



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

### **Training on Gender in Hoa Binh and Lai Chau**

*(Project “Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production in Vietnam”)*

#### **INTRODUCTION**

HELEN KELLER INT’L-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, HELEN KELLER INT’L-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 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.

In addition, communication on gender integrating in nutrition care and agricultural production is still a challenge in the community development projects. In the year 3 of project, HELEN KELLER INT’L conducted 2 training courses on gender and empowerment for district, commune and village facilitators in Hoa Binh and Lai Chau. In order to strengthen communication skills and capacity of facilitators in the gender issues, HELEN KELLER INT’L is looking for a consultant who is capable of providing refresh trainings on gender integrating in EHFP project. After the trainings, it is expected that the trainees are able to bring the trained knowledge and skills into practice in form of communications and home counselling visits within their communities and use gender integrating approach to empower beneficiary mother, and then contribute to change their positions in family and society through decision making process.

#### **SCOPE OF WORK**

##### **1. Services:**

- The consultant will be responsible to prepare/review detailed Training Agenda with specific training schedule and contents, and necessary training materials such as hand-outs, pre- and post-tests, which are subjects to HELEN KELLER INT’L’s review and approval before the training happens.
- The consultant shall be responsible for the delivery of 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 facilitators, village agriculture facilitators, VMFs, Women Union and Health care staff at the district and

commune level. Some have been trained on gender before, some have not yet received any formal trainings on the issue. Thus, training curriculum and method should approach to the wide range of trainees, and attract them through participatory activities.

- The consultant shall be responsible for submitting to HELEN KELLER INT'L a training report 01 week after the training takes place.
- The Consultant is directly accountable to the Senior Program Manager and the Acting 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 23 July 2021  | None                                  | - CV, Letter of Interest, proposed 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  | 28 July 2021   | None                                  | - Contract signed   |
| 3            | Prepare for detailed training agenda/contents and training materials (0.5 days/training * 2 trainings) | 2 August 2021  | 01                                    | - Detailed Training Agenda<br>- Training materials (Hand-outs, Pre- and Post-test)<br>- Stationary list, if applicable                      |
| 4            | Field trainings in Lai Chau and Hoa Binh (3 days/province * 2 provinces).                              | 02 courses tentatively conducted in August 2021 depending on Covid situation | 06                                    | - 2 Field trainings in Hoa Binh and Lai Chau  |
| 5            | Training report submission (0.5 day/training * 2 trainings)  | 1 week after finishing trainings   | 01                                    | - Training report of 2 provinces submitted  |
| <b>Total</b> |  |  | <b>8 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:**

- At least 10 years working experience in training and research on gender and women empowerment
- Excellent skills in participatory training methods and community training, especially training for adults.
- Working experience and expertise in development area in mountainous/rural areas and ethnic minority groups

**4. Desired:**

- Understanding of local community health 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:

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

**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 HELEN KELLER INT'L-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:

- ❖ HELEN KELLER INT'L 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 Senior Program Manager and Acting Country Director – Helen Keller Int'l Vietnam Office.

## 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 HELEN KELLER INT'L 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](mailto:DLam@hki.org) ; [Nnhu@hki.org](mailto:Nnhu@hki.org)*

The deadline for application submission is **23 July 2021**.

Only short-listed candidates will be contacted.