

## TERMS OF REFERENCE

<b>Name of project</b>	Consultancy to develop CCWG Advocacy strategy for 2022 – 2025
<b>Place of work</b>	
<b>Duration (maximum number of working days)</b>	14 days
<b>Date:</b>	15 <sup>th</sup> February – 15 <sup>th</sup> April

### I. BACKGROUND

The Climate Change Working Group in Vietnam (CCWG), established in 2008, brings together INGOs, Vietnamese NGOs, development agencies, institutions, professionals and further interested persons to exchange ideas and to discuss 'lessons learned and best practices' on how to improve their work addressing climate change. 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.

CCWG's key mission of the network is to advocate for enhancing the engagement of CSOs in planning and implementation of climate change policies process via the forum, dialogue, sharing the messages, and recommendations to decision-makers. To achieve this mission, the current CCWG's advocacy strategy has identified the key goals to guide the network's objectives and activities since 2018.

However, the climate change landscape has changed rapidly due to the emergence of new national policies such as the updated NDC, NCCS, NDCISP, NAP...as well as the recent progress at COP26. Besides, the global pandemic has created many unprecedented challenges that shifted activities and operations of many CSOs including CCWG's members. Therefore, it is crucial for the network to review and update its advocacy strategy to ensure the completion of the mission and the alignment with the focuses of members.

With this purpose, Friedrich-Ebert-Stiftung Vietnam and CCWG are seeking a consultant to review CCWG's current advocacy strategy and update the new strategy with the consultation of its members and stakeholders. Specific tasks are outlined below.

## II. SCOPE OF WORK

The Consultant will work independently under the supervision and support of CCWG to develop a new advocacy strategy for 2022 – 2025. The strategy should reflect the global and national climate change policy context as well as CCWG’s advocacy objectives, tactics, targets and opportunities, approaches and actions towards 2025.

- Develop a consultation plan, workshop agenda to engage CCWG’s members and stakeholders in the development of the new strategy;
- Facilitate the consultation workshops with key members of CCWG and relevant stakeholders to collect inputs, recommendations;
- Compile the new advocacy strategy based on the review of the current advocacy and consultation inputs to ensure the strategic alignment with the national climate policy environment as well as the relevance of member’s objectives, including: a) choice of language and concepts, and clear key messages, and b) format, which includes the full strategy and presentation to summarise the key highlights.

Expected Deliverables:

- **Output 1:** Draft outline of advocacy strategy based on the current strategy and recent updates of the climate change policy landscape in Vietnam and internationally;
- **Output 2:** First draft of advocacy strategy of CCWG with the inputs from CCWG members and stakeholders;
- **Output 2:** Final advocacy strategy of CCWG for the period of 2022 – 2025 and brief presentation summarising key focuses of the strategy.

## III. TIMELINE – PROPOSED NUMBER OF WORKING DAYS

Task	Deadline	Number of working days
Review the current strategy and existing policies to identify gaps and opportunities. Draft outline of advocacy strategy with inputs from CCWG consultation workshop on NCCS and commitments at COP26.	07th Mar	3

Design and conduct in-depth consultation interview with CCWG core members and stakeholders (FES, DCC, UNDP, UK Embassy...) to gather inputs and recommendations for the strategy outline.	15th Mar	4
Develop agenda and facilitate 01 half day online consultation and 01 full day consultation workshops with CCWG members and stakeholders.	31th Mar	3
Develop the 1st draft of the advocacy strategy.	07th March	2
Consult with key members of CCWG and finalise the advocacy strategy.	15th March	2
<b>Total of working days</b>		14

#### IV. HONORARIUM FEE, CONTRACT MODALITIES AND DURATION OF CONTRACT

Starting date of the contract is 01<sup>st</sup> March. It shall end no later than 15<sup>th</sup> April.

The contractor will work on a freelance basis. Therefore, it is his/her responsibility to take care of necessary social insurances (health insurance, pension funds, etc.) as well as travel cost.

The number of working days for each task might be adapted based on the actual needs, in consultation with FES and the consultant, and shall not exceed 14 working days in total.

#### V. HOW TO APPLY

##### Application package should include:

Technical proposal:

- Proposed workplan and consultation methodology;
- Signed Curriculum vitae;

- Two sample reports, reference list of experience in similar or related projects to be submitted for evaluation.

Financial proposal:

- The financial proposal shall specify a total lump sum amount in VND for Vietnamese Consultant and in EURO for international consultant.

**Evaluation:**

Technical proposal:

- Project understanding and plausibility of the workplan, consultation methodology (45 points);
- Professional capacities: the strength of CVs, past reports, reference list of experience in similar or related projects (20 points);

Other added value to the project (5 points).

- Financial proposal: 30 points.

Applications submitted as one file with subject line “Consultant to develop CCWG Advocacy strategy” no later than 04<sup>th</sup> February 2022 to [ccwgvietnam@gmail.com](mailto:ccwgvietnam@gmail.com)