

## **TERMS OF REFERENCE**

**Job Title:** National consultant: Lead Researcher and Environmental Health Expert (Institutional Assessment): Case study on the role of the environmental sector in One Health in Bac Giang province of Viet Nam, and recommendations to strengthen the involvement of the environmental sector in One Health from provincial to local levels

**Duty Station:** Hanoi and site visit or visits to Bac Giang

**Duration:** July 2018 – September 2018

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

### **1) General Background**

Viet Nam is located in a relatively high-risk region for emerging infectious diseases (EIDs), including zoonotic diseases arising from the interaction of humans, livestock, wild animals and ecosystems. Addressing risky practices related to bio-security of livestock and wildlife farming, trade and consumption will require a long-term effort.

Over the past several years, the Government of Viet Nam (GoVN) has been progressively strengthening the application of a One Health approach to zoonotic emerging infectious diseases (EIDs). Current national efforts are set out in the Viet Nam One Health Strategic Plan for Zoonotic Diseases (OHSP), 2016-2020, which sets out a five-year plan for reducing the health and other impacts of zoonotic diseases. The OHSP addresses seven key focus areas, including One Health capacity building, and the application of One Health approaches for managing human disease emergencies of animal origin, zoonotic agents with pandemic potential that are yet to emerge, zoonotic influenza viruses with pandemic potential, rabies, antimicrobial resistance (AMR), and other priority zoonotic diseases. The OHSP is available here: <http://onehealth.org.vn/documents/the-viet-nam-ohsp-2016-2020-final/203.html>.

The OHP notes the important role of environmental factors in the emergence, circulation, amplification and spillover of diseases between wild animals and livestock and into humans, and calls for research, strengthened policies and legislation, and related efforts to enhance understanding on environmental aspects of One Health and the role of the environmental sector in overall One Health efforts. The OHSP also notes the need to address the risk of environmental contamination with antibiotics.

The second phase of the Strengthening capacity for the implementation of One Health in Viet Nam project (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, supports the Viet Nam One Health Partnership for Zoonoses (OHP) and its Secretariat located within MARD. A key activity of the SCOH2 project is to commission research to support One Health policy-making in Viet Nam. The topics for this research are identified by the OHP Secretariat under the guidance of key technical agencies within MARD and MOH as well as other national and international experts within the project's Technical Advisory Committee (TAC).

In order to support the development of clear information and recommendations to national policy makers and other key stakeholders on the status of One Health capacity building,

collaboration and efforts on key zoonotic diseases and AMR at the provincial and lower levels, the SCO2 will commission a series of studies on one selected province, contributing to building up a provincial profile on selected key One Health issues as a basis for identifying recommendations for strengthening One Health capacity and efforts at the provincial level.

This series will include the following study: *Case study on the role of the environmental sector in One Health in a province of Viet Nam, and recommendations to strengthen the involvement of the environmental sector in One Health from provincial to local levels.*

Drawing on both qualitative and quantitative data, the study will identify key environmental health aspects of One Health, and the role of the environmental sector from provincial to commune levels, across the seven focal areas in the OHSP. Key questions to be answered by the study include:

- What are the key inter-sectoral coordination mechanisms at provincial, district and commune levels, and how is the environment sector involved in these coordination mechanisms at all levels within the province related to One Health?
- What are the key specific environmental health aspects of the seven focus areas of the OHSP? What are the key environmental drivers of disease in the province? How do environmental health factors contribute to driving, exacerbating, reducing or mitigating zoonotic disease risks and antimicrobial resistance in the province?
- Which specific agencies are currently involved in addressing environmental health aspects of the seven focus areas of the OHSP? What legal and policy frameworks are currently in place to support this?
- What are the roles and perceptions on the existing and needed roles, contributions, legal and policy framework, awareness, human resources and institutional capacity of the environmental sector in relation to One Health, amongst key stakeholders at different levels in the province, including:
  - Government leaders and officers of sectoral agencies at provincial, district and local levels;
  - Private sector representatives from related sectors (e.g. enterprises in livestock and wildlife farming and trading value chains, drug suppliers, healthcare suppliers and providers, etc.);
  - Representatives from social organizations/civil society;
  - Village heads and households, for example in communities involved in livestock/wildlife farming and trading value chains. Stakeholders in these communities will be further disaggregated by specific livelihoods, gender, economic status, ethnicity, and other relevant aspects.
- What are the key recommendations for strengthening the concrete involvement of the environmental sector in One Health coordination, policies, laws and regulations, understanding, practices, and specific interventions across the seven OHSP focus areas at the provincial, district, commune and community levels.

These terms of reference are for selection of a National Consultant as Lead Researcher and Environmental Health Expert (Institutional Assessment) for this study (hereinafter referred to as ‘the Contractor’). A separate National Consultant will be mobilized by the project as Environmental Health Expert (Public Health/One Health) to contribute specific expertise and deliverables, as inputs to the overall study.

The Contractor will lead the design of the detailed contents and methodology of the study and

the collection and desk review of related reports, will carry out the institutional assessment at provincial, district, and commune levels in Bac Giang province, and will lead the drafting of preparation of the draft report, presentation of findings, and completion and submission of the final study report.

## **2) Objective of the assignment**

The objective of the assignment is to lead and contribute key inputs to a case study on the role of the environmental sector in One Health in a province of Viet Nam, and recommendations to strengthen the involvement of the environmental sector in One Health from provincial to local levels. The study report will incorporate the results of desk review of available materials as well as fieldwork undertaken directly in Bac Giang province and addressing comments from provincial, national and international stakeholders.

## **3) Scope of work**

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

1. Based on the initial consultations, lead and contribute key inputs to the preparation of an inception report and detailed work plan for the preparation of the provincial profile, including the design of the proposed detailed study contents and methodology. The plan should be tailored to the specific study locations and should be sent to the SCOH2 project and UNDP for review. Once finalized, it should be sent to Bac Giang province well in advance of the field work.
2. Lead and contribute key inputs to the collection and desk review of related information and studies, including meetings and follow up with related national and international organizations, projects and programmes in Hanoi to collect information and documents.
3. Develop and test the proposed interview and survey tools and questionnaires for the conduct of the institutional assessment, and revise the tools based on the results of field testing and comments from the SCOH2 project and UNDP.
4. Carry out the institutional assessment, which is expected to include:
  - a. Structured interviews and questionnaires with relevant officials at the provincial, district and commune levels (selected districts and communes).
  - b. Structured interviews and questionnaires with relevant representatives of the private sector at the provincial, district and commune levels (selected districts and communes).
  - c. Structured interviews and questionnaires with relevant representatives of mass organizations, associations and civil society organizations at the provincial, district and commune levels (selected districts and communes).
  - d. Collection and review of relevant legal, policy, training, and other documents at all levels.
5. Collate and analyze the qualitative and quantitative data for the institutional assessment that was collected during the desk review and field work.
6. Present the draft study findings to a workshop of key stakeholders. This workshop will be organized by the SCOH2 project, either in Hanoi or the study province.

7. Taking into account feedback from the Project and related stakeholders both directly and at the workshop, lead the preparation of the full draft report, including drafting of the introduction, conclusion, and sections on the institutional assessment. Provide comments on and incorporate inputs from the environmental public health (One Health) assessment.
8. Taking into account feedback from the Project and related stakeholders, lead the preparation of the final report, including incorporation of inputs from the environmental public health (One Health) assessment.

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

The duration of the assignment is 25 work days during the period from July 2018 to September 2018.

This service is home-based, in Hanoi with site visits to Bac Giang province, and some visits to the SCO2 Office, MARD, UNDP office or other locations within Hanoi which will be agreed upon in advance. The Contractor is expected to spend at least 8 working days for 2 missions to Bac Giang province.

The bidder must include travel costs including travel to the field locations in their financial proposal.

#### **5) Final Products**

The Contractor is responsible for the following outputs, to be delivered in English and Vietnamese.

- An inception report detailing the approach, methodology and work-plan in implementing the study.
- List of proposed specific study locations (districts/communes) with a clear rationale.
- Survey and interview questions, checklists and other tools for implementing the institutional assessment.
- The overall study report, incorporating the inputs from both the institutional assessment and the public health (One Health) assessment, with recommendations based on the study findings.
- Excel spreadsheets containing data and analysis of the results from the field work.
- Relevant supporting documents including list of workshop participants, introduction letters, copies of presentations, etc. and written notes and comments of consultation meetings and consultations with the project, the consultation workshop, and meetings with study stakeholders; photos taken and data collected during the site visits.
- List of references outlining information collected and analyzed during the desk review and field work.

#### **6) Tentative Implementation Plan:**

The Contractor will be expected to undertake the following tasks and deliver the required outputs (in English and Vietnamese) as specified. Below is the suggested timeline for key outputs.

<b>Task Assigned/Output</b>	<b>Deadline</b>
1. Inception report and detailed work plan, including design of the	10 July 2018

proposed detailed study contents and methodology	
2. Collection and desk review of related information and studies	15 July 2018
3. Prepare, test and finalize the interview and survey tools and questionnaires for the institutional assessment	20 July 2018
4. Carry out the study activities in the field	10 August 2018
5. Collate and analyze the qualitative and quantitative data	20 August 2018
6. Presentation of draft study findings	01 September 2018
7. Full draft report	15 September 2018
8. Final report	30 September 2018

### 7) Provision of monitoring and progress control

- The Contractor will work closely with and under the guidance of the SCOH2 PMU (OHP Secretariat), including overall reporting to the NPD and day-to-day reporting to the Secretariat Manager.
- The Contractor will respond timely (within 24 hours, preferably) to technical requirements and other communications from the NPD 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 NPD, the International Partnership Advisor, and the UNDP Programme Officer for the SCOH2 project.

### 8) Qualification and work experience

The Contractor should have extensive experience in conducting institutional assessments and related studies in relevant areas in Viet Nam.

The requirements for the Contractor are as follows:

- Postgraduate degree in a relevant area. The academic requirements can be lowered/waived if possessing greater experience in this area.
- At least 10 years of recent experience in field studies in relevant sectors.
- At least 10 years of direct experience related to institutional development in the environmental sector. Experience with public health and One Health will be preferred.
- At least 5 years of experience as a team leader for studies conducted by interdisciplinary teams.
- 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.
- Proven excellent skills in the development of UN reports

Se	Criteria	Score
1	Postgraduate degree in a relevant area. The academic requirements can be lowered/waived if possessing greater experience in this area	150
2	At least 10 years of recent experience in field studies in relevant sectors	100
3	At least 10 years of direct experience related to institutional development in the environmental sector. Experience with public health and One Health will	150

	be preferred.	
4	At least 5 years of experience as a team leader for studies conducted by inter-disciplinary teams.	100
5	Strong analytical skills.	200
6	Strong communication and writing skills in English and Vietnamese	100
7	Flexibility to operate in various cultural settings and with a variety of stakeholders	100
8	Proven excellent skills in the development of UN reports	100
		1000

### 9) Quality review and payment terms

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The Contractor shall receive payment in installments as follows:

- First payment of 10% of the contract value will be paid upon submission and acceptance of the inception report and list of recommended study locations;
- Second payment of 20% of the contract value will be paid upon submission and acceptance of the study tools for the institutional assessment;
- Third payment of 40% of the contract value will be paid upon submission and acceptance of the preliminary findings and the draft report;
- Last payment of 30% will be paid upon submission and approval of all products under the contract.

### 10) 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 Contractor upon commencement of the assignment. The PMU will facilitate logistical arrangements for meetings with key stakeholders in Hanoi, and for the arrangement of the workshop to present the preliminary study findings. The PMU will support the provision of official letters to key stakeholders at the provincial level to request their agreement and support to the study and the visits to the field locations.

### 11) Consultant presence required on duty station

NONE       PARTIAL       INTERMITTENT       FULL-TIME