



TERMS OF REFERENCE
ACTION RESEARCH ON
CLIMATE RESILIENT LIVELIHOODS



Project:	Integrated Community-based Adaptation in the Mekong Delta (ICAM)
Location:	An Giang and Soc Trang Provinces, Mekong Delta, Viet Nam
Duration:	40 days, in February – April 2013
Reporting to:	Project Manager

1. Background

CARE International in Vietnam is a Non-Governmental Organisation representing the CARE International network in Vietnam since 1989. CARE in Vietnam contributes to the global effort on eliminating poverty and hunger, particularly for vulnerable and marginalized groups. In Vietnam, to achieve this, we work with Vietnamese partners across sectors such as health services, rural livelihood development, disaster risk reduction and climate change adaptation.

In order to support vulnerable communities in the Mekong Delta Region (MDR) adapt to the emerging climate change effects and improve their climate resilience, CARE Vietnam is implementing the AusAID-funded *Integrated Community-based Adaptation in the Mekong (ICAM)* Project in five communes of An Phu district - An Giang province, and Vinh Chau district - Soc Trang province, from August 2012 until December 2014.¹

The project is specifically targeting the most vulnerable in the two target provinces such as women, landless, land-poor, ethnic minorities and other vulnerable groups through achieving the following three expected outcome:

- Communities and local authorities have improved capacity to undertake gender-sensitive analysis and planning for community-based adaptation (CBA) and disaster risk reduction (DRR);
- Improved community resilience through the implementation of sustainable, community-level, integrated CBA and DRR interventions that benefit vulnerable people, particularly women; and
- A strong evidence base and strengthened civil society provide a foundation for the scale up of community-based, equitable and gender-sensitive adaptation in the MDR.

In 2012, the ICAM Project has carried out a rapid Climate Vulnerability and Capacity Analysis (CVCA) as part of the project design and the baseline study. The project is currently developing the methodology and tools for the CBA planning in the two provinces. The CBA planning is expected to start in April and it requires strong grounding for appropriate and effective project support to climate resilient agriculture and non-agriculture livelihoods. The ICAM Project is seeking to recruit a team of a national and international consultant² (here in after called the

¹ The ICAM Project design document; <http://www.ausaid.gov.au/Publications/Pages/care-icam-design.aspx>

² At the beginning of the research a team leader (national or international consultant) will be selected with agreement from the ICAM Project. The Team Leader will be responsible for designating roles and responsibilities for team

Consultant) for an action research on climate resilient livelihoods. The research is building further on the previous assessments done under the project that produced a tentative list of livelihood options that could be supported by the ICAM Project.

2. Objectives

The main objective of the research on climate resilient livelihoods is to identify the most appropriate and feasible livelihood options that are climate resilient³, gender responsive⁴ and benefit the main target groups.

Specific objectives of the research are:

- To suggest and agree in consultation with the project staff and partners on a list of criteria⁵ to define or operationalize ‘climate resilient livelihood’ based on international and national good practices, CARE strategies, project experience, lessons learned and tools⁶ and in consultation with relevant local stakeholders;
- Based on the agreed list, the results from the rapid CVCA and baseline study, and the downscaled climate change scenarios for the target provinces and districts, to identify the most applicable and effective gender responsive climate resilient livelihood options for the context of the project communes, and targeting the main project beneficiaries (such as women, landless, land-poor, ethnic minorities and other vulnerable groups) in An Phu (An Giang) and Vinh Chau (Soc Trang);
- To collect and consolidate technical, scientific, financial and other information required about the selected livelihood options;
- To make a number of detailed recommendations for the effective planning, implementation and replication of each selected climate resilient livelihood option in the project area.

3. Scope of Work

The selected consultant will work closely with the ICAM staff and project partners to carry out the following tasks:

- a. In consultation and agreement with ICAM staff, prepare a detailed work plan and methodology for the action research based on the TOR and the consultant’s proposal
- b. Review project documentation and secondary information relevant for the research⁷

members and for the delivery and quality of all final products to meet the expected results. He or she will lead all interaction with the ICAM staff and the other stakeholders.

³ CARE International is in the process of defining the concept of resilience. The DFID definition of disaster resilience; “the ability of countries, communities and households to manage change, by maintaining or transforming living standards in the face of shocks or stresses - such as earthquakes, drought or violent conflict - without compromising their long-term prospects” can be used as a working definition.

⁴ For a definition of gender responsive see the gender continuum as part of the CARE International gender toolkit:

<http://pqdl.care.org/gendertoolkit/Pages/gender%20continuum.aspx>

⁵ A non-exhaustive list of potential criteria to be further refined is; appropriate to existing and projected climate conditions, not exclusively dependent on climate sensitive or diminishing natural resources, symbiosis with the local ecosystem(s), diversification between agricultural and non-agricultural options, sufficient access to credit, training and other resources, a combination of adaptation and mitigation, increases the adaptive capacity, gender-sensitive, ‘no regret’ options, in line with government plans, flexibility, based on traditional and most updated scientific knowledge and practice, innovative, added value to existing livelihood projects and practices, linked to local sustainable markets, etc.

⁶ Especially the CARE CBA Framework, the CARE Vietnam Climate Change Strategy 2008-2013 and the CARE Vietnam Gender Strategy 2008-2012. These and others can be consulted on the CARE International Climate Change website: <http://www.careclimatechange.org>

⁷ A tentative list of primary and secondary resources will be provided to the consultancy team at the start of the research.

- c. Based on the documentation review and after consultation with CARE Vietnam and ICAM staff, project partners, technical departments within the local government of An Giang and Soc Trang, members of academic institutions (e.g Can Tho University Dragon Institute), NGOs operating in the MDR, suggest a list of criteria to define or operationalise ‘climate resilient livelihood’
- d. Through a half day or one day meeting, facilitate discussion and agreement on the list of criteria for ‘climate resilient livelihoods’ amongst ICAM staff, ICAM partners, the local government and other relevant stakeholders in An Giang and Soc Trang
- e. Based on the agreed list of criteria and the results from previous project assessments like the CVCA, collect detailed technical information about potential climate resilient livelihood options (including information about gender roles and implications) for the An Giang and Soc Trang context and targeting the main project beneficiaries
- f. With participation of the communities and relevant technical departments, undertake purposive field work in a selected number of villages in An Giang and Soc Trang to assess the feasibility of the selected livelihood options and jointly select the most appropriate options per target village and per vulnerable group⁸
- g. Refine the information about the options and make a number of detailed recommendations for the effective planning, implementation and replication of each selected option in the project area
- h. Submit a draft report in both English and Vietnamese
- i. Present the findings at a validation workshop
- j. Submit a final report in both English and Vietnamese (max. 25 pages, including a summary but excluding annexes)

4. Methodology

The consultant will develop in detail the most appropriate methodology for undertaking the action research effectively ensuring high quality, practical and useful results as stated in this TOR. The consultant is encouraged to make use of a range of participatory techniques with maximum community involvement, particularly of the targeted beneficiaries. The consultant will also apply a gender responsive approach to all aspects of the work.

Field work in the target villages in the two provinces is required to provide sufficient justification and contextualization of the chosen options and ensure their appropriateness. Where practical and feasible, staff from technical departments within the local government can join the field work to provide technical expertise to the selection and further refinement of the CBA options and to ensure buy-in for future replication.

ICAM staff will ensure consistency and learning from other on-going and past CARE climate change, DRR and other projects.

All the tasks will be undertaken in continuous consultation with ICAM staff and the ICAM project partners where required through regular face to face interaction and other ways of communication and as agreed at the start of the consultancy. Due to their technical and local experience and in light of CARE Vietnam’s capacity strengthening objectives, ICAM staff and project partners should be involved in the tasks as much as possible and within their capabilities. CARE Vietnam experts on climate change, disaster risk reduction and sustainable livelihood development are also available to provide advice.

⁸ Field work can also be undertaken at an earlier stage of the consultancy.

5. Deliverables

- Detailed work plan and time frame including a draft methodology (to be submitted to CARE 1 week after signing the contract)
- A list of criteria defining or operationalising ‘climate resilient livelihood’ (to be submitted to CARE 2 weeks after signing the contract)
- Draft report in both English and Vietnamese, including a list of selected climate resilient livelihood options for An Giang and Soc Trang (to be submitted to CARE 5 weeks after signing the contract).
- Conduct a validation workshop after field work has been completed in both provinces, presenting the most feasible options and recommendations for the effective planning, implementation and replication of each selected option in the project area (to take place 1 week after the draft report has been submitted)
- Final report in both English and Vietnamese - max. 25 pages, including a summary but excluding annexes (to be submitted to CARE 2 weeks after the validation workshop). This final report should reflect comments from CARE, follow the format and be well written in both languages. CARE will be provided at least 1 week to provide comments.

6. Schedule and Dates

The following schedule is an indicative schedule as an input into the detailed work plan to be developed by the international consultant (IC) and national consultant (NC) and in agreement with ICAM staff.

No	Tasks	Working day	
		IC	NC
1	▪ In consultation with ICAM staff, prepare a <u>detailed work plan and methodology</u> for the research based on the TOR and the consultants proposal	01 day	01 day
2	▪ Review project documentation (ICAM project design including M&E framework, rapid CVCA reports, baseline study report, etc.) and secondary information relevant for the research	04 days	03 days
3	▪ Based on the documentation review and after consultation with CARE Vietnam and ICAM staff, project partners, ea. suggest a list of criteria to define or operationalise ‘climate resilient livelihoods’	02 days	-
4	▪ Through a half day meeting, facilitate discussion and agreement on the <u>list of criteria for ‘climate resilient livelihoods’</u> amongst ICAM staff, ICAM partners, the local government and other relevant stakeholders in An Giang and Soc Trang	01 day	01 day
5	▪ Based on the agreed list of criteria and the CVCA results, collect detailed information about potential climate resilient livelihood options for the An Giang and Soc Trang context and targeting the main project beneficiaries	04 days	02 days
6	▪ With participation of the communities and relevant technical departments, undertake purposive field work in a selected number of villages in An Giang and Soc Trang to assess the feasibility of the selected livelihood options and jointly select the most appropriate options per target village and per vulnerable group	-	06 days
7	▪ Refine the information and make a number of detailed recommendations for the effective planning, implementation and replication of each selected option in the project area	02 days	02 days
8	▪ Submit a <u>draft report</u> in both English and Vietnamese	04 days	03 days
9	▪ Present the findings at a <u>validation workshop</u>	01 days	01 day

10	▪ Submit a <u>final report</u> in both English and Vietnamese (max. 25 pages, including a summary but excluding annexes)	01 days	01 days
	TOTAL	20 days	20 days

7. Arrangement and Resources

The Consultant's accommodation and transportation for activities within the project areas will be paid by the project in accordance with CARE policies. Per diem has been included in the consultancy fee.

The Consultant is required to:

- Make own arrangements for travel to and from Vietnam (if overseas-based) and in-country travel (Vietnam-based consultants). A return economy class airfare will be reimbursed after presentation of receipts and an invoice, along with other valid costs such as departure taxes and lowest cost transport to and from airports in the home location. CARE Vietnam might assist with accommodation and in-provincial travel in Vietnam for the duration of the consultant's visit. The consultant will be compensated according to CARE's accommodation and travel cost guidelines⁹;
- Provide their own laptop computer and work from CARE's Country Office or Field Offices as required. Note: wireless internet access is available in all CARE offices;
- Notify CARE Vietnam if any additional expenses related to costs for this assignment will exceed USD 50, and obtain prior approval from CARE Vietnam; and
- Adhere to CARE's policies and instructions regarding travel, information technology, human resources, personal behaviour and finance while undertaking this assignment.

8. Reporting requirements

The Consultant will report directly to Ms Nguyen Thi Thuy Linh, ICAM Project Manager, CARE's principal contact for this consultancy.

Name	Job Title	Telephone	Email
Ms. Nguyen Thi Thuy Linh	ICAM project Manager	076.956486	linh.ntt@care.org.vn

The draft and final reports should be well-written in both Vietnamese and English so as to facilitate understanding and subsequent dissemination to project and other stakeholders. The report should use the following format:

- Executive Summary (maximum 5 pages)
- Introduction including project background
- Research objectives and methodology
- List of criteria for 'climate resilient livelihood'
- Suggested options with detailed technical, scientific, financial and other information (utilizing the same format for each option)
- Key recommendations for planning, implementation and replication of options
- Annexes (methodology and tools, list of primary and secondary resources, pictures, etc.)

9. Consultant Selection Criteria

- 5 years of proven experience in conducting high quality action research and evaluation in the field of climate change adaptation and mitigation, disaster risk reduction, livelihood, sustainable agriculture, poverty reduction or any related field

⁹ CARE International in Vietnam's accommodation and travel cost guidelines will be provided.

- Thorough understanding of climate change issues in the Mekong Delta Region
- Experience working in the Mekong Delta and in An Giang and Soc Trang particularly is a serious advantage
- Familiarity with the CARE CBA framework, the concept of resilience and the Sustainable Livelihoods Approach (SLA)
- Very good understanding of gender issues
- Familiarity with ethnic minority issues in Vietnam, particularly the Khmer
- Excellent speaking and writing skills in English and Vietnamese
- Excellent analytical skills
- Very good facilitation and presentation skills

10. Application

CARE International in Vietnam offers a competitive remuneration package commensurate with qualifications and experience.

Interested candidates should send a full CV in English stating the position title to:

CARE in Vietnam
 HCMC Project Office
 32/63 Cao Thang street, ward 5, District 3, Ho Chi Minh City
 E-mail: hr.hcm@care.org.vn

Closing date to apply for this position is 31 January 2013

Only short-listed applicants will be contacted for interviews. Please no telephone contact after submitting the application.

**** Child Protection:**

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.

IMPORTANT NOTICE TO INTERNATIONAL CONSULTANTS WORKING FOR CARE

<p>All consultants are required to participate in a security briefing provided by CARE shortly after arrival in country (if overseas-based), In connection with your consultation work for CARE, and travel relating to your work, you may encounter difficult conditions and hazards. The risks inherent in that travel and work include personal injury, illness, kidnapping, civil unrest and the loss of, or damage to, your property. In addition, emergency rescue, medical facilities or an adequate level of medical expertise, may not be available to you. CARE cannot assure your safety or that of your property. It is your obligation to understand in advance all the risks inherent in your travel and work because, in accepting this consulting contract, you accept those risks. CARE strongly recommends that you obtain appropriate insurance, including emergency medical evacuation coverage, to protect yourself against the risks inherent in your consulting work for CARE.</p>

The following signatories agree to all conditions as stated in this document:

CARE International in Vietnam (Country Director or Assistant Country Director only)

Signature:.....

Name:.....

Email:.....

Address:.....

Date:.....

CONSULTANT

I accept the terms of this consultancy and all of the conditions as stated in the Letter, Consultancy Agreement and the Terms of Reference.

Signature:.....

Name:.....

Email:.....

Address:.....

Date:.....