



## **TERM OF REFERENCE FOR CONSULTANCY SERVICE (LOCAL HIRE)**

### **Training on Nutrition, WASH and Communications 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 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 communication, nutrition and hygiene practices.

This consultancy service is designed to seek qualified consultant, who is capable of providing Essential Nutrition Actions (ENAs) and Essential Hygiene Actions (EHAs)/WASH combined with facilitation and communications skills for district/commune/village facilitators in Hoa Binh and Lai Chau province. After the trainings, it is expected that the 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 for preparing detailed Training Agenda with specific training schedule and contents, and necessary training materials including hand-outs, pre- and post-tests. Training materials cover topics on nutrition, ENA, WASH, communication and facilitation skill, with the following main topics (Trainers can revise and adapt training materials from the existing materials of HKI on ENA and WASH. The final materials will be submitted to HKI for review and approval before the trainings):

##### **1.1. Knowledge:**

- Optimal breastfeeding
- Adequate complementary feeding
- Nutrition care of sick and malnourished children
- Women’s nutrition
- Control of vitamin A deficiency and control of iodine deficiency disorders

- Control of anaemia
- Practices promote for WASH (Water supply – Sanitation – Hygiene), such as: 6 steps of hand washing, sanitation in agricultural production, composting, using hygienic latrines etc.

### 1.2. Skills:

- How to effectively facilitate community activities such as communication sessions and other village events
- How to effectively communicate educational messages to community.

These facilitation and communication skills are practiced using the above-mentioned knowledge on nutrition and WASH

- The consultant will be responsible for 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/agricultural facilitators, village model farmers, Women/Farmer Union staff, health workers from commune health centers and district health centers. Trainees are mostly ethnic minority people (H'mong in Lai Chau and Muong in Hoa Binh), who may not be fluent in Vietnamese. Thus, trainers are asked to use active training methods in which games and role-play practice are integrated to provide the knowledge.
- The consultant will be responsible for submitting to HKI a training report 1 week after each training.
- 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 15 March 2021	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	19 March 2021	None	- Contract signed
3	Prepare for detailed training agenda/contents and training materials (1 day/training * 2 trainings)	24 March 2021	2	- Detailed Training Agenda - Training materials (Hand-outs, Pre- and Post-test) - Stationary list, if applicable
4	Field trainings (03 days/province * 2 provinces).	Between 29 March and 29 April 2021	06	- 2 Field trainings in Hoa Binh and Lai Chau
5	Training report submission (0.5 days/training * 2 trainings)	1 week after finishing trainings	01	- Training report of 2 provinces submitted
<b>Total</b>			<b>9 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:

- 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 with food security and/or nutrition, hygiene practices, rural development or other related fields.
- Knowledge of local health system, especially nutrition and 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 and hygiene 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"><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: Vietnam.procurement@hki.org; cc: DLam@hki.org ; PNgoc@hki.org ; Nnhu@hki.org.*

The deadline for application submission is **15 March 2021**.

Only short-listed candidates will be contacted.