**TERMS OF REFERENCE**

**Title of Consultancy: 01 National Consultant for the development of a One Health communication strategy for the national agricultural extension system in Viet Nam**

**Type of Contract:** Individual Contract

**Duration of the assignment:** 30 days during the period December 2018 – March 2019

**Duty Station:** Hanoi and [workshop/other locations]

**Reporting to:** National Project Director, SCOH2 Project

**1) General Background**

The National Agricultural Extension Centre (NAEC) is the agency of the Ministry of Agriculture and Rural Development (MARD) responsible for state management implementation of agricultural extension activities in the fields of agriculture, forestry, fisheries and other agricultural and rural development activities. NAEC works closely with a nationwide network of extension centres at the provincial level.

In line with the current Viet Nam One Health Strategic Plan for Zoonotic Diseases (OHSP) adopted according to MARD Decision No. 5273/QD-BNN-HTQT dated December 19, 2016, and building on NAEC’s previous One Health activities throughout the country, NAEC plans to develop a One Health communication strategy for the national agricultural extension system for the period 2019 to 2023.

The Project ‘Strengthening capacity for the implementation of One Health in Viet Nam project, Phase 2’ (SCOH2), implemented by the Ministry of Agriculture and Rural Development (MARD) in cooperation with the Ministry of Health (MOH), with funding from USAID via UNDP, intends to mobilise a national consultant to support NAEC to develop this strategy.

**2) Objective of the assignment**

Working closely with NAEC and the SCOH2 Project, the selected national consultant will develop the draft One Health communication strategy for the national agricultural extension system for the period 2019 to 2023, based on review of relevant documents as well as interviews and consultation workshops with NAEC and related national and provincial stakeholders.

**3) Scope of work**

The following are the key tasks expected of the selected National Consultant under this assignment:

1. Carry out initial discussions with the SCOH2 PMU and NAEC, and prepare an inception report detailing the approach, methodology, work-plan, timetable and interview questions to develop the One Health communication strategy for the national agricultural extension system for the period 2019 to 2023
2. Carry out the collection and desk review of related information and studies, including interviews and follow up with related national and international organizations, projects and programmes in Hanoi to collect information and documents.
3. Participate in the national/regional consultation workshops to present the proposed approach, facilitate consultation and gather inputs from related stakeholders.
4. Prepare the draft strategy and presentation, and present the key contents of the draft strategy to the Project and to NAEC..
5. Taking into account feedback from the Project and related stakeholders, prepare the final draft of the strategy and other final products.

**4) Duration of assignment, duty station and expected places of travel**

The duration of the assignment is from December 2018 – March 2019.

This service is home-based, in Hanoi, with some visits to the NAEC Headquarters, the SCOH2 Project office or other locations within Ha Noi, as well as short-term travel to [specify locations] for interviews and consultation workshops.

[The bidder must include health insurance and travel costs including travel to the field locations in their financial proposal / Approved travel expenses for travel outside Ha Noi will be covered by the SCOH2 project in line with the UN-EU Cost Norms and other relevant policies.]

**5) Final Products**

The consultant is responsible for the following outputs, to be delivered in English and Vietnamese:

* An inception report detailing the approach, methodology, work-plan, timetable and interview questions to develop the One Health communication strategy for the national agricultural extension system for the period 2019 to 2023.
* The first draft of the strategy, together with a presentation of the draft strategy.
* The final draft of the strategy, addressing comments received from NAEC, the SCOH2 project and other relevant stakeholders.
* A list of reference documents and a list of people interviewed during the development of the strategy.

**6) Provision of monitoring and progress controls**

* The National Consultant will work closely with and taking the guidance of the SCOH2 PMU (OHP Secretariat), including overall reporting to the National Project Director and day-to-day reporting to the Secretariat Manager.
* The National Consultant will respond timely (within 24 hours, preferably) to technical requirements and other communications from the National Project Director and the Secretariat Manager.
* The deliverables shall be submitted to the SCOH2 PMU (OHP Secretariat) for review and approval. All deliverables are subject to technical clearance and approval from the National Project Director, the International Partnership Advisor, and the UNDP Programme Officer for the SCOH2 project.

Below is the suggested timeline for key products.

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| **Product** | **Timing** |
| 1. An inception report detailing the approach, methodology, work-plan, timetable and interview questions to develop the One Health communication strategy for the national agricultural extension system for the period 2019 to 2023. | 21 January 2019 |
| 1. The first draft of the strategy, together with a presentation of the draft strategy. | 20 February 2019 |
| 1. The final draft of the strategy, addressing comments received from NAEC, the SCOH2 project and other relevant stakeholders. | 15 March 2019 |
| 1. A list of reference documents and a list of people interviewed during the development of the strategy | 15 March 2019 |

**7) Qualification and work experience**

The National Consultant should have the following qualifications and experience:

* At least a Master’s Degree in an area relevant to One Health, communications and/or agriculture extension, and at least 10 years of relevant professional experience. The academic requirements can be lowered/waived if possessing greater experience in this area.
* Experience in the development of national communications/agricultural extension strategies based on a consultative and participatory approach.
* Strong analytical skills.
* Strong communication and writing skills in English and Vietnamese.
* Flexibility to operate in various cultural settings and with a variety of stakeholders.

**8) Quality review and payment terms**

Payments are based upon output, i.e. upon delivery of the products specified at Section 5 of this Terms of Reference.

The National Consultant shall receive payment in instalments as follows:

* First payment of 20% of the contract value will be paid upon submission and acceptance of the inception report;
* Second payment of 40% of the contract value will be paid upon submission and acceptance of the first draft of the strategy and the presentation of the draft strategy;
* Third payment of 40% of the contract value will be paid upon submission and acceptance of the final draft of the strategy and the list of reference documents and people interviewed.

**9) Administrative support and reference documents**

Administrative support will be provided by the OHP Secretariat in its capacity as the PMU for the SCOH2 Project. Copies of relevant documents and reports will be made available to the National Consultant upon commencement of the assignment. The PMU will facilitate logistical arrangements for meetings with NAEC and other key stakeholders in Hanoi, and for the arrangement of interviews and consultation workshops. The PMU will support the provision of official letters to key stakeholders to request their agreement and support to the visits to the field locations where necessary.

**10) Assigned Consultants presence required on duty station**

[ ] NONE [ ] PARTIAL [X] INTERMITTENT [ ] FULL-TIME