

CATHOLIC RELIEF SERVICES – VIETNAM PROGRAM

Terms of Reference

FACILITATE TRAINING OF FACILITATORS (ToF) IN COMMUNITY BASED DISASTER RISK MANAGEMENT/DISASTER RISK ASSESSMENT (CBDRM/CBDRA) IN URBAN AREA

Project: Building resilience to natural hazards in central Vietnam

November - December 2017

1. Introduction:

Catholic Relief Services (CRS), Vietnam program, in collaboration with Dien Ban People's Committee, Quang Nam province is supporting the community driven DRR plan and its implementation to increase the resilience of disaster-prone central coastal communities to natural hazards via the project "Building Resilience to Natural Hazards in Central Vietnam". The project aims to develop the disaster risk reduction (DRR) and climate change adaptation (CCA) capacity of a range of stakeholders through a sustainable partnership to enhance safer and resilient communities in Quang Nam province of Vietnam.

The Prime Minister approved Decision 1002 on CBDRM has been issued since 2009. However, the CBDRM activities have been implemented in 1,677 communes only with the results of 168 disaster risk maps produced. In addition to that, the Sendai Framework for Disaster Risk Reduction 2015-2030, which was adopted in the Third World Conference for Disaster Risk Reduction in Sendai, provides a strong guidance to support national and local efforts to build resilience to disasters within the context of sustainable development mentioned urban government and communities to be well prepared for the disaster. In line with the government Community Based Disaster Risk Management (CBDRM) program revised recently mention the needs, coverage of the program to urban area as the damage to the urban when disaster occurred certainly generates negative impact without the preparedness. Being the first line of defense and the first line responders when disaster occurs urban local governments still need technical and institutional capacity assistance to make disaster risk reduction an essential part of their planning and programs. With the current rapid urbanization in cities, the rise in economic growth, and the increase of assets in urban areas, it is critical for urban local government to prepare and develop disaster risk management strategies and plan to effectively respond to disasters triggered by natural hazards.

Thus, one of main project outcome is the local government authorities and partners implement participatory urban CBDRM actions of which facilitation of community based disaster risk assessments.

As one of the key activity, the "Training of facilitators (TOF) in urban CBDRM/Community based disaster risk assessment (CBDRA) for local government authority (LGA), mass organization (MO) and community based organization (CBO) staff and representatives from urban planning" will be carried out. In form of ToF training, the training will provide the participants with specialized knowledge on the CBDRM/CBDRA using the most updated version of urban CBDRM/CBDRA material, emphasizing on CBDRM+++ guidance, comprising steps from preparation, risk assessment to develop, implement and M&E DRR plans to complement critical gaps (e.g. more gender-responsive and socially inclusive: the elderly and people with disability). The activity contributes to building capacity to the project ward Technical Support Group (TSGs) and representatives from community in urban CBDRM and CBDRM planning as well as follow-up implementation of the ward/sub-ward actions.

The training is formed of urban CBDRM/CBDRA module and a plus-module on gender, Elderly people (OP) and People with disability (PwD) inclusiveness. To follow up, a hand-on session will be conducted to provide the participants practical skills on urban CBDRA. Natural Disaster Prevention and Control (NDPC) development will then be carried out by Technical Supporting Groups (TSGs) members. The next step of NDPC implementation will come after where DRR initiatives/measures will be implemented. The monitoring and evaluation (M&E) of NDPC implementation is organized and done by TSGs, community. For further information of overall flow, please see the following table:

#	Description on Activity	Output	Human Resources	Participant
1	Catalyze the establishment of	TSG, contextualized for wards/urban areas,	<ul style="list-style-type: none"> External national trainer 	TSGs members

#	Description on Activity	Output	Human Resources	Participant
	Technical Support Groups (as per Decision 1002) by the People's Committees in selected wards	established by the People's Committees in selected wards	<ul style="list-style-type: none"> CRS 	
2	Training on urban CBDRM in urban area	TSGs members, LGA, MO and CBO staff get knowledge of inclusive gender, OP, PwD urban CBDRM	<ul style="list-style-type: none"> External national trainer Expert in OP, PwD CRS 	TSGs members, LGA, MO and CBO staff
3	Training on CBDRA in urban area	TSGs members, LGA, MO and CBO staff get knowledge of inclusive gender, OP, PwD CBDRA in urban area	<ul style="list-style-type: none"> External national trainer Expert in OP, PwD CRS 	TSGs members, LGA, MO and CBO staff
4	Practice CBDRA	Practical skills through hand-on exercise at their sub-ward/ward	<ul style="list-style-type: none"> External national trainers CRS 	TSGs members, LGA, MO and CBO staff
5	NDPC plan development	Sub-ward and ward CBDRA report is developed	<ul style="list-style-type: none"> LGA, MO and CBO staff External local trainer External national trainer 	TSGs members, LGA, MO and CBO staff Communities
6	NDPC plan implementation	DRR initiatives/measures will be implemented	LGA, MO and CBO staff	TSGs members, LGA, MO and CBO staff Communities
7	NDPC implementation M&E	Monitoring activities of NDPC plan implementation through quarterly meetings	LGA, MO and CBO staff	TSGs members, MO and CBO staff Communities

Within this TOR, an external national trainer will be invited to conduct the four tasks of

- Catalyze the establishment of Technical Support Groups (as per Decision 1002) by the People's Committees in selected wards
- Training on CBDRM/CBDRA: collaborate with CRS and expert in OP, PwD to conduct an inclusive CBDRM/CBDRA training course
- Conduct the hand-on session of practicing CBDRA, development of NDPC plan in Dien Ban town
- Reviewing the one example of sub-ward NDPC plans and 3 ward NDPC plans developed by TSGs members, LGA, MO, CBO staff.

2. The objectives

The objectives of the "Training of facilitators in CBDRM/CBDRA for LGA, MO and CBO staff" is to strengthen capacity to LGA, MO, CBO staff/representative, commune leaders on gender, OP, PwD inclusive CBDRM steps of implementation, CBDRA conducting and Natural Disaster Protection and Control (NDPC) plan.

3. Scope of work

3.1 Catalyze the establishment of Technical Support Groups (as per Decision 1002) by the People's Committees in selected wards

- Providing foundational background of legal framework on the Law of Natural Disaster Prevention and Control and National 1002 Program to NDPC officer, representative from Mass Organizations, ward leaders.
- Introducing implement follow-up actions to implement CBDRM program in urban area.
- Orienting road map/planning on steps to implement CBDRM activities which starting with establishment of TSGs in urban area.

3.2 Pre-Training activities: Before conducting the training, the trainer will carry out the following key pre-training activities including:

- Collection and review of key supporting materials/information relevant to the objectives/topic of the training activity consisting of CBDRM/CBDRA, other cross cutting issues of gender, people with disabilities, elderly people.
- Develop the appropriate materials for the training workshop and reference document to hand-out to participants.
- Collect and review key supporting material (session plan, training PowerPoints) in order to design of the programme/materials for the training activity (or updating of or adjustment to the requirements/objectives of the training activity; etc...)

3.3 Conduct training courses

- Cooperate with CRS to develop training agenda to meet above objectives.
- Develop training facilitation guide using CRS provided format for the training based on developed contents and methodology.
- Prepare training materials (hand-outs, text, slides, reference document, video/clips...) for distribution during the training
- Facilitating training in order to meet outcomes expectation including the plan of commune NDPC which consolidated from the village NDPC.
- Develop simple pre-test and post-test (no more than 1 page)
- Analyzing pretest, posttest and writing report in Vietnamese.

3.4 Post training, follow-up activities

- Distance support of reviewing the 3 ward NDPC plans to meet the quality (in term of content, format approved by MARD)

4. Training content

4.1 Training participants

The participants are members of newly established TSGs and Community groups at the ward level by the local People's Committee under the National 1002 CBDRM program includes representatives of Ward Committee for Natural Disaster Prevention(NDPC), mass organizations (MO), such as the Red Cross, Vietnam Women's Union (VWU) from Dien Ban town, particularly:

- Department of economy: 3 pers
- Ward NDPC: 21 including at least 2 leaders from each ward
- Community representative: 6 (2 sub-ward leaders from each ward)

4.2 Content:

Task 1: Catalyze the establishment of Technical Supporting Groups

- Conduct a session on stakeholder engagement to see the mutual the impact of urban disasters and the participation of urban disaster prevention and control as well as the relationship between organizations, mass organizations, individuals and communities in the management of natural disasters through the Venn diagram;
- Legal framework and National CBDRM 1002 program on Community Based Disaster Risk Management
- Overview on Law of NDPC with the focus on the obligations of different levels consisting National, Provincial, District and Commune
- Overview on the 1002 program including the overall of the program, achievement and result after the first phase and the plan 2016-2020

- Roles of ward people's committee in CBDRM planning, implementation, monitoring and evaluation
- Roles and responsibility of Technical Support Group regulated in CBDRM guideline
- Good practice sharing
- Orientation on the CBDRM activities with the roadmap in each selected ward
- Development the list of Technical Support Group with detailed roles and responsibility
- Reviewing the list of TSGs developed and working plan by the group

Task 2: Training

I. Training

- Providing foundational background of CBDRM knowledge and steps of genders, Ops, PwD inclusive CBDRM implementation to LGA, MO, CBOs staff and commune leaders, specifically members of TSGs and CGs just established.
- Introducing and guide to implement follow-up actions to implement CBDRM program
- Introducing the CBDRA knowledge, tools and guide on carrying out the CBDRA at their ward
- Expected training module include
 - CBDRM
 - Gender, PwD and OP in CBDRM
 - CBDRA tools, specifically, in urban areas
 - All tools introduced, implemented should include the collection, analyses and consolidation, tool including the session of map development applying the ICT4D innovation (eg. Google my map, Open street map, ...)

II. Inputs to the material developed by CRS/NDPCA session

- Facilitating the mini-session on inputs taking for the CBDRM for urban area material developed by CRS/NDPCA which the result will feed into the development process of the material covering all steps applying all tools consisting collecting, analyze and consolidation tools.
- The results should include the input to steps CBDRM conducting in urban area, tools should include and how the tools conducted...

Task 3: Hand on session

- In collaboration with CRS and TSGs members, prepare CBDRA plan at ward/sub-ward integration with the inclusiveness of gender, OP and PwD
- Coaching the TSGs members MO, CBOs staff and ward leaders to practice implementation for CBDRA assessment and development of NDPC plan in urban areas.
- The session will be conducted by the TSGs trained previous stage carried in one ward

Task 4: Reviewing

- Reviewing the one example of sub-ward and 3 ward NDPC plans

4.3 Expected result:

After the training, the participant will

- ✓ By the end of the training, the participants familiarize with training materials and other resources on gender, OP, PwD inclusive CBDRM/CBDRA.
- ✓ Have knowledge of crosscutting issues of gender, elderly people and people with disability roles in the management of CBDRM
- ✓ Understand the basic concepts related to urban disaster risk reduction/CBDRM and climate change and steps to implement CBDRM processes
- ✓ Understand and practice CBDRA tools to collect, analyze the information collected including drawing hazards maps showing their local disaster-prone area applying ICT4D application
- ✓ Have a sound understanding of the role and duties of the technical support group and community groups.
- ✓ Able to organize and facilitate the CBDRA assessment activities at ward/sub-ward level from that facilitate the community members to propose initiatives for CBDRM activities at

their ward level including preparedness, response and recovery measures to be included into the NDPC plans

- ✓ Able to build a detailed NDPC plan for the urban area.
- ✓ By the end of the training, the participants can practice skills and knowledge relevant to promote CBDRM/CBDRA implementation at ward/sub-ward.

4. Deliverables and timeline

- Set of training material including handout, presentation reading material distributed to participants, list of reference material suggested
- List of participants attended with result of pre and post test
- Photos of the workshop
- Report submitted with the which include
 - Evaluation on the participants
 - Application of the new knowledge/ skills acquired from the training activity (based on the action plans developed by the trainees following the completion of the training activity).
 - Lesson learnt on how to improve the sessions for better organizing next activities.
 - Suggestion/Recommendations
 - Suggested plans of CBDRA/CBDRA implementation by ward

5. Requirements

- A team consist of a lead facilitator and a facilitator assistant who possess extensive experience in carrying out training/facilitating CBDRM/CBDRA sessions **in urban area**
- Understanding government DRR policies, programs and guidelines related to CBDRM.
- Sound knowledge and skills in mainstreaming gender into CBDRM/CBDRA process
- Strong knowledge and good practical experience in CBDRM implementation, monitoring and evaluation
- Experience in participatory facilitation skills
- Excellent writing and analytical skills.
- Experience in material development is an asset
- The trainers used are National Red Cross facilitators who are experience and in the National list of facilitators nominated by VNRC will be encouraged and is an asset