

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 training on communication/facilitation skills to community agricultural and veterinary staff in projected areas of Hoa Binh and Lai Chau provinces.
- 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:

#	Task	# of days	Timeline	Deliverables
1	Training preparation	1.5 days for 3 courses	16/2/2019	Training material; agenda; pre/post-test questionnaires
2	Training	9	18-27/2/2019	03 three-day training courses. Trainees’ grasp of communications knowledge and facilitation skills which can be applied in their community work.
3	Report writing	1.5 days for 3 courses	1/3/2019	Training report
	Total	12 days		Excluding travel days when the consultant is entitled to per-diem only

3. Required:

- Expertise in a pertinent field (social sciences, epidemiology, public health, development and management, rural and urban planning/development or other related fields)

- Experience in community development work, especially in community communications/mobilisation
- A minimum of 5-7 years' work experience of training, preferred in public health, rural development or other related fields.
- Knowledge of local health system, agricultural development network capacity;
- Experience working with local partners to facilitate such trainings on communications/facilitation skills, health/nutrition and/or rural development related issues;

4. Desired:

- Understanding of local community health status/issues, especially of minority populations.
- Possessing good analytical and report writing skills with proven command of English and Vietnamese.
- Excellent communication skills, both oral and written;
- Excellent interpersonal and problem-solving skills.

5. COMPETENCIES:

Essential Character:

- Analytical thinking
- Result orientated
- Independent thinking
- Managing impact

Essential Skills:

- Relationship building
- Planning and organising

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 3 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 10th February 2019.

Only short-listed candidates will be contacted.