



## **TERM OF REFERENCE FOR CONSULTANCY SERVICE**

### **Training on Livestock and Poultry Breeding 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 EHFP model’s ultimate goal is to improve the nutrition of mothers and children under two years of age in Lai Chau and Hoa Binh provinces.

One of the important components of the project is to support project households with basic husbandries to improve homestead food production.

This consultancy service is designed to seek qualified consultant, who is capable of providing technical assistance for livestock and poultry breeding for our village facilitators, VMFs, agricultural extension and farmer union staff at the commune level in Hoa Binh and Lai Chau. As a result, after the trainings, 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, our project beneficiaries are able to increase their knowledge and improve their households’ livestock efficiency.

## **SCOPE OF WORK**

### **1. Services:**

- The consultant will be responsible for providing technical assistance for livestock and poultry breeding for targeted households through field supportive supervision visits and propose expertise solutions to improve breeding efficiency.
- The consultant shall be responsible for the delivery of 02 field trainings (3 days/training), one in Tam Duong district (Lai Chau province) and one in Lac Son district (Hoa Binh province). Each training consists of 30 selected participants, who are village facilitators, VMFs, agricultural extension and farmer union staff at the commune level.
- The consultant shall be responsible for submitting to HKI a training/ field trip report 1 week after the training/field trip 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 the training (0.5 day/training * 2 training)	30 June 2019	01	- Training Agenda - Training materials (Hand-outs, Pre- and Post-test) - Stationary list, if applicable
4	Field trainings (3 training days/province * 2 provinces).	Between 21 and 31 July 2019	06	- 2 Field trainings in Lai Chau and Hoa Binh
5	Training report submission (0.5 day/training * 2 trainings)	1 week after finishing trainings	01	- Training report of 2 provinces submitted
6	Technical assistance for livestock and poultry breeding for targeted households through field supportive supervision visits and propose expertise solutions to improve livestock efficiency	4 days/quarter * 4 quarters	16	Trip reports
<b>Total</b>			<b>24 days</b>	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:

- Relevant degree on agriculture/livestock;
- A minimum of 5-7 years' work experience in livestock/husbandry;
- Knowledge of animal husbandry as well as breeding livestock, poultry;
- Fluent Vietnamese and English are required;
- Experience working with local partners to facilitate such trainings on agriculture related issues;

### 4. Desired:

- Understanding of local community agricultural status/issues, especially of livestock/poultry.

- 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"> <li>• Analytical thinking</li> <li>• Results Orientated</li> <li>• Independent thinking</li> <li>• Managing Impact</li> </ul>	Essential Skills: <ul style="list-style-type: none"> <li>• Relationship building</li> <li>• Planning and organising</li> </ul>	Preferred competencies: <ul style="list-style-type: none"> <li>• Writing</li> <li>• Flexibility</li> <li>• Development Orientation</li> <li>• Thoroughness</li> </ul>
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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.