

**TERMS OF REFERENCE**  
***Consultant for the risk assessment and trigger identification***  
Project: Anticipatory Action

**1. BACKGROUND**

Catholic Relief Services (CRS) has been operating in Vietnam since 1994. In partnership with government, social organizations and communities, CRS has been implementing programs in 9 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Emergency, Disaster Risk Reduction (DRR) and Climate Change Adaptation; Disabilities; and Mine Action.

Lying in the tropical monsoon area, one of the world's five "cyclone centers" in the Asia-Pacific region, along with its geographical location, topographical, geological, and other natural conditions, Vietnam is one of the 5 countries most affected by natural disasters and climate change, causing great damage to life and assets.

Anticipatory Action (AA) is acting ahead of predicted hazardous events to prevent or reduce acute humanitarian impacts before they fully unfold. They are a set of interventions that are carried out when a hazard poses imminent danger based on a forecasted, early warning, or pre-disaster risk analysis.

The Anticipatory Action in Vietnam project aims to build the resilience of vulnerable communities in Central Vietnam which will support communities to reduce and mitigate flood and typhoon disaster impacts through AA before a disaster occurs. The project will have the following main outcomes (i) local government authorities and communities' pilot and develop anticipatory action systems and (ii) evidence and on anticipatory action is captured and disseminated to inform disaster risk management (DRM) programming.

Under Intermediate Result 1 of the project, in order to support conducting demonstrated AA mechanism on floods and typhoons, it's necessary for local authorities, key stakeholders and communities to get basic understanding on AA approach and to develop anticipatory action plan for floods and typhoons. For this reason, CRS is looking for a consultant team to 1) conduct risk assessment 2) identify AA trigger for typhoon and typhoon-induced flood, and 3) develop the community anticipatory action plan, and anticipatory action mechanism associated with above-mentioned trigger.

**2. OBJECTIVES**

The TOR outlines three crucial activities to enhance disaster preparedness:

- (i) Conduct a comprehensive risk assessment aiming to explore natural and human-induced risks while integrating local perspectives for culturally sensitive anticipatory actions.
- (ii) Identify or develop triggers to ensure swift responses to identified risks that outline two different lead-times with a 2-stage trigger activation for a Readiness trigger (e.g. 5-7 days prior to impacts) and an Activation trigger (e.g. 3 days prior to impacts).
- (iii) And develop a community anticipatory action plan associated with identified trigger and coordinated anticipatory action mechanism at targeted areas.

**3. SCOPE AND METHODOLOGY**

The consultants will take active role to conduct the assignment with support from CRS Vietnam. Specifically, the consultants will be responsible for the following tasks:

**Activity 1: Conduct risk assessment.**

The project will assist the local authority, at-risk communities, and other relevant actors in identifying, comprehending, and estimating the probable impact of floods and typhoons in the Quang Nam region.

The consultant shall be tasked with the following responsibilities:

- Desk review. This will include documentation provided by CRS, as well as documents identified and sourced by the consultant related to government policies and guidelines on Disaster Risk Management (DRM), social protection and other studies, initiatives, etc. relevant to the AA and the hazards of the regions of Quang Nam,...
- Focus Group Discussion with relevant stakeholders, community and other informants (if any) and community on DRR and AA.
- Key informant interview with relevant stakeholders, community and other informants (if any) and community on DRR and AA.
- Community perception survey that accurately represent the perspectives of households concerning the consequences of floods and disasters, their level of preparedness, and their preferred methods of assistance.

#### **Activity 2: Identify or develop related anticipatory action triggers.**

The consultant will cooperate with key actors and institutions, including the hydro-meteorological experts, disaster management experts, local government authorities and communities... to identify and agree AA trigger which will outline two different lead-times with a 2-stage trigger activation for a Readiness trigger (5-7 days prior to impacts) and an Activation Trigger (3 days prior to impacts) incorporated into the Standard Operating Procedures (SOPs) based on following steps:

- Collect historical disaster impact information: risk analysis and develop the disaster risk map.
- Map out available forecasts and assess their appropriateness: inventory forecasting.
- Define hazard magnitudes to identify what is normal and what is severe.
- Analyze links between hazard magnitude and impact to gain an understanding of triggers mechanisms, when and where AA will be provided, which forecast will AA be used; with what lead time' and who is responsible for monitoring and confirming the activation; ...
  - o Define and justify impact thresholds.
- Generate an impact-based intervention map.
  - o Identify who or what is most exposed to the priority disaster impacts and where they are located.
  - o Identify key vulnerability indicators incorporating Gender Equality and Social Inclusion.
  - o Community engagement should be prioritized in the designs of localized triggers.

#### **Activity 3: Develop a community anticipatory action plan associated with identified trigger and coordinated anticipatory action mechanism at targeted areas**

A coordinated and locally-led anticipatory action plan (AAP) associated with the commune Disaster Risk Reduction (DRR)/ Community Based Disaster Risk Management (CBDRM) plans will be developed for the target community. This AAP will define the clear roles and responsibilities of all stakeholders relating to AA at sub-national levels as well as community and households, and describe the mutually agreed upon impact levels at which AA are triggered. The AAP will also describe responsibilities for key stakeholders in terms of ongoing hazard risk monitoring and coordination in the preparedness phase and raising alerts for the readiness and activation phases.

#### **4. TIMELINES**

The tentative time frame as follows:

No.	Activity	Deliverables	Estimated days	Timeline
<b>I</b>	<b>Activity 1: Conduct risk assessment including community of perception survey.</b>			<b>June 2024</b>
1.1	Desk review and develop detailed plan with methodology and tools	Detailed plan with methodology and tools agreed by CRS	Team lead: 01 days Team member 1: 01 days Team member 2: 01days	
1.3	Conduct field data collection and preliminary report writing	Risk assessment report	Team lead: 10 days Team member 1: 10 days Team member 2: 10 days	
1.5	The final risk assessment report completed with feedbacks/comments from CRS and relevant stakeholders	Final risk assessment report	Team lead: 03 days Team member 1: 03 days Team member 2: 03 days	
<b>II</b>	<b>Activity 2: Identify or develop related anticipatory action triggers.</b>			<b>July 2024</b>
2.1	Desk review and develop detailed plan with methodology and tools.	Detailed plan agreed by CRS	Team lead: 01 days Team member 1: 01 days Team member 2: 01 days	
2.2	Define and justify impact thresholds outline two different lead-times with a 2-stage trigger activation for a Readiness trigger (5-7 days prior to impacts) and an Activation Trigger (3 days prior to impacts)	1st version of Readiness trigger and Activation Trigger	Team lead: 10 days Team member 1: 10 days Team member 2: 10 days	
2.3	Finalize the 2-stage trigger activation for a Readiness trigger (5-7 days prior to impacts) and an Activation Trigger (3 days prior to impacts) incorporated into the Standard Operating Procedures (SOPs)	Finalized Readiness trigger and Activation trigger incorporated into SOPs	Team lead: 02 days Team member 1: 02 days Team member 2: 02 days	
<b>III</b>	<b>Activity 3: Develop a community anticipatory action plan associated with identified trigger and coordinated anticipatory action mechanism at targeted areas</b>			<b>July 2024</b>
3.1	Develop a community anticipatory action plan associated with identified	Community anticipatory	Team lead: 01 day Team member 1: 01 day	

No.	Activity	Deliverables	Estimated days	Timeline
	trigger and coordinated anticipatory action mechanism at targeted areas	action plan associated with identified trigger and coordinated anticipatory action mechanism at targeted areas	Team member 2: 01 day	
	<b>TOTAL</b>		<b>Team lead: 28 days</b> <b>Team member 1: 28 days</b> <b>Team member 2: 28 days</b>	

## 5. DELIVERABLES

The consultants will work primarily with the CRS Vietnam DRR & CCA PM 2, who will lead on overseeing the work and supporting the consultant as needed.

The consultants are expected to deliver following deliverables during the contract period:

- A finalized report in Vietnamese on risk assessment including community of perception survey. This report is expected to be no longer than 20 pages (excluding appendices) and should be written and presented in standard form to enable CRS to share internally and externally. Sources should be cited consistently, using a globally recognized format. The appendices should include the detailed plan with methodology and tools agreed by CRS.
- A finalized report in Vietnamese on identifying related anticipatory action triggers incorporated into the Standard Operating Procedures. This report is expected to be no longer than 20 pages (excluding appendices) and should be written and presented in standard form to enable CRS to share internally and externally. Sources should be cited consistently, using a globally recognized format. The appendices should include detailed plan agreed by CRS, description of 2-stage trigger activation for a Readiness trigger (5-7 days prior to impacts) and an Activation Trigger (3 days prior to impacts).
- A community anticipatory action plan associated with identified trigger and coordinated anticipatory action mechanism at targeted areas.

## 6. LOGISTICAL SUPPORT

The following support will be provided to the consultant by CRS:

- Available project documentation including approved project design, reports, IEC materials.
- Interviews and meetings with project participants, CRS staff, households and communities will be coordinated by CRS Vietnam in consultation with consultant.

## 7. KEY TERMS AND CONDITIONS

- Payment will base on submission of tax Invoice on delivery against milestones agreed between CRS and consultants.
- All equipment and materials required for the assignment are to be provided by the consultant except where otherwise indicated in the Terms of Reference above.

## 8. REQUIREMENTS

CRS is seeking 03 consultants to undertake this assignment. It is anticipated that the following skills and experience will be represented in the team:

### *\* Team Leader*

- Hold a PhD degree or equivalence in the fields of water resources, irrigation, disaster risk management, dyke management, natural resources, and environmental management, hydro-meteorological, and/or related fields. Have more than 10 years of experience in natural disaster prevention and control in Viet Nam, including occasions working directly with natural disaster prevention and control agencies in Viet Nam.
- Demonstrated experience in implementing tasks relating to policy making and/or legal institutional reform.
- Relevant experience in DRM in Vietnam is required and knowledge of anticipatory action is an advantage.
- Over 10 years of work experience as Team Leader of contracts or relating to DRM/Water resources; or as leadership of DRM/Water resources related agencies.
- Experience in designing and implementing training programs.
- Excellent oral communication skills and the ability to deliver high quality written reports in Vietnamese (2 sample reports in relevant fields).
- Demonstrable experience in producing high-quality, credible evaluations, documentation.

### *\* Team member (02 members)*

- Having a Master's degree in the fields of irrigation, DRM, dyke management, water resource management, hydrometeorology, sociology, development, economics, agriculture and rural development; Have more than 10 years of experience in irrigation, agriculture and rural development;
- Have experience in natural disaster prevention and control in Viet Nam and including occasions working directly with natural disaster prevention and control agencies in Viet Nam;
- Relevant experience in DRM in Vietnam is required and knowledge of anticipatory action is an advantage.
- The ability to communicate with diverse groups of people respectfully and effectively.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Excellent analytical and writing skills.

## 9. APPLICATION PROCEDURE

Interested parties are requested to submit the proposal in English:

### **10.1. Technical proposal:**

- Expression of Interest (1 page maximum)
- A concise technical proposal
- A tentative work plan.
- CVs demonstrating relevant capacity and experience.
- Minimum 2 references for similar assignment
- Example of previous similar work (weblink or PDF)

### **10.2. Financial proposal:**

- Propose consultant fee with a detailed breakdown of the daily rate in Vietnam dong and including PIT.
- Propose travel costs.

**10.3. Method for submission:**

Proposals should be duly signed, stamped, and sent to this email address: [vn\\_procurement@crs.org](mailto:vn_procurement@crs.org)

**Closing date for submission: by 16 June 2024**

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