

TERMS OF REFERENCE

National consultant(s) to conduct Capacity Building Needs Assessment for CCA project in Quang Binh

PO reference: VNM100402

Time frame: April – May 2016

Project title: Community resilience to climate change in poor rural communes in central Vietnam

1. Background

Plan International Vietnam was established in 1993, is an international child-centered community development organization. Plan is working in partnership with local people; organizations and government bodies to help children in Vietnam meet their basic needs as well as expand their opportunities to reach their full potential.

The project “Community resilience to climate change in poor rural communes in central Vietnam” is funded by Australian Department of Foreign Affairs and Trade/AusAid NGO Cooperation Program (AusAID/ANCP) over the implementation from January 2016 to June 2017 (18 months) in the four project communes of Le Thuy and Minh Hoa districts of Quang Binh province (Kim Thuy, Ngan Thuy, Thuong Hoa, Trung Hoa communes). In Quang Binh province, the project will work with the government at all levels, with a focus on district level for implementation. With a focus on children and youth’s participation, with gender and disability inclusion mainstreamed in its interventions, the project expects to benefit **2,108 children and adults directly and 6,300 children and adults indirectly**.

Goal: The project aims at improving resilience of disadvantaged communities through sustainable livelihoods and community-based environmental protection in rural communes in Quang Binh Province. In order to achieve this goal, the project is expected to achieve the following outcomes:

Outcome 1: Increased awareness and capacity of children (boys and girls), youth, and local communities, authorities, Civil-Society Organisations and the private sector on climate change impacts and community-based approaches for adaptive livelihoods and food security

Outcome 2: Enhanced children (boys and girls), youth and communities’ ownership and capacity in voicing up and initiating actions to plan for and respond to climate change

Outcome 3: A strengthened network of children, youth, communities, private sector and CSOs that effectively engages with government to promote children, youth and community-based disaster risk reduction and climate change adaptation

One of the key themes of this project is to build capacity for the authorities and local communities (including children), with focus on the latter; so that they can respond better to climate change, disasters and other related environmental issues. As a result, a Capacity Building Needs Assessment is a significant activity to identify the needs of both children and adults; so that the CB activities of the project can be tailored based on local needs. It is expected that within the project cycle of 18 months, the project can support key knowledge/skill trainings and coachings for local communities (and authorities).

2. Purpose of the Assignment

The consultant is sought to conduct the needs assessment for the local community adults, especially women in the project sites, with the following tasks:

- To identify the key **capacity gaps** of local communities, especially women, that prevents them from responding actively and effectively to climate change, related disasters and environmental issues from their perspectives at the individual, household and community levels.
- Based on the findings, to develop a specific and feasible **Capacity Development Plan**, in which project’s beneficiaries, especially women, will be enhanced capacities to respond actively and effectively to climate change, disasters and related environmental issues (in the areas of Knowledge and Skill).

The following questions should be covered in the assessment:

1. From local perspectives, what are preventing the communities, especially women, from responding actively and effectively to climate change, related disasters and environmental issues at the individual, household and community levels? What are the **key capacity gaps** that local communities, especially women, are facing?
2. In this regard, **which prioritized capacities** do they need/want to be enhanced within this project cycle so that they have better responses to climate change, related disasters and environmental issues from their perspectives? **Why** do these capacities help them respond better to climate change, related disasters and environmental issues at the individual, household and community levels? **By Whom, How** and using **Which** resources should these capacities be delivered?
 For example, knowledge component (understanding of climate change causes, manifestations, adaptation measures, common disasters, resilient livelihood models and sustainable agricultural practices, etc.), skill component (survivor/safety skills during disasters and climate shocks and stresses, decision making, risk communication, information collection, etc.)

3. Scope of work

- *Location:* Hanoi and Quang Binh
- *Methodology:* desk review, FGDs using participatory tools, in-depth interviews, etc.
- *Key stakeholders:*
 - At the community level: women, men and children including more disadvantaged groups such as PWD, CWD
 - At the institutional level: selected government agencies and mass organisations at all levels
- *Expected deliverables:*
 - A complete package of assessment methodologies and tools (in English and Vietnamese)
 - A final report in English (and a Vietnamese version if suitable)
 - A detailed gender-disaggregated capacity development checklist and plan (the plan should detail why, what, for and by whom, how/how long, when)
- *Expected timeline:*

No	Task	Timeline
1.	Desk review	Apr-W1

2.	Develop detailed proposal with methodologies, tools and plans	Apr-W1/2
3.	Field work	Apr-W2/3 (11-15/4)
4.	Data analysis and draft report	Apr-W4
5.	Final report	May-W1

4. Ethical and Child protection statements

Ensuring appropriate, safe, non-discriminatory participation, ensuring process of free and un-coerced consent and withdrawal; ensuring confidentiality and anonymity of participants. The consultant must comply with Plan's child protection policy. A copy of Child protection policy will be sent to the consultant(s) for reading and acknowledgement of compliance to the policy.

5. Management

The survey will be carried out by a consultant or group of consultants. Plan International Vietnam will be responsible for the overall management of this consultancy. Designated staff from Plan International Vietnam in Hanoi and Quang Binh will be working closely with the consultants in all aspects of this survey.

6. Requirements

- Strong experience and knowledge in the area of Capacity Building, preferably for local EM communities and women
- Strong working experience and academic background on Climate Change, Disaster and other Environmental issues
- Good understanding of Women Empowerment and Gender Equality
- Proven skills in working with local authorities and EM communities in the remote areas
- Good command of English (especially written)

7. Submission of Proposal

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

- Outline of the study approach, methodology, and work and financial plan to undertake the assignments including detailed quotation
- CVs
- Sample of similar works (preferable)

Please send the proposal to the following email addresses: trang.hoangthu@plan-international.org, and hieu.gianghoang@plan-international.org; closing date for this consultancy service: **23:00, 28th March 2016**.

Attached Annexes:

1. Project communes' demography
2. Suggested report structure

ANNEX 1 – PROJECT COMMUNES' DEMOGRAPHY

Province: Quang Binh

District: Minh Hoa and Le Thuy

TT	Commune	Village	HH	Persons	Male	Female	Children		EM percentage	Remark
							Boy	Girl		
1	Trung Hóa (Minh Hoa)	10	1,386	5,963	2,889	3,074	1,162	951	1.98	EM groups: Mường, Tày, Chứt (Sách and Vân Kiều people are scattered in some villages)
2	Thượng Hóa (Minh Hoa)	10	731	3,343	1,750	1,593	719	584	24.5	EM groups: Chứt (Sách, Rục, Arem) in Phú Minh, Ón, Yên Hợp, Mò o ò ò
3	Ngân Thủy (Le Thuy)	7	566	2,304	1,103	1,201	662	600	66	EM group: Vân Kiều in 7 villages
4	Kim Thủy (Le Thuy)	13	1,035	4,029	2,095	1,934	1,050	986	56	Vân Kiều, in 11 villages
	Total	40	3,718	15,639	7,837	7,802	3,593	3,121		

ANNEX 2 - SUGGESTED REPORT STRUCTURE

Title page

Acronyms and Abbreviations

Table of Contents

List of Tables and Charts

Acknowledgement

Executive summary (to gain familiarity prior to reading the report, or as a summary for those who will not read the entire report), no more than 5 pages with an organized structure:

- Rationale
- Objectives
- Key findings, conclusions and recommendations
- Strengths and weakness of the study

I. Introduction

II. Overview

- Background information
- Rationale and objectives of the study

III. Scope of the study (Including limitations)

- Study focuses
- Limitations

IV. Methodologies

V. Findings/ results

VI. Conclusions and Recommendations

- Conclusions
- Recommendations

VII. References

VIII. Annexes