

SCOPE OF WORK

Consultant 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 for a consultant with specific requirements as follows:

1. Services:

- The Consultant will be responsible to provide coaching to the enumerators to collect household data using tablets.
- Lead the quarterly and the base-line survey phase II: work closely with the country and regional M&E advisor, and the HKI country office to make plan for field data collection; supervise fieldwork.
- The Consultant is directly accountable to the Project Manager and the Country Director during this consultancy period.

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	Observe and provide feedback in training and testing the questionnaires	2	3-4 January	Recommendations
2	Lead and supervise enumerators to collect quarterly and baseline survey household data using tablets	10	From 14-23 January 2019	Set of data collected and uploaded to the server
	Total	12 days		Exclusive of 01 travel day to Hoa Binh

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: 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:

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

Email: Lchau@hki.org and Cc: dlam@hki.org; vhieu@hki.org; pngoc@hki.org

The deadline for submitting the application is 31st December 2018.

Only short-listed candidates will be contacted.