

## **SCOPE OF WORK**

### **BUSINESS START-UP MONITORING**

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.

One of the important interventions under the project is to promote income generation of the families lead by women through which the family economic status is improved and women’s roles and rights are accounted and raised. To accelerate this a business start-up activity was developed and implemented for capable women and loans were granted to them for their own domestic economic development focusing mainly on animal husbandry. In order to monitor the activity quality, HKI is seeking for a consultant with specific requirements as follows:

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

- The Consultant will be responsible to provide monitoring work on the business startup activity among the beneficial households in Lac Son district, Hoa Binh province and Tam Duong district, Lai Chau province, reviewing its progress, quality and giving recommendations for improvement and future development.
- 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	Field monitoring	4	Mid-March to Mid-April 2019	Data collection
2	Report writing	1	5 days after the field trips	Review report
	TOTAL	5		Excluding travel days when the consultant is entitled to per-diem only

#### **3. Required:**

- Degree in a pertinent field (social sciences, development and management, rural and urban planning or other related field);
- A minimum of 5-7 years' work experience of employment, business startup, market research, preferred with food security;
- Knowledge of local rural economic status and marketing/value chain;
- Experience working with local people in such nature of work as study, research, monitoring and evaluation

#### 4. Desired:

- Understanding of local community economic status, especially of minority populations.
- Possess 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
- Results 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 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](mailto:Lchau@hki.org) and Cc: [dlam@hki.org](mailto:dlam@hki.org); [vhieu@hki.org](mailto:vhieu@hki.org); [pngoc@hki.org](mailto:pngoc@hki.org)

The deadline for submitting the application is 4<sup>th</sup> March 2019.

Only short-listed candidates will be contacted.