



## Terms of Reference-Consultant-Micro-Insurance

Consultancy	:Microinsurance feasibility study and design insurance scheme
Project Name	: Information for adaptation in Vietnam (Info Act)
Program	: Ethnic Minority Women Program
Project Code	:
FC or T2 Code	:

### Schedule A

Commencement Date : July 2018  
Completion Date : September 2018

Include contact / project manager here.

The Consultant will report directly to Le Xuan Hieu, CARE's principal contact/s for this consultancy, working in close collaboration with relevant person below:

Name	Job Title	Telephone	Email
Le Xuan Hieu	Portfolio Manager	+84 913090673	LeXuan.Hieu@care.org.vn
TBC	Climate Specialist		
TBC	Project Manager		
Katrin von der Dellen	Program Officer South East Asia CARE Germany	+49 228 97563 21	<a href="mailto:v.d.dellen@care.de">v.d.dellen@care.de</a>

### Schedule B

#### Fee for Service

The Consultant is entitled to be paid fees as follows:

XXX USD lump-sum of service for develop evaluation strategy, develop data collection tools, training data collector to do data collection, conduct field data collection, conduct data analysis, and prepare the report. The proposed consultancy is outline with delivered outputs and schedule below, and expect to be conducted between July 2018 and September 2018.

At completion of the Services subject to receipt of approved final report (or other output as per ToR), tax invoice and timesheet confirming days worked.

Date	Key Activities	Location
	<b>Feasibility Study</b>	
	▪ Risk and loss analysis and risk profile	Home and field based
	▪ Desk research on self-financed insurance in Vietnam and internationally	Home based
	▪ Conduct field data collection and research: ▪ Consultations with VSLA members on risk and loss and micro-insurance	Lai Chau Province

	▪ Identification of provincial authority to manage insurance scheme	
	▪ consultations with others who have tested micro-insurance in Vietnam	Depends
	▪ Data analysis, and prepare feasibility study	Home based
	<b>Micro – Insurance Scheme</b>	
	▪ 4 a 2 day Workshops with stakeholders	Lai Chau province
	▪ Design micro- insurance scheme	Home based

#### Method of payment:

The Consultant shall receive the following payment upon completion of the outputs as specified in the 'OUTPUTS' section above and as listed below:

Bank transfer fees and foreign currency conversion fees will be the responsibility of the Consultant.

Output & Date	Fee payable
Submission of feasibility study	Instalment (1) 50% of total among
Submission of micro-insurance scheme.	Instalment (2) 50% of total among

#### Schedule C

##### Additional Expenses to be met by CARE

Additional expenses will be paid on a reimbursement basis, subject to receipt of invoice and should be supported by receipts and supporting documentation, including the basis for any exchange rate used. Additional expenses are limited to the amounts shown below unless otherwise approved in writing by CARE.

The Consultant must submit original invoices and original receipts with the Travel Expense Report for each expense in excess of USD 10. The TER shall be approved and signed by the CARE officer responsible for supervising this Consultant.

The consultant is required to cover the accommodation, Per diems, transportation and foreign currency conversion fees by his/her own. All payment should be consider to add on proposal when submitted applicant.

#### Schedule D

##### Terms of Reference

#### CARE International in Vietnam Overview

CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities. CARE founded in 1945, today CARE works in **95 countries** around the globe. *In 2017*, CARE supported **950 poverty-fighting** development and humanitarian aid projects to reach more than **216 million people**. We work with partners to achieve lasting results for marginalised communities. CARE has been working in Vietnam since 1989 and has completed over 150 projects in 23 provinces in collaboration with local partners. CARE International in Vietnam was founded by CARE Australia as Country Office of CARE International network and is registered as representative office of CARE International, having the authority to work/partner with those agencies which have the legal status in Vietnam in the development sector and humanitarian support non-government and non-profit organisation. In Vietnam CARE's goal is to ensure long term positive change for marginalised groups, especially women, by tackling underlying causes of poverty, vulnerability and social injustice.

## OVERALL PURPOSE OF THE CONSULTANCY

### BACKGROUND

Vietnam is among the most disaster prone countries in the world. Vietnam's NDC under the Paris agreement underlines the climatic changes in the country has already experienced including an intensity increase in storms, floods and droughts. Further temperature and rainfall increases are expected in the coming decades. Poor, ethnic minorities and women, the main target groups of this project, are also regarded as most vulnerable in Vietnam's NDC and as a priority group for adaptation. Local farmers, women and men increasingly recognise changes in weather patterns which adversely affect their livelihoods. But they largely lack the capacities and tools to gather and interpret accurate and timely climate information in a way that they can adapt for increased resilience. They also lack access to resources and social protection mechanisms, such as climate risk insurance, which could help them cope with occurring impacts. The action *InfoAct* in alignment with relevant national and local climate change, disaster metrology frameworks will build on the existing though limited experience in relation to agro-climate information and micro-insurance. It will also leverage the network of around 150 Village Saving and Loans Association (VSLA) groups established by CARE and partners in Dien Bien provinces which will provide a platform for delivery of interventions under *InfoAct*.

The overall goal of this project is enhanced livelihood and increased resilience to the effects of climate change and variability of poor ethnic minority women and men in rural areas. The specific objective is #number of ethnic minority households in rural areas have increased their climate resilience based on improved access to and use of climate information and resources. This will be achieved with following 5 outputs:

1. Strengthened capacity of service providers and users to produce and to interpret and apply climate information
2. Increased access to relevant and actionable climate information among ethnic minority women and men
3. Improved social protection and climate risk insurance coverage for ethnic minority households through VSLA
4. Improved coordination mechanism for climate information and climate risk micro-insurance system
5. Increased capacity of local partners to develop understandable downscaled climate information and advisories and supporting local farmers in articulating their climate information demand towards local authorities beyond project duration

### SCOPE OF CONSULTANCY TASKS:

The consultancy will contribute to output 3 of the action "improved social protection and climate risk insurance coverage for ethnic minority households through VSLA" with conducting a micro-insurance feasibility study and design and pilot a sustainable micro-insurance scheme for ethnic minority women and men farmers in Dien Bien and Lai Chau province.

The feasibility study will include:

- 1) Risk and loss analysis in target locations and in consultation with provincial level authorities to identify communities' insurance needs (crops, commodities, livestock animal etc), trends in loss and damage, analysis of socio economic factors affecting micro insurance payment willingness of target group, affordability of premium payments, compensation payment trigger (threshold or index based), define compensation payment criteria (field based)
- 2) Desk research on self-financed insurance in Vietnam and internationally (home based)
- 3) Consultations with others who have tested and have access to micro-insurance in Vietnam
- 4) Consultations with VSLA members and their family members to assess level of interest in participating in the micro insurance scheme, level of awareness about micro-insurance, willingness to pay, barriers and incentives to participate (field based)
- 5) Identification of the most appropriate provincial authority to coordinate the scheme (including financial management) (home and field based)
- 6) Human resource needed, including field officers to maintain the scheme

### Design and pilot micro insurance scheme:

The design of the self-financed micro-insurance scheme will be based on the feasibility study results and the input from the VSLA members. The scheme should be accessible by women. The scheme will include a monitoring system for financial management, fraud control, transaction flow and compliance

The participatory approach will involve:

- 1) Stakeholder workshop to draft the scheme's model with VSLA leaders, Department of Agriculture and Rural Development (DARD), Hydro Meteorology Station, Women's Union and Peoples' Committee (field based)
- 2) Consultations with VSLA members (field based)
- 3) Stakeholder workshop to finalise the insurance model (field based)

Review visit of consultant after insurance model is operating for formulation of lessons learnt and recommendations.

### **METHODOLOGY**

The consultant will be responsible for developing a feasibility study and micro- insurance design methodology. This should include:

- A literature/data base review including but not limited to:
  - Project design documents / proposal and workplan
  - Climate change/ Disasters and impacts in targeted locations
  - Self-financed micro-insurance models in Vietnam and internationally
  - Relevant policy documents
- Risk profile of target area and group
- Focus group discussions with VSLA member and local authorities
- In depth interviews with beneficiaries and key informants

It is expected that the consultant proposes appropriate and/or innovative, activity-oriented approaches to gaining in-depth understanding of the target audiences.

### **THE CONSULTANCY OUTPUTS**

The Consultant will produce:

1. Feasibility Study, including level of vulnerability and climate and disaster risk (risk profile for target provinces and groups), trigger for compensation payments and criteria for payments and finance scheme
2. Micro-insurance scheme model

### **REPORT CONTENT FORMAT & STYLE**

The feasibility study and micro- insurance scheme will be written in plain English so as to facilitate understanding, as well as its translation into Vietnamese and subsequent dissemination to project stakeholders. Feasibility study should be brief, clear with cogent analysis. The assessment should be evidence based and suggest pragmatic ways to develop the micro-insurance scheme.

#### Draft Template

Front cover

Table of contents

Acronyms

1. Executive Summary
2. Introduction - Basic project data, map(s), background, purpose and methodologies used
3. Findings
  - a. Risk and Loss Analysis
  - b. Self-financed insurance schemes
  - c. Acceptance and requirements target group
  - d. Embedding in governance structure and required resources
  - e. Micro Insurance design and approach to pilot
4. Recommendations Conclusion

5. Bibliography

6. Appendices

## **SELECTION CRITERIA**

### **Required**

- At the minimum, master degree in economics or other related field.
- Being able to access relevant data on disasters in the target region to develop a risk profile
- Experience in designing and conducting risk analysis and micro- insurance schemes for rural population, engage with local communities and other stakeholders
- Experience in designing climate micro- insurance schemes for farmers, preferably in Vietnam
- Understanding the context of ethnic minority groups in rural areas and experience in engaging women
  - Excellent proficiency in English, especially in written form

## **WORK ARRANGEMENTS & RESOURCES**

The Consultant is required to:

- Work from his/her home base. Accommodation and meal costs while at this base are the consultant's responsibility
- Provide his/her own laptop computer, equipment and supplies
- Be available to travel to the project sites as required. CARE will provide the transportation.

## **TO BID**

Interested consultants should prepare a competitive bid based on the information provided in this TOR, and return to the following e-mail address: [v.d.dellen@care.de](mailto:v.d.dellen@care.de) by 30 June 2018. The submission should include a 1-2 page outline of the proposed approach to the feasibility study and micro-insurance scheme, a CV of the consultant, detailed quotation for services and the names of at least two references for whom the consultant has done similar work. A timeline also should be included in the submission.