

CALL FOR INTEREST

Scope of Work:	Provide knowledge management support to Alive & Thrive Southeast Asia
Location:	Hanoi, Viet Nam
Contracted Days:	Five months with possible extension
Contract Period:	As soon as possible – December 30, 2022
Application due date:	July 13, 2022
Work location:	Flexible

About Alive & Thrive

[Alive & Thrive](#) (A&T) is a global nutrition initiative to save lives, prevent illness, and ensure healthy growth of mothers and children. From 2009 to 2014, A&T demonstrated that rapid improvements in infant and young child feeding (IYCF) are possible in settings as diverse as Ethiopia, Bangladesh, and Viet Nam. In 2014, A&T began working in Burkina Faso, India, Nigeria, and throughout the Southeast Asia region, expanding its scope to include maternal and adolescent nutrition, and using agriculture and social protection programs as delivery mechanisms for maternal, infant, and young child nutrition (MIYCN). Currently, A&T is leveraging its robust network and knowledge base to strengthen systems and build capacity in these and other countries across Africa and Asia, and disseminate innovations, tools, and lessons worldwide. The Alive & Thrive initiative, managed by FHI Solutions, is currently funded by the Bill & Melinda Gates Foundation, Government of Ireland, and other donors.

In Southeast Asia (SEA), A&T provides strategic technical assistance to seven countries (Viet Nam, Cambodia, Indonesia, Lao PDR, Myanmar, Thailand and the Philippines) to support policy and system reforms to create an enabling and supportive environment for MIYCN. To achieve this, A&T SEA works in close collaboration with UNICEF, Save the Children and other partners in these countries to identify and execute an agreed upon work-plan that focuses primarily on regulating inappropriate marketing practices of breastmilk substitutes, maternity protection, and breastfeeding-friendly health systems. This also includes support for improving early essential newborn care practices in hospitals by establishing Centers of Excellence (COE) for breastfeeding in Viet Nam, Cambodia, Lao PDR, and Myanmar. To improve the access to human breastmilk for at-risk infants (pre-term, low-birthweight, sick infants), A&T SEA provides strategic technical assistance to setting up human milk banks and related services in Viet Nam and Myanmar, and to establishing a regional network in the SEA region.

A&T seeks to transform future work through knowledge management that harnesses the power of implementation learning by continually testing and documenting effective delivery of state-of-the-art nutrition programs at scale. Knowledge management will involve communicating and documenting about key program models, progress and impact which include:

1. Adoption of policies supportive of breastfeeding
2. Improved implementation of maternal, infant, and young child nutrition (MIYCN) interventions
3. Strategic use of data for MYICN policies and interventions

A&T is seeking a consultant to lead and execute knowledge management workplan for programs and initiatives implemented in Southeast Asia.

Specific tasks

The consultant will carry out the following works:

I. Effective knowledge management and documentation

- Coordinate the end-of-project documentation process about A&T's program approaches, interventions, and impact.
- Lead the production of some creative documentation products to demonstrate A&T's program impact to the public.
- Manage A&T monthly newsletters.
- Manage A&T resources (on shared folder and website)

II. Creative corporate communications

- Contribute to the development and dissemination of A&T's communication products in different channels.
- Develop and deliver clear, concise, and coordinated organizational messaging across multiple communications channels.
- Foster opportunities for dialogue between A&T and stakeholders & partners in Southeast Asia.
- Write, and edit a broad range of communications that promote the A&T activities.
- Prepares a variety of promotional and informational materials including articles, bulletins, websites, pamphlets, and other related media material.
- Provide guidance on and ensure the compliance with A&T communication guidelines.
- Provide technical and coordination support to increase the uptake of advocacy, interpersonal communication, social behavior change effort.

III. Effective representation and partnership engagement

- Represent A&T in relevant Government, media and partner meetings and events.
- Facilitate and support learning visits, knowledge exchange meetings, and donor monitoring trips.

Deliverables and due dates:

By the end of each month, the consultant will need to submit an activity report listing all the tasks that have been completed during the month.

Expected Profile of the consultant

The consultant is expected to meet the following requirements and demonstrate the following competencies:

- Excellent communication skills in written and spoken forms in English and Vietnamese;
- Strong writing skills and storytelling capacity;
- Minimum two years of demonstrated proficiency with new technology for communications and outreach including the web, social media, and multimedia tools, including Facebook, Twitter, YouTube, Tiktok, and others;
- Sophisticated understanding of multimedia content, including how it can best be produced, packaged, published, and shared on websites, on social media and with news organizations.
- Proficiency with Microsoft Office 365, Windows, Office, and Outlook, and desktop software applications; Photography, video, and design/layout skills;

- Organized, efficient, and able to meet deadlines and manage events.
- Some relevant experience using designing and video editing would be desirable.

How to apply

Applications to this Call for Interest (CFI) should be submitted by email to the attention to both Linh Nguyen (Ms.), Nlinh@fhi360.org and Mien Nguyen (Ms.), ntmien@fhi360.org no later than July 13, 2022, 17:00 (Hanoi time), with the following information:

1. A brief cover letter or email demonstrating you meet the competencies above and interest to perform the scope of work
2. Up to four examples of relevant work (e.g. those related to design, video production, social media products, pieces of writing)
3. An updated CV/profile
4. A completed and signed biodata form with a proposed daily rate (form posted with this CFI, applicable for consultant)

Applications received after this date and time may not be accepted for consideration. FHI 360/ A&T will acknowledge receipt of your application by email and shortlisted candidates shall be contacted for an interview. Applications must be submitted in electronic formats.

CONTRACT MECHANISM

FHI 360/ A&T anticipates issuing a firm fixed price work order. The work order will be issued in VND to the responsive offer or whose quote meets the above requirements and offers a competitive price. Once an award is issued, it will include a fixed price payment based on completion of the scope of work, with payments linked to timely submission and approval of deliverables.

EVALUATION CRITERIA:

Applications will be evaluated and ranked by a committee on a best value basis according to the criteria below. Only offerors able to provide all of requirements listed above will be considered.

Selection shall be based on the following weighted categories:

1. **Competencies: 40 points**
2. **Rate: 40 points**
3. **Experience and past performance: 20 points**

NOTE: A&T/FHI 360 will not compensate the individual for its preparation of response to this CFI nor is the issuing of this CFI a guarantee that FHI 360 will award a contract.

TERMS AND CONDITIONS

Offerors are responsible for review of the terms and conditions described below and in the award template attached.

Withdrawal of Applications

Applications may be withdrawn by written notice, email or facsimile received at any time before award.

False Statements in Offer

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

DISCLAIMERS AND A&T/FHI 360 PROTECTION CLAUSES

- A&T /FHI 360 may cancel the solicitation and not make an award
- A&T /FHI 360 may reject any or all responses received
- Issuance of a solicitation does not constitute an award commitment by FHI Solutions LLC
- A&T /FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- A&T /FHI 360 will not compensate offers for response to solicitation
- A&T /FHI 360 reserves the right to issue an award based on initial evaluation of offers without further discussion
- A&T /FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- A&T /FHI 360 may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original CFI.
- A&T /FHI 360 has the right to rescind an CFI or rescind an award prior to the signing of a subcontract due to any unforeseen changes in the direction of FHI Solutions LLC's client, be it funding or programmatic.
- A&T /FHI 360 reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition
- A&T /FHI 360 will be contacting offerors to confirm contact person, address and that application was submitted for this solicitation.

END OF CFI *****