule, timing and terms:

Activities	DUE DATE	NUMBER OF DAYS
Review training materials and curriculum and revise training curriculum, agenda, handouts and pre – post tests for first courses	7/2018	2 days
Revise training for two other courses (one day/courses)	8/2018	1 days
Provide 3 course of 3 days training on gender	8/2017	9days
Training report: one day/course		3 days
<b>Total</b>		<b>15 days</b>

#### 4. Requirement of Qualifications and Experiences:

- ❖ At least 10 years working experience in training and research on gender and women empowerment
- ❖ Excellent skills in participatory training methods and community training, especially training for adults.
- ❖ Many working experiences and expertise in development area in mountainous/rural areas and ethnic minority groups
- ❖ Very good communication skills
- ❖ Fluent Vietnamese and English are required.

## II. Consultant on livestock

### 1. Services.

The consultant will be employed to provide technical assistance for livestock and poultry breeding for targeted households of EHFP project through field supportive supervision visits and propose expertise solutions to improve breeding efficiency. The consultant is expected to accomplish the following tasks:

- ❖ Provide training for agriculture facilitators on poultry and livestock raising
- ❖ Monitor and provide technical guidance in hand-on for targeted households of EHFP project.
- ❖ Monitor and provide on job-training for agriculture extension and veterinary staff in the targeted commune and project households on vaccination and breeding for poultry.
- ❖ Write trip report with recommendations to improve the husbandry component of the project

### 2. Deliverables. Consultant shall provide the following deliverables:

- ❖ Trip reports after supportive supervision trip.
- ❖ Technical guide or recommended solution for incurred issues.

### 3. Timeline. Consultant shall perform Services and provide the Deliverables in accordance with the following schedule, timing and terms:

Activities	DUE DATE	NUMBER OF DAYS
Provide refresh training on poultry and livestock raising in Hoa Binh and Lai Chau	8/2018	4 days
Monitor and provide on job-training for agriculture extension and veterinary staff in the targeted commune and project households on vaccination	6 and 7/2018	6 days
Monitoring and provide on job trainings for local animal health staff and targeted households	2 days trip*8 trips	16 days
Writing reports for 8 trips and technical guidance	0.5 day/trip	4 days
<b>Total</b>		<b>30 days</b>

#### 4. Requirement of Qualifications and Experiences:

- ❖ At least 15 years working experience in livestock/husbandry.
- ❖ Having the knowledge of animal husbandry as well as breeding livestock, poultry.
- ❖ Relevant degree of Agriculture.
- ❖ Fluent Vietnamese and English are required.
- ❖ Strong skill of supportive supervision is preferred.

### III. Consultant on M&E

#### 1. Services:

- The Monitoring and Evaluation (M&E) Consultant will provide support both quantitative and qualitative aspects of monitoring and evaluating for the HKI Enhanced Homestead Food Production (EHFP) program, working closely with staff and collaborating partner with organizations.
- The M&E Consultant will be responsible to provide coaching to the field staff to collect household data using tables and to make quarterly analysis with recommendations for project quality improvements.
- Lead the end-line survey: working closely with the regional M&E advisor, and the HKI country office to make plan field data collection; provide training for local data collectors; supervise fieldwork; conduct analysis of the data and support early dissemination of findings.
- The M&E Consultant is directly accountable to the Project Manager and the Country Director. Timely and effective implementation of M&E activities through effective planning, resource management and application of skills and up-to-date approaches are key.

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

#	Tasks	Number of days	Timeline	Deliverables
A	QUARTERLY DATA COLLECTION AND ANALYSIS			

1	Provide online monitoring and mentoring for field staff to collect household data using tablet: 2 days/quarterly *4 quarters	8	From June, 2018 to March 2019	Quarterly report with recommendations
2	Analyze quarterly checklist data: 3 days/quarter*4 quarters	12	June,2018 to March 2019	Quarterly indicators and findings
<b>B</b>	<b>ENDLINE SURVEY</b>			
3	Make plan on field data collection and recruit collectors	2	November, 2018	Plan on data collection
4	Train data collectors: one day on qualitative methods and one day on quantitative methods	2	December, 2018	Training report
5	Conduct and supervise field data collection	10	December 18 and January 2019	Data collected
6	Validate data	1	January 2019	Data set validated
7	Clean data	1	January 2019	Data cleaned
8	Analyze baseline data	10	January 2019	Results of data analysis
	<b>Total</b>	<b>46 days</b>		

### 3. Required:

- Master's degree in a pertinent field (statistics, epidemiology, public health, development and management, Rural and urban planning or other related field)
- A minimum of 5-7 years' work experience of monitoring and evaluation in public health, with food security and/or nutrition and market research.
- Knowledge of office systems, including experience with computer applications and statistical software (e.g. Access, Word, Excel, E-mail, SPSS/STATA, database management).
- Have demonstrated an ability to develop analysis plans for survey data and analyze survey and monitoring data to support programmatic decision making'.
- Experience working with local partners to facilitate data collection and build local organizational capacity in M&E.
- Willingness to make regular travel to project sites

### 4. Desired:

- Have clear understanding of and experience with M&E framework, tools, process, sampling, data collection frequencies and data sources monitoring and evaluation of programs related to public health
- Experience in quantitative and qualitative research, sampling methodology and data analysis is desirable.
- Expertise in market research, especially in food consumption market

- Established track record of achieving results within difficult working environments is required e.g ability to multi-task and work under pressure and tight deadlines and with a team of colleagues;
- Possess good analytical and report writing skills with proven command of English and Vietnamese.
- Excellent communication skills, both oral and written;
- Familiarity with electronic data collection methods;
- Excellent interpersonal and problem-solving skills
- Experience using the DHIS2 information system will be a plus

## 5. COMPETENCIES:

### Essential Character:

- Analytical thinking
- Results Orientated
- Independent thinking
- Managing Impact

### Essential Skills:

- Relationship building
- Planning and organising
- SPSS/Stata
- Understanding food consumption market

### Preferred competencies:

- Writing
- Flexibility
- Development Orientation
- Thoroughness

**Specifications for all the positions:** 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.

### 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.

### Management

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

## Notice and payment

- ❖ The consultants 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.

## Budget

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

The consultants who are interested in providing the services, please submit cover letter with proposed gross rate and CV

To:

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The deadline for submitting the application is 15<sup>th</sup> June 2018.

Only short-listed candidates will be contacted.