SCOPE OF WORK
Data collectors for Baseline survey and Quarterly M&E data collection
in Hoa Binh and Lai Chau provinces

"Improved Household food security and nutrition through
Enhanced Homestead Food Production in Son La, Lai Chau and Hoa Binh Provinces,
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 continue and expand the interventions and impact of the *Scaling Up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production in Vietnam"* to larger areas of the projected districts of Hoa Binh and Lai Chau provinces in the second phase of the project, HKI will conduct a baseline survey in new locations including one commune in Hoa Binh and two others in Lai Chau provinces in late December 2018 – early January 2019.

HKI is also carrying out a quarterly data collection in the same areas for the existing project phase.

To serve this task, HKI is looking for 14 skilled data collectors to help get the field information.

1. **Services.**

The collectors will be employed to collect a) baseline survey data at 600 targeted households and 300 control households in 3-4 new communes; and b) M&E data at 600 beneficial households in 4 existing projected communes Lai Chau and Hoa Binh. They will use tablets with the questionnaires developed and installed by HKI during their performances.

2. **Timeline.** These 14 selected data collectors shall perform the tasks and provide the deliverables in accordance with the following schedule, timing and terms:

Activities	Time frame	NUMBER OF DAYS
One day training on questionnaire, methods, principles and procedure of data collection process in HKI office in Hanoi	Week 3, December 2018	1 day
Travel to Lac Son, Hoa binh and back to Hanoi	Week 3&4, December 2018	2*1/2 days
Conduct data collection at 300 households for baseline	Week 3&4, December 2018	4 days
Conduct data collection at 300 households for Quarterly M&E	Week 3&4, December 2018	3 days
Travel to Tam Duong district, Lai Chau province and back Hanoi	Week 1&2, January 2019	2 days
Conduct data collection at 300 households for baseline	Week 1&2, January 2019	4 days

Conduct data collection at 300 households for Quarterly M&E	Week 1&2, January 2019	3 days
Total data collection days		**15 days**
Total travel days		**3 days**

3. Qualification requirements:

Experience:

- ❖ Having background or studying on Public health, community development, Social sciences, biostatistics
- ❖ Experience in data collection for community development projects, especially in food security and nutrition projects
- ❖ Experiences and expertise in development area in mountainous/rural areas and ethnic minority groups
- ❖ Good understanding of child protection policies
- ❖ Very good communication skills
- ❖ Good skills in using office Microsoft and tablets
- ❖ Honest and patient characters
- ❖ Fluent Vietnamese is required

4. Logistics:

- ❖ HKI will be responsible for arranging logistics for the data collector to travel from and to the project sites including traveling and accommodation

5. Management

- ❖ The data collector will work under the supervision of research and M&E consultant and report to project manager.

6. Notice and payment

- ❖ Payment will be paid after completing all tasks and transferring all deliverables that meet the HKI requirements

7. Budget

- ❖ HKI will support travel and accommodation to Hoa Binh and Lai Chau and perdiems for travel days and all working days at 300,000 VND/day at HKI cost norms
- ❖ Fee for working days at 400,000 VND/day (Gross)
- ❖ For one day training in Hanoi: HKI will support 150,000 VND for travel and lunch.

Those who are interested in taking these works please submit CV to:

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

Or Email: to: Lchau@hki.org; VHieu@hki.org and DLam@hki.org
The deadline for submitting the application will be on 16/12/2018.
Only short-listed data collector will be contacted.