

## SCOPE OF WORK

### JOB TITLE

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.

### SCOPE OF WORK

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 the implementation of Community-Led Total Sanitation (CLTS) model for village heads and commune secretaries in Son Binh and Na Tam communes, Tam Duong district, Lai Chau province.
- After the training course, the participants are able to:
  - i. Have an overview of CLTS model and its approaches that can be applied in two communes.
  - ii. Understand the opportunities and challenges when applying CLTS model.
  - iii. Plan and implement the CLTS model locally.
  - iv. Supervise and support the application of CLTS in villages and communes.
- 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	0.5	Last week, Mar 19	Training material; agenda; pre/post-test questionnaire
2	Training (may propose to accompany with training assistant)	4	Last week, Mar 19	Trainee capacity
3	Report writing	0.5	Week 1, Apr 19	Training report
4	Post training follow up to stimulate the	3	Week 3, Apr 19	Follow up reports with recommendations

	households to build standard toilets			
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### 3. Required:

- Master's degree in a pertinent field (epidemiology, public health, development and management, Rural and urban planning or other related field)
- A minimum of 5-7 years' work experience of training, preferred in public health, with CLTS, food security, nutrition and/or sanitation.
- Experience working with local partners to facilitate such trainings on communications/facilitation skills, health/nutrition/ sanitation related issues.

### 4. Desired:

- Understanding of local community health status/issues, 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. Competences:

#### 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 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 gross financial proposal and CV to:

Helen Keller International Vietnam

Room 305-306, A2 Building, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi

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 24th March 2019.

Only short-listed candidates will be contacted.