

SCOPE OF WORK

Training consultant on women empowerment

"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 employs gender integrated approach to empower beneficiary mothers to realize their rights and improve their capacities. They are expected to contribute their voices in decision making process on family economic development and selection of suitable nutritional diets for their children. This also reaches a change in their position in family and society. HKI-Vietnam therefore needs one legally permitted and qualified consultant to provide women empowerment training for key persons who will be responsible to conduct group communication sessions for beneficiary mothers in Lai Chau and Hòa Bình.

1. Services.

The consultant will be employed to provide 3 training courses on women empowerment 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:

- ❖ Develop agenda and training materials.
- ❖ Provide 3 courses of 3 days training for local participants (1 course in Lai Chau and 2 courses in Hoa Binh)
- ❖ Write training report in Vietnamese

2. Deliverables. Consultant shall provide the following deliverables:

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

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 Consultant 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 Consultant must be responsible for the professional quality, technicality, accuracy and timely completion of his/her work.

4. 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 project interventions and working with project team to agree on content frame Develop training materials: training curriculum, Agenda, handouts and pre – post tests for first courses	7/2018	3 days
Revise training for two other courses	8/2018	1 days
Provide 3 training courses of 3 days (1 course in Lai Chau and 2 courses in Hoa Binh)	8/2017	9days
Training report: one day/course		3 days
Total		16 days

5. 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.

6. Logistics:

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

7. Management

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

8. Notice and payment

- ❖ The consultant will be informed in written for his/her acceptance of the scheduled or changed activities at least 7 days in advance before carrying out the activities. Payment will be paid after finishing the service.

9. Budget

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

The consultants who are interested in taking these consultancy work please submit:

- (1) Cover letter
- (2) CV
- (3) Financial proposal

To:

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

Email: Ichau@hki.org and Copy: pngoc@hki.org; dlam@hki.org; nmai@hki.org

The deadline for submitting the application will be on 25th July 2018.

Only short-listed consultant will be contacted.