

Data Collectors for Baseline Survey

SCOPE OF WORK

Data collectors for baseline survey in Hoa Binh and Lai Chau provinces

“Improved Household food security and nutrition through

Enhanced Homestead Food Production in Son La, Lai Chau and Hoa Binh Provinces, 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, after gaining big achievements in Son La province, HKI-Vietnam scale up the project: *“Improved Household Food Security and Nutrition through Enhanced Homestead Food Production”* to Hoa Binh and Lai Chau provinces for 4 years from 2017 to 2021. The EHFP model’s ultimate goal is to improve the nutrition status of mothers and children under two years of age in these provinces. HKI supports targeted households to improve child and mother nutrition statement by using homestead food production. To have baseline data for designing suitable activity with local contexts and for evaluating its effectiveness after the project interventions implemented, HKI will conduct baseline survey in both the intervention and control communes including 2 communes in Lai Chau and two other communes in Hoa Binh provinces in December 2017. To serve this task, HKI is looking for 10 skilled data collectors to collect the field data.

1. Services.

The consultant will be employed to collect baseline survey data at 600 targeted households and 300 control households in 4 communes in Lai Chau and Hoa Binh. They will use tablets with the questionnaire developed and installed by HKI during their performances

2. **Timeline.** 10 these selected data collectors shall perform these tasks and provide the deliverables in accordance with the following schedule, timing and terms:

Activities	Time frame	NUMBER OF DAYS
1. One day training on questionnaire, methods, principles and procedure of data collection process in HKI office in Hanoi	Week 1, December 2017	1 day
2. Travel to Lac Son, Hoa binh and back Ha noi	Week 2, December 2017	1 day
1. Conduct data collection at 600 households	Week 2, December 2017	6 days
2. Travel to Tam Duong district, Lai Chau province and back Hanoi	Week 3, December 2017	2 days
3. Conduct data collection at 300 households	Week 2 and 3, December 2017	3 days
Total data collection days		9 days
Total travel days		3 days

3. Qualification requirements:

Experience:

- Having background or studying on Public health, community development, Social sciences, biostatistics
- Experience in data collection for community development projects, especially in food security and nutrition projects
- Experiences and expertise in development area in mountainous/rural areas and ethnic minority groups
- Well understanding child protection policies
- Very good communication skills
- Good skills in using office Microsoft and tablets
- Honest and patient characters
- Fluent Vietnamese is required

4. Logistics:

- HKI will be responsible for arranging logistics for the consultant to travel from and to the project sites including traveling and accommodation

5. Management

- The consultant will work under the supervision of research and M&E consultants and report to project manager.

6. Notice and payment

- Payment will be paid after completing all tasks and transferring all deliverables that meet the HKI requirements

7. Budget

- HKI will support travel and accommodation to Hoa Binh and Lai Chau and perdiems for travel days and all working days at 300,000 VND/day at HKI cost norms
- Fee for working days at 400,000 VND/day
- For one day training in Hanoi: HKI will support 150,000 VND for travel and lunch.

The consultants who are interested in taking these consultancy works please submit:

(i) CV;

(ii) **Bio-data** with supporting documents.

To:

Helen Keller International Vietnam

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298 Kim Ma, Hanoi, Vietnam

Email: to: admin_vn@hki.org cc: nmai@hki.org and ngiang@hki.org

The deadline for submitting the application will be on 25/11/ 2017.

Only short-listed consultant will be contacted.