

TERMS OF REFERENCE

Name of project	Consultancy on developing advocacy-oriented research about integration climate vulnerability assessment methodology and results of civil society organizations into National Adaptation Plan (NAP) in Vietnam
Place of work	Ha Noi
Duration (maximum number of working days)	50 (the task should be ended by 10 th Mar 2019)

I. BACKGROUND

The Climate Change Working Group in Vietnam (CCWG – <http://www.ngocentre.org.vn/ccwg>), established in 2008, brings together INGOs, Vietnamese NGOs, development agencies, institutions, professionals and individuals. The network's mission is to contribute to reducing the vulnerability of poor people in Vietnam to the impacts of climate change through NGO coordination, advocacy and capacity building to achieve environmentally and economically sustainable as well as socially just responses to climate change.

According to the Plan for the Implementation of the Paris Agreement, Vietnam shall submit the National Adaptation Plan (NAP) in 2019 at COP25. Currently, the Department of Climate Change (DCC) under the Ministry of Natural Resources and Environment (MONRE) is leading the NAP development and implementation in Vietnam. In 2019 DCC is planning to organize a write shop to create the outline for the NAP. The tentative outline doesn't specify how the Government of Vietnam conducts vulnerability assessments within the context of climate change, particularly how they would utilize existing methodologies, experiences and good practices from civil society organizations (CSOs).

Meanwhile many CCWG members have been supporting communities in responding to climate change based on climate vulnerability assessments (CVA). Due to this experience CSOs are able to provide the most feasible adaptation measures in the field. Their approach is sharply aligned with the technical guideline for the NAP process from the United Nation Framework Convention on Climate Change (UNFCCC) which DCC will follow in the process of the NAP development. This presents a great opportunity for CCWG members to advocate for the integration of their vulnerability assessment methodology and results into the NAP process in order to avoid overlap with government activities as well as to institutionalize CSOs' recommendations into the national program.

Against this background, CCWG has received funding from Friedrich-Ebert-Stiftung (FES) to conduct a research to give an overview of approaches and results the climate vulnerability assessment (CVA) applied by CCWG members and advocate Department of Climate Change (DCC) to apply and integrate CVA into NAP process of Vietnam.

II. SCOPE OF WORK

The research has three main purposes: (1) to conduct a baseline survey among CCWG members on methodology and results of CVA in priority sectors in the NAP process of Vietnam such as water, land, bio-diversify, agriculture, transportation, health, poverty and gender; (2) to analyze methodologies and identify the most common and suitable CVA approach with in-depth insights from the perspective of CSOs; and (3) to identify adaptation measures from CSO projects at the grassroots level that should be considered by government institutions when they develop the specific implementation plan regarding adaptation options in these priority sectors.

To launch the research at a CCWG conference in April 2019, the consultant shall hold a keynote speech during the event, portraying how the government can apply the results of CSO work and how CCWG members can engage and support the NAP process at three stages: development, implementation and monitoring.

Consultant's Role and Responsibilities

The consultant will work independently in consultation with FES and CCWG to complete the following tasks:

1. Baseline survey and desk review:

- Analyze the technical guideline from UNFCCC about the NAP process to explore the potential engagement of CSOs in its development in Vietnam;
- Develop specific plan including a survey methodology to collect all relevant materials about CVA and adaptation options of CSOs and other actors;
- Conduct a baseline survey with support from the CCWG Secretariat. The survey shall be distributed via the CCWG mailing list and the monthly core member meeting.

2. Analyze and reporting:

- Analyze the collected material from CSOs;
- Develop the most suitable and common approach on CVA from the perspective of CSOs to advocate to the DCC in the priority sectors included in the NAP process of DCC;
- Provide recommendations on which suitable adaptation options from CSOs should be considered and implemented in the NAP from 2020 on.

3. Keynote speech

- Hold a keynote speech during the international conference in April 2019;
- The speech shall be approximately 30 minutes long with a subsequent Q&A session;
- The keynote speech shall address a primarily Vietnamese and secondarily international audience, especially policy-makers and public officials on national and regional levels, Vietnamese civil society organizations, and international NGOs, all working on climate issues.

Expected Deliverables/ Outputs

The final outputs of this consultancy work are as following:

1. *Baseline survey and desk review*

- A detailed plan including qualitative and/or quantitative methods for the baseline survey;
- A raw dataset with entered baseline survey questionnaire.

2. *Analyze and reporting*

- The most suitable and common approach on CVA from CSO perspective;
- The key experiences and results regarding CVA conducted by CSOs on the priority sectors in the NAP process;
- A list of adaptation options from CSOs at grassroots level in accordance with CVA results;
- Key recommendations to the DCC on how to use this CVA methodology and options in the NAP implementation.

3. *Keynote speech*

- 1 PowerPoint presentation for the keynote speech at the conference

Outline of the Report (tentative and will be discussed with consultant) (30 pages maximum)

- *Preface*
- *Abbreviations*
- *Introduction*
- *1. Background*
 - Background information describing and analysing the significance of this consultancy in the context of the Paris Agreement and the technical guidelines from UNFCCC about NAP,
 - NAP development in Vietnam, the work of CSOs and the importance of CVA.
- *2. Methodology*
 - Overview of the CVA methodology conducted by CSOs in Vietnam,
 - The chosen methodology, research instruments and setup of the baseline survey
 - Summarize sources of data collection: name of CSOs in accordance with their methodology, project areas and sectors they focus on
- *3. Results of Analysis of CSO work on CVA at the Grassroots level*
 - Highlighting the findings from analysing material from CCWG and CSOs about CVA and adaptation options:
 - Advise on the most common/suitable CVA methodology in different priority sectors of Vietnam's NAP from the CSO's perspective;
 - Brief the results of CVA respective with these sectors
 - List of adaptation measures in accordance with these sectors
- *4. Recommendations*

- Compiling key recommendations on the most suitable and feasible approaches on CVA from the CSO perspective and how the government can use them in the NAP implementation from 2020 on.
- Annex (background data, survey questions, interviews etc.)

III. TIMELINE – NUMBER OF WORKING DAYS (please tick the box and fill out bay applicant)

The number of working days will be divided as below:

Task <i>(tentative-can be changed by applicant)</i>	Deadline	Rate per day (VND)	Number of working days	Total amount (VND)
Develop the survey tool and plan				
Conduct the survey with CCWG members and relevant actors				
Analyze the data collection				
Write the first version of report				
Revise the second version of the report				
Revise and complete the report				
			Total:	Total:

Interested consultants can email applications to Ms. Nguyen Hong Duyen at ccwg.assistant@gmail.com including a Curriculum Vitae.

Deadline for application: **17:30 p.m. (GMT +7) Friday, January 04, 2019.** We regretted that only short-listed candidates will be contacted.

Hanoi, 24th December 2018