



August 3rd 2016

JOB TITLE

Consultancy for analysis and presentation of findings from endline survey of HKI's Enhanced Homestead Food Production Program in Son La, Vietnam

TERMS OF REFERENCE

Background

Helen Keller International (HKI) is an international non-governmental organization. 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.

HKI-Vietnam is conducting a 3-year project: *"Improved Household Food Security and Nutrition through Enhanced Homestead Food Production in Son La Province, Vietnam"* (EHFP). The EHFP model's ultimate goal is to improve the nutrition and micronutrient status of mothers and children under two years of age in Tan Lang commune, Phu Yen district, Son La Province via: behavior change communication, nutrition education and agricultural training, and the production and consumption of micronutrient rich foods by establishing homestead food production

Objectives of program:

- To improve year-round production and consumption of micronutrient-rich foods among target households, particularly among women and children under two years of age;
- To improve optimal maternal and child nutrition behaviours;
- To generate additional household income from sale of excess HFP produce;
- To empower participating women to contribute to the improved nutrition and well-being of their families and in their communities.

To assess the outcome of the EHFP project over the last three years, HKI is going to conduct an endline survey in September 2016.

SCOPE OF WORK

In carrying out the consultancy, the successful candidate shall undertake the following key tasks:

1. Work from questionnaire to prepare data file (in SPSS, Stata or Excel) for data entry and analysis
2. Train data entry officers to correctly enter the data into the data file.
3. Run quality checks on the survey data and resolve any errors or inconsistencies, leading to a clean data file that is ready for analysis.
4. Work with HKI Vietnam team and Regional M&E Advisor to develop an analysis plan
5. Run analysis in accordance with agreed analysis plan
6. Produce all data tables in Excel and a Powerpoint presentation of the key findings to be presented for discussion with the HKI Vietnam team.
7. Produce a revised, final Powerpoint presentation of the key findings, based on discussion with HKI Vietnam team.

DELIVERABLES

- Data entry file for the survey questionnaire
- A clean data file
- An agreed analysis plan
- Data tables in Excel
- A final PowerPoint presentation of key findings in English and Vietnamese

TIMEFRAME:

Tentative timeline: 2 weeks from mid-September 2016 (15 days)

Qualification requirements:

- Minimum 15 years of experiences in doing research in health, nutrition and agriculture
- Experience in working in rural and remote areas in Vietnam and familiar with development issues in Vietnam
- Proficiency with professional data analysis programs (SPSS, Stata, etc.)
- Fluency in English and Vietnamese language

Budget: The fee for consultant will be negotiated and applied following HKI Vietnam regulations.

The interested consultant or consultancy companies, please submit:

- i. A letter of interest;
- ii. CV
- iii. Financial Proposal (in VND);
- iv. Supporting documents (if any)

To:

Helen Keller International

**Room 103, B5 building, Van Phuc Diplomatic Compound,
298 Kim Ma, Hanoi, Vietnam**

Email: htran@hki.org; hlan@hki.org and Cc: pngoc@hki.org

The deadline for submitting the application will be **on 15th August, 2016.**

Only short-listed consultants will be contacted.