

TERMS OF REFERENCE

Documentation of the Vietnamese Red Cross contribution to the HFA / ASEAN ADDMER Work Plan

Background

In November 2013, the International Federation of Red Cross and Red Crescent Societies (IFRC) launched the “*Building Regional Capacity and Collaboration for Community Resilience in Southeast Asia*” (C3R) project, which is a 3-5-year initiative funded by the Canadian Government and the Canadian Red Cross. This project is supporting the 11 National Societies of the region with the overarching goal of reducing the impact of natural disasters on vulnerable communities in Southeast Asia.

Regionally, the Association of Southeast Asian Nations (ASEAN) Secretariat is the key driver of DRR¹ and regional approaches to environment and climate change adaptation (CCA).² The ASEAN Socio-Cultural Community is responsible for building disaster-resilient nations and safer communities within the region under the ASEAN Committee on Disaster Management (ACDM) sub-committee and comprised of national-level Disaster Management Agencies. The ASEAN Agreement on Disaster Management and Emergency Response (AADMER), adopted in 2005, and the AADMER Work Programme 2010-2015 represents ASEAN’s commitment to the HFA (as reported in the 2013 ASEAN HFA review report).

The consultancy will represent the first step towards supporting SEA National Societies to utilize existing cooperation mechanisms and tools to build greater collective responsibility and trust, nationally and regionally. Through the review and mapping of the VNRC National Society’s initiatives in DRR as well as the identification of existing partnerships and coordination mechanisms, it will bring evidence about the concrete contribution of the VNRC National Society to both national and regional DRR priorities.

Vietnam Red Cross (VNRC) has engaged extensively in supporting the Government of Vietnam in DRR and is well positioned within the Vietnam Disaster Management sector, illustrated by the following points:

- The legal basis of VNRC is based on the Red Cross Law of 2008. This sets out the legal ability for VNRC to engage in emergency response. The Law on Vietnam Red Cross’s activities (no. 11/2008/QH12) and the Statute of Vietnam Red Cross (Amendment in 2008) specify that the Vietnam Red Cross is responsible for evaluating damages and needs, and in organizing emergency relief and recovery activities in response to natural disasters.
- The decree 64/2009/ND-CP of the Government specifies how the Vietnam Red Cross can mobilize national and international resources, and utilize these resources in carrying out relief activities. VNRC is a member of the central committee for flood and storm control at all levels from National to commune level This places VNRC in a very important position regarding coordination and implementation of humanitarian assistance
- VNRC are a member of key coordination and technical working groups including the Joint Advocacy Networking Initiative, Disaster Management Working group, Climate Change working Group and the CBDRM technical working group
- VNRC has signed a bilateral MOU with the Disaster Management Centre (DMC) to support the government in implementation of the CBDRM program to 2020 in 6000 communes.

¹US Depart of State website, 26/01/2014: <http://www.state.gov/p/eap/regional/asean/>

²ASEAN Working Group on Climate Change, accessed 26/01/2014: <http://environment.asean.org/asean-working-group-on-climate-change/>

- VNRC and the Ministry of health have signed a joint resolution N0:03/NQLT-BYT-HCTD “On Coordination in the protection, care and improvement of peoples health 2011-20” that outlines the joint areas of cooperation (Health Education, First Aid, Voluntary Blood, tissue and organ donation, humanitarian medical services, epidemic prevention, emergency health and charity meals)
- VNRC participates on the National Steering Committee on pandemic and epidemics and at the request of the Ministry of Health has been involved in responding to disease outbreaks e.g. the Hand, Foot and Mouth in 2011-2012.
- VNRC prepared a background study on the Law and Regulation for the Reduction of Risk from National Disasters in Vietnam, which was subsequently used as part of the Ministry of Agriculture and Rural Development analysis of the DRR institutional framework in Vietnam resulting in the development of the new Law no. 33/2013/QH13, ON NATIONAL PREPAREDNESS AND RESPONSE, approved in 2013 for implementation in 2014.

Alignment to the IFRC’s objectives and strategy

(IFRC’s Strategy 2020)

In 2009, the Southeast Asia National Societies agreed to employ the risk reduction framework, *Reducing the Risks: A Framework for DRR in Southeast Asia*,³ as their working document for advancing DRR, nationally and regionally. This Framework builds into the IFRC Framework for Community Safety and Resilience⁴ and aligns with IFRC’s Strategy 2020: Saving lives Changing Minds.⁵ The South-East Asia Regional Delegation office, based in Bangkok, Thailand, is responsible for coordinating and supporting the 11 Southeast Asian National Societies based on its Long-term Planning Framework (LTPF) 2012-2015.

Consultancy objectives

The consultancy will identify VNRC’s existing cooperation mechanisms, activities and tools in the field of DRR so to document its overall contribution to the HFA (2005- 2015) and AADMER work plan 2010-2015.

Desired outcomes

1. The provision of technical support to VNRC in order to consolidate, document & promote its role & contribution to both national-level HFA implementation and Southeast Asia regional DRR efforts.
2. Finally, it is to be noted that similar documentation is being conducted in 6-7 countries throughout Southeast Asia and a regional report integrating all the national-level documents will be launched at the end of 2014 to support advocacy and partnerships enhancement with regional stakeholders.

Consultancy outputs

1/ Produce a technical report depicting tangible qualitative and quantitative contributions of VNRC to the HFA implementation from 2010 to 2013

³ <http://www.redcross.or.th/old/english/extra/ReducingtherisksAframeworkforDRRinSEA.pdf>

⁴ <http://www.ifrc.org/Global/Case%20studies/Disasters/cs-framework-community-en.pdf>

⁵ <http://www.ifrc.org/Global/Publications/general/strategy-2020.pdf>

2/ Produce a technical report depicting tangible qualitative and quantitative contributions of VNRC to the ASEANAADMER programme implementation from 2010 to 2013.

3/ For each of the two reports, produce a one-page info graphic presenting the key messages of the report.

The format for both reports⁶ will be provided by the IFRC and will be linked to the HFA as well as the AADMER Work Programme 2010-2015⁷), including gender and environment components.

All outputs listed above should be produced in both Vietnamese and English.

Method of delivery and reasons for selecting that method

Hereunder is a proposed timeframe for the consultancy.

Step	Description	Indicative timeframe
1	Meeting with key stakeholders within the VNRC and IFRC country delegation in order to: a) Agree on specific consultancy outputs, methodology and agenda. b) Agree on the report format (to be proposed by IFRC ⁸). c) Validate the list of documents to be reviewed ⁹ as well as the key persons to be interviewed.	2 days
2	Review annual and other reports produced within the last 4 years by the VNRC. This step includes interviews with key informants, gathering of data available from multiple sources, as well as translation and extraction of narrative / financial information.	10 days
3	Conduct a mid-term meeting with key informants in the VNRC and IFRC in order to: a) Present and validate preliminary findings. b) Identify any missing information to be collected and potential other key persons to be interviewed / reports to be gathered. <i>Produce a precise meeting report including the preliminary findings, to be submitted as a mid-term report of the consultancy.</i>	1 days
4	Continue reviewing the reports and conduct interviews with key informants.	10 days
5	Submit a first draft of the reports to the VNRC and IFRC and organize	2 days

⁶ See annex 2 of this TOR for initial guidance

⁷ See annex 1 of this TOR

⁸ See annex 2 for initial guidance

⁹ See annex 3 for initial list

	meetings with focal points at national and regional levels to gather their feedback. This step includes the interaction with a consultant hired at regional level who will be tasked to integrate all national-level reports.	
6	Produce the final reports of the consultancy, in both Vietnamese and English	5 days
	TOTAL timeframe	30 days max over 4 months

Support to be provided to the consultant

The IFRC will reimburse local transportation required for the implementation of the activity (mainly in Hanoi).

As per IFRC guidelines, the consultant will hold responsibility for ensuring appropriate insurances, working equipment (including computer, communications, etc.) and professional and business registrations are updated.

Schedule for payment of fees

(Indicate deliverables and timeframe, e.g. milestones, reporting deadlines, etc.)

Payment of consultancy will be made on approval by IFRC of the final report.

Time Allocation, for budget purposes

Expected starting date on 15th September and will be completed no later than the 12th of December 2014.

Management of consultancy

The consultant will be hired by the IFRC Vietnam Country Office and will report directly to Tao Van Dang. In undertaking the consultancy, the Consultant will work extensively with the VNRC.

ANNEXES

1/ AADMER Work Plan 2010-2015

2/ Initial guidance note on the expected reporting format

3/ List of documents to be reviewed

ANNEX 2 - Initial guidance note on the expected reporting format

This objective of this note is to give more clarity to potential consultants about the expected format for each of the reports to be produced. At the inception of the working period, a more detailed reporting format will be discussed with the consultant.

A/ HFA Report

The report will contain at least the following components:

- 1/ An executive summary
- 2/ A description of the methodology used to produce the report, including data collection and analysis methodology.
- 3/ A description of the concrete contribution from the National Society to the HFA based following the template used by governments to report on their commitments to the HFA, which includes progress towards:
 - The 3 strategic goals
 - The 5 priorities for action
 - The 4 cross-cutting issues / key drivers of progress
 - Way forward

*Following the HFA country reporting format, each section should contain both a **description** of the activities implemented (with aggregated facts, figures, maps and charts about such contribution, e.g. number of trainings held, villages covered by community-based activities, budget spent by year, etc.) and an **analysis** of the context and constraints.*

B/ AADMER Report

The report will contain at least the following components:

- 1/ An executive summary
- 2/ A description of the methodology used to produce the report, including data collection and analysis methodology.
- 3/ A description of the contribution from the National Society to each of the four strategic components of the AADMER Work Programme (see annex 1):
 - Risk Assessment, Early Warning and Monitoring
 - Prevention and Mitigation
 - Preparedness and Response
 - Recovery

Within each component, the report should contain:

- Aggregated facts and figures about the contribution (such as number of trainings held, villages covered by community-based activities, budget spent by year, etc.). This should include narrative and financial information and maps / pictures to support the description.
- Analysis of key strengths, challenges and opportunities related to this particular component
- Analysis on the level of gender and environment inclusion in this contribution

Annexes of both reports should include:

- A digital copy of all digital documents reviewed, sorted by language and thematic
- A list of key informants met

ANNEX 3 - List of documents to be reviewed and persons to be interviewed

VNRC annual plans and reports (both narrative and financial)
DRR Project plans and reports (narrative and financial), including those produced by the NS, consultants or Movement Partners. This should include stand-alone DRR project or any of those projects which includes a DRR component or a DRR mainstreaming strategy.
National Society contribution to HFA report in relation with the National Disaster Management Agency as well as other NS report from/to the NDMA
National Society reports to other line ministries such as health, education, social welfare, etc.
Reports / case studies from IFRC and PNS about DRR initiatives led by the NS. This includes in particular the recent RCRCHFA mid-term review.
National Society publications about DRR activities
Technical DRR documents from other DRR Practitioners in country (either from the RCRC Movement or other) mentioning DRR initiatives of the NS.
National Society correspondence / reports with/to Vietnam Gov, UN and INGOs as part of mapping exercises
Government CBDRM reports, HFA monitoring reports and ADDMER report
Disaster prevention and response law 33/2013/QH
ADDMER plan 2011-2015 of Vietnam or AHA Centre
CCFSC five year review reports in 2013
Vietnam Law case study on DRR 2012
National platform on DRR and CCA Vietnam 2013 reports
VNRC MoU with Disaster Management Centre in 2012
VNRC and the Ministry of health have signed a joint resolution N0:03/NQLT-BYT-HCTD "On Coordination in the protection, care and improvement of peoples health 2011-20"
CCFSC report 2013/2014

Persons to be interviewed (Subject to be agreed by interviewees or available)

Selected representatives from

VNRC HQs, IFRC, in-countries PNSs, DMC/MARD, CCFSC/MARD, MONREE/CC NTP, MOET, UNDP, INGOs working DRR/CCA, DMWG chair, CCWG chair, Local NGOs.