



## Terms of Reference

### For Consultant to Undertake a Feasibility Research on Renewable Energy/Energy Efficiency

**Time frame:** April – May 2015  
**Location:** Quang Tri and Quang Binh provinces, Vietnam

#### **1. Background Information**

##### **Plan in Vietnam**

Plan is an international humanitarian, child-centered community development organization without religious, political or governmental affiliation.

In Vietnam, Plan Vietnam Country Office was established in 1993. Its strategies and programs aim at helping children realize their rights and lift them out of poverty. In order to achieve its goals, Plan Vietnam is working in partnership with local people; organizations and government bodies to enable children in Vietnam meet their basic needs as well as expand their opportunities to reach their full potential.

##### **The ground of consultancy**

One of Plan's thematic programs in Vietnam is Child-centered disaster risk management and climate change adaptation. This program focuses on promoting the rights to protection and assistance in emergencies and building the resilience of children, families and communities to better cope with the impact of disasters and climate change.

Following that direction, Plan Vietnam is implementing a *Child-centered Climate Change Adaptation* project to build safe and resilient communities in which children and young people contribute to managing and reducing the risks associated with changes in the climate.

##### *Objectives:*

1. To increase the awareness and capacity of children, youth and communities of climate change and related disasters, so that they can facilitate child-centered climate change adaptation (4CA) processes.
2. To develop and implement locally appropriate climate smart solutions that incorporate and demonstrate the 4CA model
3. To advocate for the inclusion of good practices and learning from the 4CA program approach in local, district and/or national government processes.

##### *Outcomes:*

The Project will work with children, the young people, schools and communities, local authorities, Civil Society Organizations (CSOs) towards the following outcomes:

- Increased awareness and capacity of Children, Youth, Communities, Local authorities, CSOs on climate change impacts and community-based approaches.
- Enhanced children, youth and communities' actions to plan for and respond to climate change.
- A strengthened network of children, youth, communities, private sector and CSOs that effectively engages with government to promote children, youth and community-based Climate Change Adaptation and Disaster Risk Reduction (DRR).

Plan Vietnam has been working in Quang Tri and Quang Binh provinces to promote child-centred community development programs and has built a strong presence and relationship with local authorities and communities. Within the scope of this project, Plan Vietnam is implementing the action in four targeted districts: Huong Hoa and Dakrong in Quang Tri province and Quang Ninh, Le Thuy in Quang Binh province with the communities and local authorities to bring the benefit to children, youths, teachers, farmers, local authorities, especially children/people with disability.

Considering Renewable Energy/Energy Efficiency (RE/EE) is important to reduce carbon emission and thus contributes to climate change mitigation and adaptation, one of the focuses of the project is conducting a research to see how RE/EE could contribute to make communities and schools more resilient to cope with the impacts of climate change while increasing its impacts on development.

Thus, Plan Vietnam is looking for a qualified consultant(s) or a consultant firm to conduct a research on RE/EE with the focus on marginalized people in 4 districts - Huong Hoa and Dakrong in Quang Tri province, and Quang Ninh, Minh Hoa in Quang Binh province - and to provide technical inputs for children and youth during the implementation of child-led and youth-led initiatives on RE/EE.

## **2. Consultancy Objectives**

The objectives of this consultancy are to:

1. To conduct an in-depth sectorial feasibility research study on RE/EE in the project locations, especially for adaptation, within the framework of the *Child-centred Climate Change Adaptation* project
2. To provide technical recommendations on feasible local-level models on RE/EE that could be replicated in the project communities, particularly those with a children/youth based approach
3. To provide programmatic recommendations to local Government and Plan Vietnam's *Child-centred Climate Change Adaptation* program on options to improve the update of RE/EE options for child-centred climate change adaptation in the project communities

Given the above expected objectives, the consultant will seek to find the answers for, *but not limited to*, the following questions/concerns:

- What are existing policies, programs, and projects relating to RE/EE at national level (with the focus on Ministry of Industry and Trade and Ministry of Science and Technology) and provincial level (Quang Tri and Quang Binh provinces)?
- Who are the main stakeholders working on RE/EE at national and provincial levels including RE/EE small and medium size enterprises? Where and in which fields?
- What are the current RE/EE practices and technologies in Huong Hoa, Dakrong districts (Quang Tri province) and Quang Ninh, Le Thuy districts (Quang Binh province), particularly at a local or community level and specifically at school level?
- How do the people (community members/local businesses/schools/local government) currently access energy services and RE/EE technologies (*quantifying current services/energy access and measuring level of access to these technologies*)?
- What barriers prevent community members/local businesses/schools/local government from accessing RE/EE options? Are there additional or specific barriers for

- the most vulnerable within a community (ethnic minorities, the poorest, people with disabilities, children, female headed households, etc)?
- How other current RE/EE success practices cope with the previously presented barriers?
  - How involved are these private or public current RE/EE experiences in the selected communities? What do they lack from to increase their potential positive development impacts related to the 4CA program?
  - What kind of energy-related green skills/jobs/initiatives and green livelihood interventions (existing and potentials for livelihood promotion) are there in the localities? (with close reference to the previous study on 'Green Skills for Rural Youth in South East Asia by Plan)
  - What are the needs of communities (including private sector) and schools in the field of RE/EE, particularly the most vulnerable within the community?
  - What can children and youth do to contribute to the development of RE/EE in Quang Tri, Quang Binh province in particular and in Vietnam in general?
  - What are RE/EE solutions and technologies that would be appropriate for communities and schools in Quang Tri and Quang Binh to cope with the impacts of climate change? i.e. Are there specific RE/EE solutions which would help the project communities to adapt to the specific impacts of climate change that they are vulnerable to? Can these be upscaled to national levels?
  - What are the existing management systems ensuring sustainability for the energy services? What are the gaps that NGOs can fill in? Is there any existing community service providing maintenance solutions for the sustainability of current success RE/EE projects?
  - The study should tap the potential of school clubs<sup>1</sup> established with some DRR/CCA initiatives as part of sustainability.

### **3. Methodology**

The consultant will develop in detail the most appropriate methodology to fulfill the consultancy service in consultation with Plan staff. A mix of quantitative and qualitative instruments and methods will be used, and a participatory approach should be adopted, capturing the perspectives of key stakeholders (In-depth individual interviews, key informant interviews/consultations, focus group discussions, observations, and literature review).

The consultant will have to prepare a technical proposal including detailed design and work plan to undertake the consultancy to be reviewed and agreed by Plan Vietnam's staff. Consultant should consider several important issues when they work with children in the field such as child participation, gender, non-discrimination and focus on the most vulnerable groups.

Once completed all works, consultant will provide the report, including interviews, case studies and questionnaires.

#### **Research participants:**

---

<sup>1</sup> These are a child-friendly platform for Climate change communication for awareness raising in schools and communities in the Child-Centred Climate change Adaptation project. They are established in the form of core groups of children from selected schools who are provided with sufficient knowledge and skills to facilitate school-based awareness raising activities on Climate change. Through these communication sessions, children can deliver information and messages on climate change and its impacts as well as discuss on CCA seed grant ideas.



The research is expected to consider the involvement of the following stakeholders in ways that their voices and perspectives are captured (in-depth interviews, consultations, FGDs, etc.)

- Children and youth groups
- Community groups
- School leaders and teachers
- Government officials at provincial, district and commune levels
- Private sector representatives
- Plan staff at the localities

#### **4. Expected outputs of the consultancy**

Based on the objectives of the research, the following deliverables should be produced upon completion of this consultancy:

##### **For the objective 1:**

- A presentation (in Vietnamese) of the research results in a validation workshop(s) organized by Plan in Vietnam (date of presentation will be specified by Plan Vietnam)
- A draft report (in English) on research results detailing outputs of the investigation, addressing the key questions and providing recommendations as per the objectives of this study. The report format will be discussed and approved by Plan in Vietnam
- A final research report (in English and Vietnamese) approved by Plan in Vietnam

All produced material and reports will be under the property of Plan in Vietnam. They must be submitted both in electronic and hard copy forms.

**Intended users and audiences of the research:** The primary audiences of this research report are Plan staff at ARO, CO and PU and interested government agencies in Vietnam. However, it is expected that youth/children groups, schools, communities, other NGOs, private sectors, and the likes will also benefit from the research findings.

#### **5. Management and time frame:**

The precise time frame and reporting dates will be agreed with Plan in Vietnam based on approval of the technical proposal and workplan but completion of the two objectives and research reports are expected to be submitted by **15 June 2015**.

The consultancy service will be carried out by consultant(s) or consultant firm. Plan in Vietnam will be responsible for the overall management of this consultancy. Designated staff from Plan Vietnam and Plan Spain will be in charge of reviewing the drafts and provide consultants with advice and assistance if required. Consultant will closely work with these designated Plan staff for the agreed plan, but the time frame should be as stated above.

#### **6. Ethical and Child Protection**

As an international child-centered community development organization whose work is underpinned by the United Nations Convention on the Rights of the Child (UNCRC), Plan is committed to ensuring the fulfillment of children's rights including their rights to protection. The selected consultant must comply with the requirements and understand the sanctions that may be applied for breaches of the Plan's Child Protection Policy. This commitment will be evidenced by signing the policy prior to the beginning of the consultancy contract.

Consultant's proposal should include statements on how they will ensure ethics and child protection in the evaluation process in accordance with Plan's Research Policy and Standards. The research must ensure: appropriate, safe, non-discriminatory participation; a process of free and un-coerced consent and withdrawal; confidentiality and anonymity of participants.

## **7. Consultant requirement**

Generally, the consultant should have at least 5 years of research experience in the field of Renewable Energy and Energy Efficiency, and

- Advanced degree (Masters or Ph.D.) in energy, technology, climate change or related field
- Experienced in participatory research methodologies, with at least 5 years experiences both qualitative and quantitative. Demonstrated experience in field survey and feasibility studies.
- Advanced experience and expertise in pro-poor renewable energy and climate change mitigation
- Demonstrated familiarity with the human rights based approach and children sensitivity
- Good skills of working with children and vulnerable people
- Proven excellent strategic thinking, participatory approach and analytical skills
- Proven communication and writing skills, including relevant reports

## **8. Budget**

The cost of this researched is covered by Plan International in Vietnam, with the financial support of Plan International Spain under the *Child-centered Climate Change Adaptation* project.

The consultant is required to propose the detailed budget for the consultancy together with the research proposal, and submit to Plan in Vietnam for review and approval. The budget should include number of days and daily rate for the lead consultant(s) and in-country evaluation assistants (if any). In-country accommodation, transport, and other meeting logistics in the field will be arranged and paid for directly by the Plan in Vietnam.

## **9. Submission of Proposal**

Interested consultant(s) should send proposal package with the following information:

- Expression of interest outlining how the Consultant(s) meets the selection criteria and how their research proposal meet these TOR;
- Outline of the study approach, methodology and work plan to undertake the assignments
- A proposed activities schedule/work plan with time frame.
- CVs, profiles of consultant(s) or consultant firm and recent examples of similar work done in similar field to Plan Vietnam
- Detailed quotation for the study, showing days and itemized fees, data collection and administrative costs
- 3 referees need to be provided

Please send the full package of proposal to emails: [trang.hoangthu@plan-international.org](mailto:trang.hoangthu@plan-international.org) and [hieu.gianghoang@plan-international.org](mailto:hieu.gianghoang@plan-international.org); or to postal address: Plan in Vietnam, 2<sup>nd</sup> Floor, Hoa Binh International Towers, 106 Hoang Quoc Viet, Hanoi, Vietnam. **Closing date to apply**

Plan in Vietnam  
2<sup>nd</sup> Floor, Hoa Binh International Towers  
106 Hoang Quoc Viet  
Hanoi, Vietnam  
G.P.O. Box 117, Hanoi  
Vietnam

Tel: +(84) 4 3822 0661; Fax: +(84) 4 3822 3004  
<http://plan-international.org/where-we-work/asia/vietnam>  
E-mail: [vietnam.co@plan-international.org](mailto:vietnam.co@plan-international.org)



**for this consultancy service: 25 March 2015.** The short-listed consultant(s) will be contacted for interviews. Please no telephone contact after submitting the research proposals.

For further information please contact:

- Ms. Hoang Thu Trang, Plan International in Vietnam: [trang.hoangthu@plan-international.org](mailto:trang.hoangthu@plan-international.org)

And Mr. Giang Hoang Hieu: [hieu.gianghoang@plan-international.org](mailto:hieu.gianghoang@plan-international.org)