

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

### **Training and technical support on CLTS 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 and micronutrient status 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 trainings on Community-Led Total Sanitation (CLTS) model for Nutrition village facilitators, Agriculture village facilitators, members of Health Centre, Agriculture Extension, Women Union, and Farmer 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 to encourage beneficiary households to build standard toilets and change behaviour of community on sanitation.

#### **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 trainings, follow-up trainings, monitoring, facilitating and technical support on the implementation of Community-Led Total Sanitation (CLTS) model for village facilitators, village model farms, village heads and commune secretaries in Lac Son district in Hoa Binh province and Tam Duong district in 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 will provide households with monitoring and technical support trips in building hygiene latrines
- The consultant will facilitate and support commune/village facilitators with some community campaigns to make and use hygiene latrines and reflection events on CLTS implementation process.
- 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  | Tentative Timeline  | # of days entitled to consultancy fee | Deliverables   |
|----|---|---------------------|---------------------------------------|--|
| 1. | Preparation and submission of bidding documents   | By 8 May 2020       | None                                  | - CV, Letter of Interest, proposed proposal and training agenda (with sample of training materials is a plus)<br>- Proposed gross consultant fee per day |
| 2. | Successful candidate announcement; negotiation and finalization of the consultancy service procedures                   | 14 May 2020         | None                                  | - Contract signed  |
| 3. | Prepare for detailed training agenda/contents and training materials  | 18 May 2020         | None                                  | - Detailed Training Agenda<br>- Training materials (Hand-outs, Pre- and Post-test)<br>- Stationary list, if applicable                                   |
| 4. | Field TOTs (4 days/province * 2 provinces).   | Late May -June 2020 | 8                                     | - 2 Field TOTs in Hoa Binh and Lai Chau<br>- Training reports with recommendations   |
| 5. | Follow-up training to stimulate the households to build standard toilets (2 days/province * 2 provinces)                | June-July 2020      | 4                                     | Follow up reports with recommendations   |
| 6. | Providing households with monitoring and technical support in building hygiene latrines (2 days/province * 2 provinces) | July-August 2020    | 4                                     | Monitoring reports   |

| #  | Task  | Tentative Timeline    | # of days entitled to consultancy fee | Deliverables   |
|----|---|-----------------------|---------------------------------------|--|
| 7. | Facilitate and support commune/village facilitators with some community campaigns to make and use hygiene latrines and reflection events on CLTS implementation process (2 days/province * 2 provinces) | August-September 2020 | 4                                     | Field report   |
|    | <b>Total</b>  |                       | <b>20 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:

- 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 Program 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 the dossier as mentioned above to:

Helen Keller International Vietnam

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

Email: [dlam@hki.org](mailto:dlam@hki.org); [nnhu@hki.org](mailto:nnhu@hki.org); [pngoc@hki.org](mailto:pngoc@hki.org)

The deadline for submitting the application is May 8<sup>th</sup>, 2020.

Only short-listed candidates will be contacted.