

### Request for Proposal (RFP)

Title	Supporting the development of training package on victim support
Project Number	102533.042
Submit Proposal and Questions to:	<a href="mailto:ProcurementVietnam@fhi360.org">ProcurementVietnam@fhi360.org</a>
Date of Issue of RFP:	25 November 2021
Date Proposal Due:	30 November 2021
Approximate Date Consultant Contract Issued to Successful Candidate(s):	15 December 2021

#### Method of Submittal:

Respond via e-mail by 29 November 2021 with attached documents in MS Word or PDF format.

The vendor agrees to hold the prices in its offer for the duration of the assignment.

#### **Background**

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

#### **EpiC:**

Meeting Targets and Maintaining Epidemic Control (EpiC) is a five-year, global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID), implemented by FHI 360. EpiC Vietnam's goal is to deliver efficient, affordable, results-based technical assistance and direct services to improve the lives of vulnerable populations and mitigate the impact of COVID. As part of an effort to address Government of Vietnam (GVN) and US State Department priorities in combating trafficking in persons, EpiC is partnering with the GVN's Ministry of Labor, Invalids, and Social Affairs (MOLISA) and non-government stakeholders. The project's anti-trafficking activities will help improve the legal framework to protect and support victims of trafficking, as well as enhance coordination, and address gaps in capacity at the national and local levels.

As part of this work, EpiC will collaborate with the DSVP to strengthen the capacity of government officials from the Department of Labor, Invalids, and Social Affairs (DOLISA), the Women's Union, social protection centers, police, and border guards to improve support for victims of trafficking. EpiC is looking for a consultant with knowledge and experience in human trafficking and training to support the development of a training package on victim support, in close consultation with the EpiC combatting trafficking in persons (CTIP) team and the DSVP.

#### **Scope of Work**

EpiC is seeking a qualified individual to assist with the development of a training package aimed at improving support for victims of trafficking. This support will include, but not be limited to the following:

- Work with the EpiC Senior Technical Officer (STO) on the training-of-trainer package (training and associate tools)
- Work with the STO to develop a training handbook and information, education and communication (IEC) materials
- Prepare and co-lead technical/consultation workshops (4 workshops)
- Draft and finalize the training review report

**Qualifications:**

- Substantial experience in training, developing training curricula, and research experience in social work, social sciences, or social development
- Knowledge of human trafficking and assistance services for victim recovery and reintegration
- Excellent organizational and written and verbal communication skills

**Timetable and Address for Submission**

This request for proposal is an initial stage in our planned procurement process. Submissions should be sent to [ProcurementVietnam@fhi360.org](mailto:ProcurementVietnam@fhi360.org) by no later than 5 PM, 30 November 2021. EpiC will then work with the preliminarily selected individual to develop a more refined scope of work and final budget.

**Evaluation Criteria**

Proposals will be evaluated in accordance with the following criteria: technical expertise, proven past related experiences, and proposed rates.

**Required Documentation**

Proposals must include the following components:

1. Submit the following materials directly to [ProcurementVietnam@fhi360.org](mailto:ProcurementVietnam@fhi360.org) and please indicate in the subject line: **EpiC/CTIP consultant**
  - Proposal in English (limited to 1 page) that includes:
    - Qualifications and experience relevant to the proposed SOW
    - Proposed daily rate and availability from December 2021 through March 2022
  - Recent CV
  - FHI 360 [Biodata form](#)

*Only shortlisted candidates will be contacted for interviews.*