

TERMS OF REFERENCES



Organization: CARE international in Vietnam/EFSEM project

Position Title: Consultant for documentation

Place of Assignment: Ha Noi and Lai Chau, Vietnam

Reporting to: Climate Change Advisor

Duration: Aug – December 2023

1 BACKGROUND

Founded in 1945, CARE is a leading humanitarian organisation fighting global poverty and providing lifesaving assistance in emergencies. In 100 countries and territories around the world, CARE places special focus on working alongside poor girls and women because, equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty. To learn more, visit www.care-international.org.

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit www.care.org.vn

2 PROJECT INFORMATION

Vietnam generally is a food secure country as it produces enough rice to feed the whole population. However, access to food is not equal to everybody. Despite the high food export figures, many groups are still facing poverty and intermittent food shortages. In Vietnam, ethnic minorities account for 14.6% of the population but 52% of the poor¹. As food security is inherently linked to poverty, ethnic minorities are among the most vulnerable groups,

¹ National Assembly Portal

especially when it comes to the four dimensions of food security as defined by FAO including *Food availability, Food access, Utilization, and Stability*².

2.1 Nutritional issues and access to food

Food availability for remote ethnic minorities is conditioned by their access to land, water, labour and capital to produce food. 52.7% of ethnic minorities depend on agriculture and forest use for their living³. While forests and forest resources are critical food and income sources for more than 10 million ethnic minorities, a significant proportion of forestland is controlled by state-owned corporates. In place where people have land for cultivation, the productivity is often low and unstable. CARE's experience with value chain projects in Northwestern provinces of Son La, Lai Chau and Dien Bien shows a prolonged issue of poor production capacity among ethnic minority farmers. In the target location of Tan Uyen district, Lai Chau province, farmers rely on rain-fed rice cultivation; of which over 50% of rice paddy fields can only grow one crop annually. They do not have access to extension services as well as quality inputs for agricultural production. In addition, the old-fashioned cultivation practices in a changing climate and degrading environment significantly limit EM farmers' capacity to produce enough food for consumption. This also challenges their ability to earn income or cash – a key determinant of the access to food.

2.2 Climate change for most vulnerable people

Poor households, or those just above the poverty line, are often the most vulnerable to climate change and natural hazards. Even a small event can easily make them fall back into poverty or get into debt. Natural disasters also contribute to widening gaps between people's living standards, with growing numbers of people losing key assets such as their homes due to the increased frequency and intensity of climate events. In northwestern provinces where CARE operates, high precipitation in the rainy season often cause landslides and flashfloods, resulting in loss of agricultural land and crop failure. This is even exacerbated by increasing deforestation and crop-planting on marginal steep land. It is observed that in Lai Chau province, extreme weather events such as cold weather, flooding and hail is occurring more frequently and causing more damage in the past five years. However, few ethnic minorities have knowledge or training on how to adapt to the changing climate and natural hazards. During a cold spell in 2016, Northern mountainous provinces, particularly Lai Chau, experienced a large-scale damage including cattle, young rice and vegetables. For example, Tan Uyen district lost nearly 1,000 cattle. An important reason for such loss is the lack of access to weather and climate information and if it is received, often not useful, accurate, timely or understandable for farmers to take necessary preventions such as providing sheds to protect cattle from the cold.

Within ethnic minority groups, the burden of poverty tends to fall more heavily on women. CARE's programming experience shows that they are affected by multiple gender-based

² <http://www.fao.org/3/a-al936e.pdf>

³ CEMA 2018

barriers to economic empowerment, including a lack of decision-making power and voice within the household, community and market; lack of access to economic assets (including land and capital); lack of recognition from value chain actors and service providers; lack of information about policies, programmes, market, climate and agriculture; gender-based violence; and high workloads. Research by CARE⁴ in Lai Chau province found that within ethnic minority households, women accept their imbalanced workload and the associated lack of recognition. While women and men report joint decision-making on household finances and farming practices, husbands most often have final decision-making power on livelihoods and important spending. Women often have limited mobility, low literacy rates and a lack of knowledge of the Vietnamese language.

As part of CARE's long-term program on Remote Ethnic Minority Women, the *Enhancement of Food Security for Ethnic Minorities in Northern Vietnam (EFSEM)* project will strengthen food security for ethnic minority small-holder farmers in Lai Chau province in the Northwest region of Vietnam.

This project is part of a multi-country program on gender and climate change funded by the L'Oréal Foundation, implemented in Vietnam, India, Equator, and Madagascar.

The project's overall goal is: Ethnic minority women and their families have improved food security through agricultural livelihood diversification and climate resilience. This goal will be achieved through the development and adoption of climate-resilient livelihoods, improvement in agricultural productivity, enhancement of women's capacity to cope with climate shocks and participation in climate change and disaster risk reduction planning. The EFSEM will build on CARE Vietnam's Ethnic Minority Women's Empowerment (EMWE), Information for Adaptation in Vietnam (InfoAct) projects, and Climate Learning and Advocacy for Resilience (CLAR) that target four communes in Lai Chau province. The proposed project will reach **at least 1,000 ethnic minority women**, directly benefiting 4,500 people.

To achieve the learning and scaling impact purpose, CARE Vietnam is seeking a national consultant to document success and lessons learned from the implementation results. The documentation will be used by the CVN project team and partners for learning and scaling at the provincial level as well as to share the lessons with the gender and resilience implementation of climate change programs such as NAP or the national climate change strategy.

⁴ Coulier (2016) Baseline Assessment for CARE's Enhancing Adaptive Capacity of Women and Ethnic Minority Smallholder Farmers through Improved Agro-Climate Information in South-East Asia (ACIS) project.

3 DOCUMENTATION OBJECTIVE

The main objective of the documentation is to *“document good practices of the project, particularly gender equality and livelihood risk reduction by EM farmers, particularly women”*.

Particularly, the documentation should address key questions on gender-responsive livelihood in consultation with the CVN team

- How can the project promote shared labor work and joint decision-making and make use of women’s experiences in livelihood options?
- How can selected livelihood options increase their decision in the nutrition variety of their family meals?
- How women increase awareness raising on climate risks and apply risk reduction in their livelihood models
- How does the project increase livelihood productivity and nutrition for women and their family members?
- Do best practices and selected livelihood options have the opportunity for replication and possible measures to facilitate local governments to replicate them in practice and how?

3.1 SCOPE OF WORK

The selected consultant will work closely with CARE staff and project partners to carry out the following tasks:

1. Review project documentation and secondary information relevant to the research including project documents, tools, and methodology for training, awareness raising on food nutrition, climate risk reduction, gender consideration, etc.,.
2. prepare a detailed work plan and methodology on how to implement and achieve the task objective with high quality
3. With the participation of technical staff from provincial DARD, WU, and other relevant project partners, undertake fieldwork in a number of villages in project sites to interview and discuss with key informants.
4. Develop a presentation of key findings in ppt format
5. Prepare draft documentation and submit final reports in Vietnamese and English (max. 20 pages, including a summary and excluding annexes), that incorporate CARE’s feedback.

The main focuses will be:

Identify potential interventions and good practices in the project by using varied tools;

Describe good practices of gender roles in livelihood interventions, food nutrition improvement, how the women and men agree with selecting the livelihood options and dividing roles in livelihood development and use.

Describe good practices in participation, awareness raising, and capacity building for EM farmer women and men in risk reduction for selected livelihoods such as pig, chicken,

duck, home garden that contribute to increase resilience and sustain livelihood productivity as well as relating risk reduction interventions such as CVCA, and crop planning.

Develop documentation of the livelihood options with details of resilient elements that can be replicated in the local programs.

Document case studies of these practices in improving family agriculture productivity and food nutrition with illustrated photos/pictures.

Develop lessons learned, recommendations, and messages on the gender-responsive adaptation through livelihood options in promoting gender mainstreaming in relevant climate change programs such as NAP and local programs

3.2 METHODOLOGY

The consultant will develop in detail the most appropriate methodology for undertaking the documentation effectively ensuring high-quality, practical, and useful results as stated in this TOR. The consultant is encouraged to make use of a range of participatory techniques with maximum community involvement, particularly of the targeted beneficiaries. Consultation with CARE partners is also required.

Fieldwork in the target villages and discussion with beneficiaries is required to provide sufficient evidence and analysis for the documentation.

The study will consult with different project stakeholders including:

- **Local authorities (People’s Committee) in four communes**, Tan Uyen district, Lai Chau provincial levels where the project is implemented.
- Project partners:
 - Tan Uyen District Women’s Union
 - District Agriculture Service Centre
 - Lai Chau Provincial Department of Agriculture and Rural Development/ Crop Department
 - Representatives project female and male beneficiaries in selected communes and villages, at different age ranges and ethnicity.

3.3 DELIVERABLES

- Detailed work plan, time frame, and research framework are included in a documentation proposal (to be submitted to CARE 1 week after signing the contract)
- Presentation of key findings and key messages and recommendations
- A draft report in Vietnamese, including a list of climate-resilient livelihood options for each of 4 target communes
- A Final report - max. 30 pages, including a summary but excluding annexes. This final report should reflect comments from CARE, follow the format, and be well-written in Vietnamese and English).
- All raw data collected by survey and interview notes

All data, datasets, and information collected are CARE’s property and must be submitted to CARE in acceptable file formats before final payment is made.

The final deliverables will be in Vietnamese and English.

Annexes to the final deliverables may include:

- a. Field Schedule.
- b. The household questionnaire and/or interview guidelines.
- c. List of met stakeholders with contact and summary of discussion’.
- d. Other materials needed for deliverables preparation (if any).

3.4 TIMELINE

| No | Tasks | Time | National expert |
|----|--|--------------|-----------------|
| 1 | Desk review + consultation with CARE team Detailed documentation plan and methodology finalization | Aug | 1 day |
| 2 | Interview CARE team | Aug | 0.5 day |
| 3 | Fieldwork and participatory facilitation | Sep-November | 8 days |
| 4 | Presentation at CARE for feedback | November | 0.5 day |
| 5 | Draft report/inputs for report | November | 4 days |
| 6 | Finalizing report | Nov-Dec | 1 day |
| | TOTAL | | 14 days |

4 SELECTION CRITERIA

- At least 5 years of proven experience in high quality documentation, research, and or monitoring and evaluation in the field of climate change adaptation in agriculture and food security, community based adaptation and upland livelihood (agriculture, forestry, etc.), community development or any related field
- Familiarity with ethnic minority issues and livelihoods in Vietnam, particularly in the Northern Mountainous region and Lai Chau in particular is an advantage
- Familiarity with the NGO Community Based Approach, the concept of resilience and the Sustainable Livelihoods Approach, gender equality framework is an advantage
- Very good understanding of gender and women’s empowerment issues
- Excellent writing skills in Vietnamese
- Good facilitation and presentation skills

Application

Interested consultant(s) should submit an application package by 9AM on 19 July 2023 to email: Procurement3@care.org.vn, quoting the position title in the subject line of the email.

Kindly submit the following application documents:

- Proposal including the proposed technical approach and methodologies
- A proposed activities schedule/work plan with time frame.
- Copy of CV of the consultant(s) who will undertake the tasks
- Recent examples of similar work report written by the applicant.
- Detailed budget for the consultancy includes Consultant fee and Reimbursable fee

Only short-listed applicants meeting the requirements stated above will be contacted for an interview. Please no telephone contact after submitting the application.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organization and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager.