

TERM OF REFERENCE

Documenting lessons learnt and good practices on implementation of CBDRM Project “Comprehensive Model for Community Resilience in Vietnam”

1. Background

Catholic Relief Services (CRS) is the international humanitarian agency with the head office in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS has been operating in Vietnam since 1994. In partnership with government, social organization and communities, CRS implements programs in eight provinces/cities across Vietnam. The Vietnam Program has a diverse funding base in the sectors of Emergency, Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA); Disability Inclusion; Explosive Ordnance Risk Education.

About the Project

The Activity “Comprehensive Model for Community Resilience in Vietnam” funded by the USAID's Bureau for Humanitarian Assistance (USAID/BHA) is implemented by the consortium of international organizations in Vietnam, including American Red Cross (AmCross) (as prime)/VNRC, Catholic Relief Services, Plan International, Save the Children and HelpAge International Vietnam. The Activity aims to ensure targeted communities, schools and its diverse groups are more resilient to multi-hazards through reinforcing Disaster Risk Reduction and Management (DRRM) structures, enhancing capacities, and optimizing resources on preparedness and readiness at community level.

This Activity has been implemented from October 2021 – September 2023 in total of 16 communities in Hue, Ha Giang and Son La provinces. The Activity focuses on a CBDRM standard package of services in target communities (in rural and urban areas) includes:

- Community based disaster risk management (CBDRM) in urban and rural areas
- Older People inclusion into CBDRM
- Integration of disaster risk
- Stakeholder Engagement and Resource Mapping
- Response reduction measures into local Socio-economic Development Plan
- Provincial skill training and Emergency Drill
- Improvement of Early Warning Systems
- Capacity building on Disaster Resilient Shelter
- Implementation of prioritized activities identified in NDPC Plans to reduce/mitigate disaster risks
- Implementation of safe school initiatives to build safer schools

To improve the country's disaster management systems and increase community resilience, the Government of Vietnam (GoVN) has enacted a number of legislation and policy guidelines on DRR over the years such as [Decision 553/QD-TTg of 2021 \(known formerly as Program 1002\) on "awareness raising and CBDRM" with a vision to 2030, the Strategy on Natural Disaster Prevention and Control by 2030 with a vision to 2050](#), as well as signatory to the Sendai Framework on DRR. The CBDRM Program (Decision 553) which focuses on community awareness raising and Community based Disaster Risk Management, it is considered one of the most important long-term programs in Vietnam addressing emerging needs to prepare for natural disasters.

Given this comprehensive engagement on CBDRM of the Consortium, CRS is looking for consultant(s) to document the learning and evidence on the Consortium CBDRM packages in target communities for advocacy purposes.

2. Objectives

The objective of the assignment is to review the Community based Disaster Risk Management (CBDRM) model in the rural and urban context under the Activity "Comprehensive Model for Community Resilience in Vietnam" and to identify good practices and lesson learnt.

These good practices and lesson learnt will guide effective CBDRM in the future. The report of this will be highlighting the following topics:

- Good practices, lessons learnt in the implementation of CBDRM in both rural and urban context, including successes, challenges, and solutions. These should include the components of CBDRM packages, including: (1) CBDRM in rural areas, (2) CBDRM in urban areas, (2) OP inclusion into CBDRM, (3) integration of DRR measures into local SEDP, (4) Disaster Resilient Shelter, (5) Early Warning System audit and improvement, (6) Response skill capacity building (training and equipment)
- The existing policy and programs opportunities (government and non-government) which can be influenced through these good practices
- Recommendations for advocating for those identified policies and programs in the future
- Recommendations for local authorities and relevant stakeholders to improve the quality of this model

3. Scope and methodology

The Consultant will coordinate closely with CRS Vietnam, specifically DRR Program Manager and other consortium members (AmRC/VNRC, Plan International, Save the Children and HelpAge) to conduct the documentation, including:

- Review secondary information/literature and project documents (project description, project reports, documentation of rural/urban CBDRM implementation, rural/urban CBDRM in Disaster Risk Reduction and relevant documents of MARD, etc.).
- Develop approach and necessary tools for qualitative data collection.
- Implement the various data collection activities, including key informant interviews (KIIs) and focus group discussions (FGD) in project areas including these tentative informants but not limited to:
 - Consortium members and their implementing partners
 - Natural Disaster Prevention and Control at province/district/ commune level
 - Communal authorities
 - Relevant groups at the commune level such as Technical Support Groups, SEDP task force groups
- Analysis of related government policies or plans at the sub-national or national level influence by the Consortium.
- Process, clean and analyze qualitative data gathered from the various data collection activities; develop the first draft of documentation report.
- Develop the final version of the documentation report based on the comments and feedbacks from CRS and Consortium.
- Develop the summary report and short presentation.

Consultancy’s tasks, tentative timeframe:

Estimated consultant(s) working day (suggested number of days, consultant(s) can propose a different number based on the agreed methods with CRS):

Tasks	Timeline	Working days
Initial briefing and plan between consultant and CRS team	April 2023	1
Review secondary information/literature and project documents (project description, project reports, documentation of rural/urban CBDRM implementation, rural/urban CBDRM in Disaster Risk Reduction and relevant documents of MARD, etc.) Approach and necessary tools for qualitative data collection development Provision of orientation on tools and data collection for consortium members	April 2023	4

Tasks	Timeline	Working days
Data collection at national level (Consortium members, implementing partners, and other relevant stakeholders)	May 2023	5
Field data collection (FGD, KII...)	May – June 2023	8
Data consolidation, cleaning and analysis	July 2023	3
Report development and validation with consortium	July 2023	5
Report finalization	July 2023	4
Develop the summary report and short presentation	July – August 2023	3
Total working days for consultant		32 days

4. Deliverables

The consultant(s) will submit to CRS following deliverables:

- Detailed documentation plan and methodology including sampling and data collection tool
- **A report in English and Vietnamese on lessons learnt and good practices:** this report is expected to be no longer than 20 pages (excluding appendices). The outline should include (but not limited to):
 - Introduction and background
 - Comprehensive description of methodology, including limitations
 - Learning and evidence following the process and implementation of above-mentioned CBDRM and case studies
 - Recommendations and opportunities for replication of this model - The existing policy and programs opportunities (government and non-government) which can be influenced through these good practices, Recommendations for advocating for those identified policies and programs in the future and Recommendations for local authorities and relevant stakeholders to improve the quality of this model
 - References
 - Annexes
- A summary report and short presentation on lesson learnt and good practices in English and Vietnamese. The summary report shouldn't exceed 7 pages.

5. Consultant qualifications

- Having experience designing and conducting evaluations for learning/documentation.
- Having extensive knowledge and experience in disaster risk and CBDRM is a plus;

- Having extensive knowledge and working experience of relevant Government disaster management policies, plans and programs is a plus;
- Having good experience in working various the government agencies at various levels across the country;
- Experience in a similar research capacity, and in synthesis and preparation of strategic information for decision-makers;
- At least 5 years of experience and use of qualitative research methods (data collection, analysis, and reporting);
- Excellent written, verbal, organizational, analytical and interpersonal skills;
- Skills in writing reports and reviews, delivering presentations and defending recommendations;
- Fluency in written and spoken English and Vietnamese;
- Proven ability in conducting and producing high quality studies.

6. APPLICATION PROCEDURES:

Interested parties are requested to submit the application in English. The application should include the following items:

- Example of previous similar work (weblink or PDF)
- Minimum 2 references for similar assignment
- The technical proposal should include:
 - Methodology
 - A tentative work plan
 - CVs demonstrating relevant capacity and experience.
- The financial proposal should be presented as a cost breakdown. The price should be in Vietnam Dong and include PIT.

Method for submission:

Proposals should be duly signed, and submitted to CRS's email: vn_rfp2@crs.org

Closing date for submission: by 10 April 2023

Only shortlisted applicants shall be contacted for an interview before contracting.