

TERM OF REFERENCE FOR CONSULTANCY SERVICE

Monitoring and Evaluation Consultant

(Project “Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production in 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, HKI-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 EHFP model’s ultimate goal is to improve the nutrition of mothers and children under two years of age in Lai Chau and Hoa Binh provinces.

This consultancy service is designed to seek qualified consultant, who is capable of providing M&E support to the project, details as below.

SCOPE OF WORK

1. Services:

- The Monitoring and Evaluation (M&E) Consultant will provide support both quantitative and qualitative aspects of monitoring and evaluating for the EHFP project, working closely with staff and collaborating with partners.
- The M&E Consultant will be responsible to provide coaching to the field staff to collect household data using tablets and to make quarterly analysis with recommendations for project quality improvements.
- The M&E Consultant will be responsible to lead 3 surveys: 1) the quarterly check-up quarter 3 of 2020; 2) end-line survey; 3) the quarterly check-up quarter 1 of 2021. He/she will work closely with the regional M&E advisor, and the HKI country office to make plan on field data collection, provide training for data collectors, supervise fieldwork, conduct analysis of the data and support early dissemination of findings.
- The Consultant is directly accountable to the Program Manager and the 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:

#	Tasks	Number of days	Timeline	Deliverables
1	Preparation and submission of bidding documents	None	6 September 2020	- CV, Letter of Interest, proposed Agenda - Proposed gross consultant fee per day
2	Successful candidate announcement; negotiation and finalization of the	None	9 September 2020	- Contract signed

	consultancy service procedures			
A	Quarterly data collection and analysis for the period from June to August 2020 and from December 2020 to February 2021.			
1	Make plan on field data collection (1 day/quarter * 2 quarters)	2	September and March 2020	Plan on data collection
2	Train data collectors (2 days/quarter * 2 quarters)	4	September and March 2020	Training reports
3	Field trip to supervise/monitor the data collection, review and upload the daily data in Lai Chau and Hoa Binh 8 days/quarter * 2 quarters	16	September and March 2020	Field trip reports & timesheet records
4	Clean and validate data (2 days/quarter * 2 quarters)	4	September and March 2020	Clean data report
5	Analyze quarterly check-up data: 3 days/quarter * 2 quarters	6	September and March 2020	Quarterly indicators and findings
B	End-line survey			
1	Make plan on field data collection	1	December 2020	Plan on data collection
2	Train data collectors	2	December 2020	Training report
3	Field trip to supervise/monitor the data collection, review and upload the daily data in Lai Chau and Hoa Binh	12	December 2020	Field trip report & timesheet record
4	Clean and validate data	2	January 2021	Clean and monitoring data report
5	Analyze end-line survey data and writing the report.	10	January 2021	Results of data analysis Final report
	Total	59		The travel days are not entitled to consultancy fee, but to per-diem only. The days at field are also entitled to per-diem.

3. Required:

- Master's degree in a pertinent field (statistics, epidemiology, public health, development and management, Rural and urban planning or other related field)
- A minimum of 5-7 years' work experience of monitoring and evaluation in public health, with food security and/or nutrition and market research.
- Knowledge of office systems, including experience with computer applications and statistical software (e.g. Access, Word, Excel, E-mail, SPSS/STATA, database management).

- Have demonstrated an ability to develop analysis plans for survey data and analyze survey and monitoring data to support programmatic decision making’.
- Experience working with local partners to facilitate data collection and build local organizational capacity in M&E.
- Willingness to make regular travel to project sites

4. Desired:

- Have clear understanding of and experience with M&E framework, tools, process, sampling, data collection frequencies and data sources monitoring and evaluation of programs related to public health
- Experience in quantitative and qualitative research, sampling methodology and data analysis is desirable.
- Expertise in market research, especially in food consumption market
- Established track record of achieving results within difficult working environments is required, e.g. ability to multi-task and work under pressure and tight deadlines and with a team of colleagues;
- Possess good analytical and report writing skills with proven command of English and Vietnamese.
- Excellent communication skills, both oral and written;
- Familiarity with electronic data collection methods;
- Excellent interpersonal and problem-solving skills
- Experience using the DHIS2 information system will be a plus

5. Competences:

<p>Essential Character:</p> <ul style="list-style-type: none"> • Analytical thinking • Results Orientated • Independent thinking • Managing Impact 	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Relationship building • Planning and organising • SPSS/Stata • Understanding food consumption market 	<p>Preferred competencies:</p> <ul style="list-style-type: none"> • Writing • Flexibility • Development Orientation • Thoroughness
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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 HKI-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:

- ❖ HKI 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 Program Manager and HKI Vietnam Country Director.

9. Notice and payment:

- ❖ The consultants will be informed in written for the acceptance of the scheduled or changed activities at least 3 days in advance before carrying out the activities.

10. Budget: The fee for consultant will be negotiated and applied in accordance with HKI 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 ; PNgoc@hki.org ; Nnhu@hki.org;
Admin_vn@hki.org*

The deadline for application submission is **6 September 2020.**

Only short-listed candidates will be contacted.