



TERM OF REFERENCE FOR CONSULTANCY SERVICE

Start-up 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 areas, 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 to improve the nutrition 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 will be developed and implemented for capable women and loans are granted to them for their own domestic economic development focusing mainly on animal husbandry.

In order to monitor the activity quality, this consultancy service is designed to seek qualified consultant, who is capable of monitoring the business start-up activities among the beneficial households in Lac Son district (Hoa Binh province) and Tam Duong district (Lai Chau province). The detailed requirements for this activity are indicated in the scope of work.

SCOPE OF WORK

1. Services:

- Review and revise a set of guidelines for start-up fund management and criteria for selecting start-up ideas.
- Select the potential start-up ideas which will be funded.
- Facilitate and coach selected households to be able to write business proposals as required by the project.
- Monitor and supervise households funded to use the loans with the right purpose complying with the start-up plan and regulations of the fund.
- Support the selected households in linking the market opportunities to sell their products.
- Provide recommendations for future development.
- 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	20 August 2019	None	- CV, Letter of Interest, proposed

				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	23 August 2019	None	- Contract signed
A. TRAINING ON BUSINESS START UP DEVELOPMENT AND LOAN APPLICATION				
1	Revise/develop start-up fund application forms and procedures including criteria for selecting potential initiatives, registration forms	26-30 Aug 2019	1 day	- Revised documents, including guidelines, forms, etc.
2	Prepare for the training agenda/contents and materials (0.5 day/training * 2 trainings)	26-30 Aug 2019	1 day	- Training materials - Agenda - Pre- and Post-test
3	Guiding on process and requirements for start-up fund proposal approval to district partners (0.5 day/province * 2 provinces)	1-15 September 2019	1 day	- work directly with the local partners prior the training
4	Training on household economic management and market integrated with business orientation for starting a business for HHs (3 days/training * 2 trainings)	1-15 September 2019	6 days	- Field training
5	Training report submission (0.5 day/training * 2 trainings)	1-15 September 2019	1 day	- Training report
B. INCREASED PARTICIPATION OF HOUSEHOLDS IN DEVELOPING START-UP IDEAS AMONG HOUSEHOLDS				
1	Facilitate/attend start-up competition in 2 provinces (1 day/event * 2 events)	15-30 September 2019	2 days	
2	Verifying and finalizing the HH with start-up ideas to be funded (1 day/province * 2 days)	15-30 September 2019	2 days	- List of candidates
C. MONITORING AND SUPPORTING THROUGHOUT THE LOANING PERIOD				
1	Monitoring and providing support to the selected households to ensure that the loans are used correctly and effectively (2 days/province * 2 provinces * 2 quarters)	From November 2019 to April 2020	8 days	- Field trips
2	Submission of M&E trips report to field (0.5 day/trip * 4 trips)	From November 2019 to April 2020	2 days	- Trip reports
Total			24 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:

- Consultant has at least 10 years working experience in microfinance and business start-up in agriculture area.
- The consultant with large influences on consumers and consumptive shops to support in setting up the linkage between start-up households with market is an advantage

- Much working experience and expertise in development area in mountainous/rural areas and ethnic minority groups

4. Desired:

- Understanding of local community economy, especially of microfinance and household economic management.
- Possessing good analytical and report writing skills with proven command of English and Vietnamese.
- Excellent training, communication skills, both oral and written;
- Excellent interpersonal and problem-solving skills.

5. Competences:

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

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; PThuong@hki.org

The deadline for application submission is **20 August 2019.**

Only short-listed candidates will be contacted.