

TERM OF REFERENCE FOR CONSULTANCY SERVICE
Training on Livestock 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. The project is looking for a consultant who is capable of providing training on livestock for our village facilitators, village model farms (VMF), agricultural extension and farmer union staff at the commune level in Hoa Binh and Lai Chau province.

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 how to effectively raise pigs, sows, cattle (buffalos, cows) and poultry.
 - Training materials should be clear, concise, visual and practical
 - Training method should be flexibly combined of theory and practice
 - The final materials will be submitted to HKI for review and approval before the trainings.
- The consultant shall be responsible for the delivery of 04 field trainings (2 days/training), two trainings in Tam Duong district (Lai Chau province) and two trainings in Lac Son district (Hoa Binh province). Each training consists of around 20 selected participants, who are village facilitators, VMFs, agricultural extension, farmer union staff at the commune level, and start up households.
- The consultant shall be responsible for submitting to HKI a 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 (Depending on Covid situation)	# of days entitled to consultancy fee	Deliverables
1	Preparation and submission of bidding documents	By 23 May 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	25 May 2021	None	- Contract signed
3	Prepare for detailed training agenda/contents and training materials (0,5 day/province * 2 provinces)	4 th week of May 2021	1 day	- Detailed Training Agenda - Training materials (Hand-outs, Pre- and Post-test) - Stationary list, if applicable
4	Field trip and training at Hoa Binh province: - 1 day for monitoring and technical support before training - 4 days for training courses (2 courses) Total 5 days/province	4 th week of May – 1 st week of June 2021	5 days	Field training in Hoa Binh
5	Field trip and training at Lai Chau province: - 1 day for monitoring and technical support before training - 4 days for training courses (2 courses) Total 5 days/province	2 nd week – 3 rd week of June 2021	5 days	Field training in Lai Chau
6	Submitting field trip reports (0,5 days/province * 2 provinces)	4 th week of June 2021	1 days	Trip reports
	Total		12 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:

- Relevant degree on agriculture/livestock;
- A minimum of 5-7 years' work experience of training 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">• Analytical thinking• Results Orientated• Independent thinking• Managing Impact	Essential Skills: <ul style="list-style-type: none">• Relationship building• Planning and organising	Preferred competencies: <ul style="list-style-type: none">• Writing• Flexibility• Development Orientation• Thoroughness
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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:

- ❖ *Helen Keller International Vietnam Room 305-306, A2 Building, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi, Vietnam*
- ❖ *Or Email: Vietnam.procurement@hki.org;
cc: DLam@hki.org ; PNgoc@hki.org ; Nnhu@hki.org.*
- ❖ The deadline for application submission is **23 May 2021**.
- ❖ Only short-listed candidates will be contacted.