

The Norwegian Mission Alliance in Vietnam (NMA-V)

TERMS OF REFERENCE FOR CLIMATE CHANGE ADAPTATION (CCA) ASSESSMENT FOR PROGRAMMING ON INCOME, INCLUSION AND LEARNING IN THE MEKONG DELTA

I. Introduction:

The Norwegian Mission Alliance in Vietnam (NMA-V) is an INGO working among poor and marginalized groups of the population. A special attention is given to women, children, youth and people with disabilities. The main objective of our work is to “contribute to a lasting improvement of the target groups’ quality of life”. The target groups in our projects shall not be reduced to objects of our charity. They are acting subjects with their own will and ability to take responsibility for their own lives and development. All NMA-V wants to give people the opportunity to develop their abilities and resources, and support them in taking responsibility for their own lives, the lives of their families and the development of their own local communities.

NMAV has a Country Strategy for 2016-2020 in which our strategic goals are: A) Income and life conditions of vulnerable groups are improved (income) B) The participation of people with disabilities in the society has increased (inclusion) C) Children in primary school age access inclusive learning friendly environment (learning).

NMAV’s crosscutting principles includes Participation for all with special attention to people with disabilities and ethnic minorities; Community driven processes and mobilization so people are active agents in society and have ownership; Capacity building; Climate change adaptation, resilience and environment awareness; Gender equality, more than just equal participation. We implement through: Mekong Organization of Microfinance (MOM), community groups, schools and other local partners such as local authorities and women’s union.

The Mekong Delta is one of the areas in the world most vulnerable to the effects of climate change and natural hazard. This delta is highly vulnerable to sea level rise, floods, flash flood, landslides, drought and salt water intrusion. As a result, growth and productivity of crops as well as cultivation schedule are affected. Litter, animal waste and the overuse of insecticide or fertilizer in agriculture is directly spilling into the local environment and may cause outbreaks of diseases in communities.

II. Purpose of this task- CCA analysis:

The purpose of this assessment is to identify how NMAV can strengthen its work with climate change adaptation as an integral and crosscutting part of all our work on inclusion, income and learning. Based on an analysis on existing work in the Mekong Delta as well as available resources, the consultants are expected to provide recommendations for NMAVs program work. Recommendations should include both practical program activities as well as suggest indicators and tools for M&E.

CCA analysis specific purposes:

- Review the current climate change situation analysis, trends and projections that are most relevant to NMAVs work for the Mekong Delta and for each of our provinces.

- Provide overview of existing government policies and regulations, plans, projections and mitigation efforts for the provinces where we work, focusing on the agriculture and education sectors.
- Identify existing climate adaptation practices in Mekong Delta relevant to our work and an overview of relevant stakeholders (primarily desk review)
- Do a targeted KAP survey on the current knowledge level of our beneficiaries related to climate change and adaptation
- Evaluate how our beneficiaries are currently affected by and adapt to climate change
- Do a needs analysis with our beneficiaries selected from all three programming areas (Income, Inclusion, Learning) focusing on adaptation measures and possible interventions
- Present and evaluate key recommendations and suggested interventions with our stakeholders together with NMAV

III. Location:

Mekong delta provinces such as Tien Giang, Tra Vinh, Can Tho, Ca Mau. Selection of provinces will be done in collaboration with NMAV.

IV. Methodology

The assignment will require both desk review as well as KAP surveys and participatory needs assessments in programming sites. The consultants will be responsible for developing the specific methods and tools in dialogue with NMAV. It is important for NMAV that the assessment and analysis is conducted in a participatory way at all stages to ensure that the voices of our targets groups are heard and serves as the basis for analysis. The combination of both qualitative and quantitative methods are required. The consultant shall make sure that all the crosscutting issues of NMA-V (gender, inclusion, participation) are included in this consultancy work, and that he/she adheres to The Mission Alliance 's values and strategies for development work. Consultants must propose a timeline, methodology and financial plan for this assignment.

NMAV has a Tool and checklist for environment in Mission Alliance project management that we want the consultant to use to the extent feasible (annex1)

V. Timeline and mission itinerary

- The proposal including timeline and financial plan, and CVs of team, should be sent to NMA-V office at **17:00, February 13th 2017**
- Field-based data collection is proposed from **27th February 2017**
- Deadline for final report is **31th March 2017**

VI. Deliverables and responsibility of the consultant(s)

The consultant(s) should deliver the following outputs and services:

- Submit detailed concept paper and plan for the review to NMA-V for approval before starting fieldwork.
- Develop and finalize survey tools: questionnaire, data sources, guidelines for gathering data, criteria for selection of targeted group
- The consultants should recommend specific actions to strengthen NMAVs work on CCA, including tools for CCA programming, a specific checklist for NMAV and suggestions for smart indicators. The final report should address all the specific issues raised in section II.

- Present draft report (including above mentioned deliverables) to NMAV and participate in an internal dissemination workshop. Incorporate comments into a final report.
- Submit all data collection by soft copy
- Submit draft reports in English and the final report in English and Vietnamese
- The report should highlight points below but not exceeding 15-20 pages (plus annex and references):
 - Introduction
 - Executive summary
 - Brief section on Methodology and sampling
 - Situation analysis
 - Key findings, both desk review and field assessment
 - Present tools, check list and other deliverables
 - Key recommendations
 - Annex and references

VII. Expertise requirement

NMA Viet Nam would like to seek qualified national consultants to conduct this review. The candidates should have:

- Proven experience and expertise in the area of climate change and livelihoods, including environmental awareness, and capacity to analyse people's knowledge and awareness, the impact on people's livelihoods as well as possible adaptation measures.
- Knowledge on community based programming is important
- Prior experience working with participatory methodology is a requirement, and experience from work in the Mekong Delta is an asset;
- Excellent spoken, report writing and presentation skills in the English language

VIII. Preparation and Logistical Support

NMA-V will contract the consultant in accordance with NMA-V regulations and guidelines for contracting of consultants. NMA-V will arrange transportation and accommodation in province as required and all other fees to serve for collecting data in the field such as allowance for interviewees, refreshment for IDIs, FGDs v.v. NMA Vietnam staff will take responsible for planning and providing logistical support and will accompany the consultancy team in the field and meetings.

IX. Terms of payment

Payment will be made by bank transfer to bank account of Consultants: Terms of payment will be as follows:

- 30% value of the total budget will be paid on the date of the signing the contract.
- 70% will be paid after NMA-V approves the final reports in English and Vietnamese.

X. How to apply:

Candidates are suggested to send a) CVs, b) proposals and c) financial plan of this mission to NMA-V by **5:00 PM, February 13th 2017** as deadline. Please send information as required email to tunguyen@nmav.org or mailing to NMA-V project office at 55B3 Trần Nhật Duật Street, Tân Định Ward, District 1, HCMC.

Annex1: Tool for environment in Mission Alliance project management

Purpose

This tool is intended for country offices and partners as a support in monitoring environment as a crosscutting issue across the project portfolio. It is not mandatory to use this specific tool, but it is mandatory to include environment as a crosscutting issue both in plans and reports.

Relation to Mission Alliance Environment policy

The tool seeks to follow up the objectives of the Mission Alliance Environment policy. The policy describes four strategies for working with environmental issues: Awareness raising, information and advocacy, sustainable management of natural resources, mitigation and adaptation.

As results of working with environment as a crosscutting issue, we shall see:

1. Increased knowledge and awareness regarding environment and climate change
2. Reduced negative environmental impact
3. Increased resilience in project areas (reduce vulnerability, increase adaptability and strengthen social structures)

What will the Mission Alliance assess?

Mission Alliance will specifically look at how environment is integrated in the:

1. **Needs assessment/baseline.** We want to see a good understanding of issues related to the environment and ensure that data is collected on this as part of the environment analysis and baseline study. Where relevant, make sure to gather disaggregated data for men, women and people with disability. This information should be included in the project document.
2. **Strategies.** In order for the project to mainstream environment, it needs to develop strategies for how to do this. We want to see strategies described in the project document on how the project will increase knowledge and awareness regarding environment and climate change, reduce negative environmental impact and increase resilience.
3. **Outcomes.** The effects of the project on environmental issues will be monitored by using the checklist below. For targeted projects on environment, the Log Frame of the project should also include outcomes on environment with corresponding indicators. It is important that the indicators are included in the baseline study so that they can be followed up throughout the project cycle.

Where relevant, environment should be included as an aspect of mid-term and end-term evaluations.

Mainstreaming and targeted projects

Mission Alliance understands that the relevance environment and climate change is greater for some projects than for others and our requirements to the projects will also reflect this difference in relevance. Mission Alliance promote both mainstreaming and targeted projects for environment and climate change. Integrated projects may often have targeted components. For targeted projects, we want to see environment included in baseline, strategies and outcomes. For projects where environment and climate change is mainstreamed, we do want to see an awareness of the projects' impact on the environment, but do not expect to see specific outcomes or goal formulations regarding environment and climate change.

1. Context analysis national/regional level

At the country office or in Mission Alliance project organizations you should make sure that you have updated information to be able to respond to the following issues related to environment and climate justice as a crosscutting issue:

- What are the main hazards affecting the country?
- What are the most significant environmental issues for the country – climate change patterns, emissions from industry, regulation of water resources, deforestation, etc.?
- Are there any national/local policies in place related to environment issues?
- Who are the most important stakeholders in the national debate related to environment? What groups or NGOs are working particularly on this issue?

2. Project Planning phase

2.1 Environment analysis – project level

The environment analysis is to be performed in the planning stage of a new project as part of a needs assessment/situation analysis. The information gathered from the Environment analysis should be included in the project document.

- What are the most important natural resources in the project area? Who has access and control over them?
- What are the most important livelihood resources of the target group (specified for men, women, people with disability and other vulnerable groups)?
- What are the most important hazards affecting the project area (both those that are known and expected and the sudden and unexpected ones)?
- What changes in rain patterns, hazards and agricultural production do you see over the last 10 years in the area?
- What are the most significant environmental issues in the project area – climate change patterns, emissions from industry, regulation of water resources, deforestation, conflicts related to the environment or natural resources, etc.?

2.2 Checklist for analyzing the impact of the project

The following checklist should be filled out for all projects in the planning phase. The same checklist should be used for the annual reports. The purpose of the checklist is to serve as tool for shared reflection and discussion among project staff involved in the planning, implementation and monitoring of the project. The checklist may generate need for further information and follow up.

Question	Yes	No	NA*	Men	Women	Disabled/ Vulnerable groups
Increase knowledge and awareness						
1. Does the project increase the awareness and knowledge about environmental issues in the target group? For whom?						
2. Does the project influence national policies related to environment?						
3. Does the project mobilize multiple stakeholders around environment issues?						
Reduce negative impact						
4. Does the project affect the environment in a negative way?						
5. Does the project affect the environment in a positive way?						
6. Does the project improve waste management?						
7. Does the project increase the access to more environmental friendly energy sources? For whom?						
8. Does the project contribute to more environment friendly agricultural production? For whom?						
Increase resilience						
9. Does the project contribute to the adaptation of agricultural production to climate change?						
10. Does the project contribute to the diversification of the community's/households' income?						
11. Does the project facilitate more environment friendly income generation? For whom?						
12. Does the project contribute to sustainable management of water resources?						
13. Does the project contribute to climate proofing of infrastructure (household/community)?						
14. Does the project enhance local institutions' capacity to handle disasters and hazards?						

*) Not applicable

Issue that needs follow up	Owner	Deadline	Status