



TERM OF REFERENCE FOR IT CONSULTANCY SERVICE

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.

HKI-Vietnam is a server-based office with around 10 staff members. We are seeking a qualified IT consultant for the office in Hanoi, details as below:

SCOPE OF WORK

1. Services: Please email to dlam@hki.org for a detailed Scope of Work

2. Timeline: 12-month contract starting from 1 February 2020, monthly payment, result-based reports

3. Required:

- University degree in related field
- 5 years working experience in related field
- Possessing good analytical and problem-solving skills.
- Good communication skills both in Vietnamese and English
- Managing Impact
- Thoroughness
- Supportive

4. 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.

5. Management: The consultant will work under the supervision of the Admin/Finance Manager and HKI Vietnam Country Director.

6. 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 monthly 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: Vietnam.Procurement@hki.org, copy: DLam@hki.org; PNgoc@hki.org;

The deadline for application submission is **15 January 2020**.

Only short-listed candidates will be contacted.