

Attachment 1:

TERM OF REFERENCE FOR CONSULTANCY SERVICE

To develop Policy Briefs for Advocacy in DRR/CCA integration in to SEDP

Time frame: Aug 2018 – mid Sept. 2018

Project Title: Building resilience to natural hazards in Central Vietnam

1. Background

Socio-economic development and sector planning

Mainstreaming risk reduction and climate change is a process of considering risks caused by climate change during policy drafting and in development planning. Mainstreaming is aimed at providing sustainable solutions, reducing risks, mitigating activities sensitive to climate change, avoiding maladaptation, helping to ensure more effective use of human and financial resources as well as improving the resilience of people likely to be impacted by climate change.

In Vietnam, numerous resources supporting this approach are available to different administrative levels, sectors and audiences. These include, for example, publications by the Institute of Meteorology, Hydrology and Environment, Ministry of Natural Resources and Environment and the Ministry of Planning and Investment. In addition, various guidelines have been developed, for example, the 2011 Climate Change and Disaster Management Working Groups handbook on mainstreaming of climate change adaptation (CCA) and disaster risk reduction (DRR) into socio-economic development plans (SEDP); CARE International Vietnam '*Mainstreaming climate change adaptation: A practitioner's handbook*' (2009); UNDP (Vietnam) '*Guideline on integration of climate change adaptation into SEDP*' (2011) and '*Mainstreaming climate change into local SEDP methodology*' (Can Tho University, 2011).

Community based disaster risk assessments

In 2014, the Disaster Management Centre, MARD approved the official '*Guidebook Community-Based Disaster Risk Management*' and the '*Guideline for Community-Based Disaster Risk Assessment*' for use in the National Community-Based Disaster Risk Management Programme, under Decision 1002/QD-TTg. The CBDRA Guideline is designed for use by local government and commune people, who are formed into two groups: a Technical Support Group (TSG) at commune level, and Community Groups for each village or hamlet. Details of membership for each group are provided in the Guidebook for CBRM. The CBDRA takes five days to conduct by these groups. Five steps are undertaken: 1. Preparation, 2. Assessment, 3. Analysis and synthesis of assessment results, 4. Consultation and cross-checking with local people, and 5. Development of assessment report. Nine tools are used during the different steps of the CBDRA.

Based on this assessment, solutions can be identified to develop a Natural Disaster Prevention and Control Plan and to inform the socio-economic development plan.

Disconnect between the CBDRA and SEDP processes

Disaster risk reduction and CCA are not integrated consistently and effectively into SEDPs at national and subnational levels, or within sectors. With technical and financial support from international organisations and NGOs, many provinces have had success in integrating DRM and CCA into SEDPs. These approaches have the potential to be standardised and scaled up, but challenges remain: no official DRM and CCA planning guidelines have been approved by MPI; expertise in participatory risk assessment and planning is

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limited; and financing for community-based DRM (through the National CBDRM Programme) is inadequate. Because of weak inter-sectoral coordination in DRM planning, each sector or province develops its own plans without much consultation and coordination with others. As there is no central budget share, local government authorities are required to assign their own budgets, and often they prioritise structural measures over community-based approaches.

The project “Building resilience to natural hazards in Central Vietnam”

The focus of USAID/OFDA funded project “Building resilience to natural hazards in Central Vietnam” were to support the local governments and communities to roll out the national approved CBDRM program (Decision 1002), including the integration of CCA/DRR measures into communal level Socio-economic Development Plan. The project has been implemented in 4 Central Provinces (Quang Nam, Quang Ngai, Ha Tinh, and Quang Tri) by a Consortium of 5 members: American Red Cross as a lead, Catholic Relief Services, Plan International, Save the Children, and HelpAge International. The project has two phases, including 21-month Phase 1 and 15-months Phase 2 which will end by 30 September 2018.

In Phase 2, the project supported the documentation of lesson learned from all Consortium members across four provinces in term of integration process of DRR/CCA measures into local SEDP. As a result the project must develop a Policy Brief to serve for advocacy purposes.

2. Objective

The objective of this consultancy is to facilitate the process of development of Policy Brief on integration of DRR/CCA into local SEDP and present the results in national dissemination workshops with participation of relevant stakeholders at national, provincial, district and commune levels.

3. Roles and responsibilities of the consultant

In order to meet the objective, the consultant is expected to conduct the following tasks:

- Review relevant materials and documentation information regarding integration of DRR/CCA into local SEDP from the Consortium (AmRC, CRS, Save the children, Plan International, HelpAge International)
- Design and facilitate the learning workshop in integration of DRR/CCA into local Socio-economic Development Plan to collect information from provincial, district, and commune level local authorities and relevant stakeholders
- Facilitate a process for further information collection with consortium partners if necessary
- Consolidate the lesson learned and recommendations and develop Policy Brief, to inform best practices and policy recommendation.
- Facilitate a dissemination workshop at national level with participation of Ministry of Agriculture and Rural Development, Ministry of Planning and Investment, Ministry of Finance, and other provincial, district, and commune government authorities.

4. Deliverables

The key deliverables for this consultancy are:

- **Inception report and work plan** discussed, agreed and approved by the DRR Senior Program Officer [maximum 2pg with a work plan detailing number of days by activity]
- **Facilitate and report on two day learning and sharing workshop** in Da Nang for relevant stakeholders. This should include the workshop agenda, methodology and tools, presentations and hand-outs, and the workshop report.
- **Policy Brief on integration of DRR/CCA into local SEDP** [maximum 4pg]

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- **Facilitate and report on half day dissemination workshop** in Hanoi for relevant stakeholders. This should include the workshop agenda, methodology and tools, presentations and hand-outs, and the workshop report.

5. Management and organization

The consultancy will be managed by the AmRC's DRR Senior Program Officer.

The time frame anticipated is from late July through to end of August 2018.

No.	Task	Anticipated number of days
1	Desk review, literature search and discussions with key program staff	3
	Develop inception report and work-plan	2
2	Develop learning and sharing workshop design, methods and tools	3
3	Facilitate learning and sharing workshop in Da Nang	2
4	Develop learning and sharing workshop report	2
5	Further interview with consortium partners (optional – if necessary)	5
7	Consolidate information and develop Policy Brief	5
8	Develop dissemination workshop design, methods and tools	2
9	Facilitate dissemination workshop	1
12	Develop workshop report	1
	Total	26

6. Resource

The AmRC – Viet Nam Delegation reserves the right to withhold all, or a portion of payment if performance is unsatisfactory, if work or outputs are incomplete, not delivered, or fail to meet agreed deadlines.

7. Requirements for consultant

- Development professional with a relevant degree or equivalent professional experience in disaster risk management, climate change adaptation, and humanitarian or related fields
- Demonstrated ability at high level of knowledge and experiences in integration of DRR/CCA into local SEDP.
- Minimum of 10 years of disaster risk reduction, humanitarian or related work experiences.
- Excellent facilitation skills
- Excellent interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels
- Excellent writing, editing, presentation and communication skills; ability to present complex information succinctly
- Fluency in Vietnamese and English, both verbal and written
- Understanding and ability to respect Red Cross Fundamental Principles

Applications should be sent electronically in English in one zipped file to the AmCross for the attention of: amcrossvn@hotmail.com not later than **24 July 2018** with a subject line title that contains the following words: *AmCross SEDP Integration Application [add full name of the candidate]*

Only short-listed candidates will be notified and contacted for an interview. Applications received after the deadline or incomplete applications will not be considered.

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