

# Terms of Reference (ToR)

## Facilitator for the Intergenerational Dialogue on Climate Change

*(01 local consultant)*

### 1. Background

Vietnam is one of the countries with the fastest population ageing speed in the world. It takes the country only about 25 years to transition from an ageing to an aged population. Number of older people (aged 60+) is expected to rise dramatically from over 14.1 million (14.3% of the total population) in 2023 to 28.8 million (20.0%) in 2036, and 28.4 million (26.5%) in 2050, according to UN DESA.

Vietnam is **one of the world's five most vulnerable countries to climate change**. Vietnam is also one of the countries most heavily affected by climate change, constantly facing many risks from various types of natural disasters with increasing frequency and intensity. Without proper adaptation and mitigation measures, it is estimated that climate change will cost Vietnam about 12 per cent to 14.5 per cent of its GDP a year by 2050 and could plunge up to one million people into extreme poverty by 2030.

In the context of rapid population ageing and facing the increasing impact of climate-related natural disasters, Vietnam needs to find solutions to take advantage of available resources and at the same time create new measures to adapt to climate change, while paying special attention to an increasing force in every community – older people, both in term of their vulnerabilities and capabilities.

A rapid literature and policy review in 2020 by Newcastle University revealed a policy and literature ‘gap’ in relation to ageing and climate change in Vietnam. Law on the Elderly and National Program of Actions on Older People have no reference to climate change, and similarly, Climate Change strategies contain little information relating to ageing. A similar ‘gap’ is reflected in the literature; however, where the ageing/climate change nexus is addressed, it focuses mainly on the vulnerability of older people and no or very little on their contribution. It is very important to understand more about the impact of climate change and the contribution of young and older people in climate change adaptation and mitigation. Thus, HelpAge International (HAI) will conduct 6 focus group discussions (community dialogues) in Ninh Binh with both young and older people in Ninh Binh province (2 with the young, 2 with the older people and 2 with both), develop a policy brief on climate change and population ageing, and organise a National Policy Dialogue on intergenerational approach in climate change adaptation and mitigation.

### 2. Purpose of the consultation

- Explore the lived experience of young people and older people on climate change, the impact on their lives, and their current coping strategies;
- Understand the priorities to ensure the impact on their lives is lessened and how/with whom to create change in causes of climate change;



Hilton Humanitarian Prize  
2012 recipient

### 3. Scope of work

The scope of work for the consultant includes:

- Understanding of this assignment (this consultation), including but not limited to: purpose, proposition of an approach and methodology, using the provided guidance note;
- Develop a detailed work plan for the consultation;
- Work closely with the focal point assigned by HelpAge and attend meetings as required;
- Ensure effective facilitation of the community dialogues, and coordinate with the note-taker assigned by HelpAge for the best capture of the content of the sessions;
- Gather data, transcribe recordings, analyse information and other required activities to develop a comprehensive report on the findings and recommendations from the conducted community dialogues;
- Provide inputs for the development of the policy brief on climate change and population ageing, both in the outline and the drafting phase;
- Present the findings and recommendations at a National Policy Dialogue;
- Manage effective communication and coordination with the project team throughout the consultation;
- Ensure the effective and timely delivery of the consultation outputs/deliverables.

### 4. Activities, expected deliverables, and tentative timeframe

No.	Activities/Tasks	Expected deliverables	Target due date (*)
1	Propose a detailed work plan and facilitation methodology	- A detailed work plan for the consultation	June 15
2	Adapt the guiding questions for the dialogues to the local context		June 18
3	Prepare and facilitate 6 community dialogues (half-day each, arranged in 2 trips: 1 in Jun and 1 in Jul, in a total of 5 days in Ninh Binh province): <ul style="list-style-type: none"> <li>- Dialogue with youth in an urban setting</li> <li>- Dialogue with older people in an urban setting</li> <li>- Dialogue with youth in a rural setting</li> <li>- Dialogue with older people in a rural setting</li> <li>- Mixed dialogue with both youth and older people in an urban setting</li> <li>- Mixed dialogue with both youth and older people in a rural area</li> </ul>		July 31



Hilton Humanitarian Prize  
 2012 recipient

4	Develop a comprehensive report on the findings and recommendations from the conducted community dialogues	- A full report and a summary of the findings and recommendations (in English) - Recordings and transcriptions of the conducted community dialogues	August 15
5	Provide inputs for the development of the policy brief on climate change and population ageing	- Written inputs to the outline and the draft of the policy brief	August 30
6	Develop a presentation on the findings and recommendations	- A presentation file (PPT format, in Vietnamese)	September 16
7	Delivery of the presentation at the National Policy Dialogue		September 17
8	Develop a final report on the consultation after the completion of the assigned tasks	- A final consultation report (in English)	September 20

(\*). This is the due date for deliverables/tasks which are already included revisions according to HAI's comments (if any). The consultant shall take into account this fact to submit draft deliverables earlier than the due date.

## 5. Budget

The number of days to complete each task may be varied, but the total number of working days must not exceed 18 days. The total value for this consultation must not exceed VND 96,000,000, including the consultant's fee and all other costs (such as accommodation, meals costs for travel days...). Travel for the consultant from Hanoi to Ninh Binh and back is arranged and covered by HAI.

Total value of consultancy contract (later on) is subjected to the personal income tax. HAI will withhold this tax to pay to the tax authority as per the law.

## 6. Requirements

**Location:** Hanoi (desk review, paper works and present at the National dialogue) and Ninh Binh province (facilitation of the dialogues).

**Time commitment:** 18 working days in 4 months (June to September 2024)

### Competencies, skills and experience requirements:

- Minimum Bachelor's Degree in social science or other relevant fields;
- Good understanding of environmental/climate change issues that are affecting people, and ability to discuss these using the local language;
- Experience in facilitation of consultation, dialogues, workshops, etc.;
- Excellent communication skills in writing and reading both Vietnamese and English;
- Ability to work independently as well as teamwork;



Hilton Humanitarian Prize  
2012 recipient

- Cultural understanding of social norms and local context;
- Experience in facilitating intergenerational dialogues and developing policy briefs would be preferred.

## 7. Submitting Expressions of Interest

All Expressions of Interest (EOI) should include:

- Technical proposal (maximum 5 pages) including a brief explanation about the consultant(s) with emphasis on previous experience in this kind of work; profile of the consultant(s) to be involved in undertaking the consultation, understanding of the TOR, a brief on facilitation methodology/plan; key contacts from previous similar work.
- Financial proposal: The financial proposal should provide cost estimates for services rendered including professional fees (daily rates x number of days) and other costs (if any, such as accommodations in Ninh Binh, travel costs other than covered by HAI, purchase of equipment or software, etc.) to carry out the assignment.

All interested individuals are requested to express interest by sending proposals via email to: [trangmh@helpagevn.org](mailto:trangmh@helpagevn.org) and [dathq@helpagevn.org](mailto:dathq@helpagevn.org) by 15h00 of Jun 6, 2024. Please include some wordings in your email title “*Facilitator for the Intergenerational Dialogue on Climate Change*”.

Selection of the consultant will be undertaken by a panel and based on the experience of the consultant, the quality and relevance of the Technical and Financial proposals and satisfactory references.

Evaluation process: The evaluation process will be conducted for technical proposals first; Qualified technical proposals will be moved to the next step to evaluate the financial proposal; Only selected/shortlisted consultant(s) will be contacted/interviewed.

**Contract type:** after negotiation, selected consultant(s) shall enter with HelpAge a consultation contract which is not an employment contract for staff.

