



TERM OF REFERENCE FOR CONSULTANCY SERVICE

Training on Communications & Facilitation Skills in Hoa Binh and Lai Chau

*(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 project is funded by the Irish Aid with the ultimate goal is to improve the nutrition of mothers and children under two years of age in Lai Chau and Hoa Binh provinces.

Among the project activities, establishing the network of village facilitators and building capacity for them with knowledge on agriculture, nutrition and hygiene, and skills on facilitation and communications are the key elements of the project. After such trainings, together with further technical support from the project staff, the village facilitators are expected to be capable of organizing and implementing awareness raising and behaviour change activities for their community members toward good agriculture, nutrition and hygiene practices.

This consultancy service is designed to seek qualified consultant, who is capable of providing facilitation and communications skills for Nutrition village facilitators, Agriculture village facilitators, members of Health Centre, Agriculture Extension, Women Union, and Peasant Union at the commune level in Hoa Binh and Lai Chau province. After the trainings, it is expected that these village facilitators are able to bring the trained knowledge and skills into practice in form of small-group communications and home counselling visits within their villages.

SCOPE OF WORK

1. Services:

- The consultant will be responsible to prepare detailed Training Agenda with specific training schedule and contents, and necessary training materials such as hand-outs, pre- and post-tests, which are subjects to HKI’s review and approval before the training happens.
- The consultant shall be responsible for the delivery of 02 field trainings (3 days/training), one in Lac Son district (Hoa Binh province) and one in Tam Duong district (Lai Chau province). Each training consists of around 30 selected participants, who are village nutrition facilitators, village agriculture facilitators, Women/Farmer Union staff, Health care and Agriculture extension staff at the commune level.
- The consultant shall be responsible for submitting to HKI a training report 1 week after the training takes place.
- 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, tentative timing and terms:

#	Task	Tentative Timeline	# of days entitled to consultancy fee	Deliverables
1	Preparation and submission of bidding documents	By 24 June 2019	None	- CV, Letter of Interest, proposed Training Agenda (with sample of training materials is a plus) - Proposed gross consultant fee per day
2	Successful candidate announcement; negotiation and finalization of the consultancy service procedures	27 June 2019	None	- Contract signed
3	Prepare for detailed training agenda/contents and training materials (0.5 day/training * 2 trainings)	3 July 2019	01	- Detailed Training Agenda - Training materials (Hand-outs, Pre- and Post-test) - Stationary list, if applicable
4	Field trainings (3 days/province * 2 provinces).	Between 11 July and 20 July 2019	06	- 2 Field trainings in Hoa Binh and Lai Chau
5	Training report submission (0.5 day/training * 2 trainings)	1 week after finishing trainings	01	- Training report of 2 provinces submitted
Total			8 days	The travel days are not entitled to consultancy fee, but to per-diem only. The training days at field are also entitled to per-diem.

3. Required:

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

Essential Character: <ul style="list-style-type: none"> • Analytical thinking • Results Orientated • Independent thinking • Managing Impact 	Essential Skills: <ul style="list-style-type: none"> • Relationship building • Planning and organising 	Preferred competencies: <ul style="list-style-type: none"> • Writing • Flexibility • Development Orientation • Thoroughness
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6. 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 Consultant 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 Consultant must be responsible for the professional quality, technicality, accuracy and timely completion of his/her work.

7. 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.

8. Management:

- ❖ The consultant will work under the supervision of the Project Manager and HKI Vietnam Country Director.

9. Notice and payment:

- ❖ The consultants will be informed in written for the acceptance of the scheduled or changed activities at least 2 days in advance before carrying out the activities.

10. Budget: The fee for consultant will be negotiated and applied in accordance with HKI Vietnam regulations.

The consultants who are interested in providing the services, please submit cover letter with proposed gross rate and CV, and other documents as afore mentioned.

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, cc: DLam@hki.org; PNgoc@hki.org; NTuan@hki.org

The deadline for application submission is **24 June 2019**.

Only short-listed candidates will be contacted.