

TERM OF REFERENCE FOR CONSULTANCY SERVICE

To develop a Guidelines for Early Warning System Audit

Project: Building Resilience to Natural Hazards in Central Vietnam – Phase 3

Aug 2021

1. Description of project

1.1. Background

Since 2015, a consortium comprising of the American Red Cross (AmCross as lead – working with and through Vietnam Red Cross), Catholic Relief Services (CRS), HelpAge International (HAIV), Plan International (Plan), and Save the Children International (SC) has been working together to support a community based-approach through the Building Resilience to Natural Hazards in Central Vietnam Project. The goal of the project is to increase resilience of vulnerable communities to prepare for and mitigate impact from disasters by delivering an integrated package of programs to strengthen the regulatory environment, local leadership capacity and household engagement in disaster risk reduction activities.

The project is implemented through a Community Based Disaster Risk Management (CBDRM) standard package of services in 20 target communities of four central provinces including Ha Tinh, Quang Tri, Quang Nam, Quang Ngai. This CBDRM standard package was designed basing on the technical strengths of consortium partners, including:

- Community Based Disaster Risk Management (CBDRM) in urban and rural areas (TechLead: Red Cross & CRS)
- Integration of disaster risk reduction measures into local Socio-economic Development Plan (Technical Lead: SC)
- Early Warning System (Technical Lead: RC)
- Disaster Resilient Shelter (Technical Lead: CRS)
- Safe School Initiatives (Technical Lead: SC & Plan)

AmCross, as the technical lead for strengthening Early Warning System (EWS), will provide guidance to other consortium partners to design and implement the relating activates at community level, including the facilitation of EWS audit.

1.2. Scope and reach of project

The project covers 20 communities of the four central provinces detailed in the following table, covering the total of approximately 162,600 people.

Province	District/city	Commune/ ward	Responsible Partner
Ha Tinh	Ha Tinh city	Tan Giang, Tran Phu	AmCross/VNRC
	Ha Tinh city	Tran Phu	AmCross/VNRC
Quang Nam	Dien Ban	Dien Nam Bac	CRS
	Dien Ban	Dien Duong	CRS
	Hoi An city	Cam Pho	AmCross/VNRC
	Hoi An city	Cam Nam	AmCross/VNRC
	Hoi An city	Thanh Ha	SC
	Nong Son	Phuoc Ninh	SC
	Thang Binh	Binh Tu	CRS
	Thang Binh	Binh Trung	CRS
Quang Ngai	Binh Son	Binh Minh	SC
	Quang Ngai city	Chanh Lo	AmCross/VNRC
	Quang Ngai city	Nghia Lo	AmCross/VNRC
	Quang Ngai city	Quang Phu	SC
Quang Tri	Dakrong	Mo O	Plan
	Dakrong	Huong Hiep	Plan
	Huong Hoa	Huc	Plan
	Huong Hoa	Xy	Plan
	Trieu Phong	Trieu Lang	Plan
	Trieu Phong	Trieu Van	Plan

1.3. Project management

The American Red Cross leads the consortium partners in implementation of the project based on a sustainable partnership among consortium partners to ensure that the project achieves expected outcomes. Besides each consortium partner also set up their own system for managing and implementing the project through their local partners.

2. Consultancy Overview

2.1. Background

Strengthening existing Early Warning System is one of the key activities included as part of overall Community Based Disaster Risk Management and Resilience Building projects

implemented by VNRC since 2009. The VNRC has been using tools including EWS Audit to understand and strengthen the existing EWS at community level. Under the project Building Community Resilience to Natural Hazards started in 2018, AmCross and VNRC were assigned as Technical Leads of EWS Strengthening for communities in the Consortium.

After 10 years of implementation experience VNRC had for strengthening EWS, the VNRC has had a pool of facilitators to conduct EWS audit at Red Cross chapters in project target provinces (Ha Tinh, Quang Nam, Quang Ngai). However, at VNRC HQ, there was lacked to identify a focal technical person at HQ, nor a practical guideline, to further disseminate the knowledge and skills to other chapters.

In addition, there are other gaps identified in the 10 years of implementation experience for strengthening EWS. They are:

- Lack of understanding of four components of EWS Framework at different levels (national, provincial, district and community levels) which leads to confusions in facilitating the EWS audit at community level
- Non-existence of clear definition on the four components of EWS Framework and it is not properly reflected in the EWS Audit tool. As a result, findings and recommendations on improvement of community EWS were not covered across all four components
- The existing tools (questionnaire) for EWS audit mainly focus on communication and dissemination of early warning information and hardware support for strengthening Community EWS

In order to ensure the knowledge is properly built to focal from HQ and properly multiplied their knowledge to non-project provincial chapters, there is a need to review the existing tools for EWS and develop a practical guideline along with toolkits for VNRC for their future capacity building activities. This guideline will also serve as a technical document for supporting both VNRC and the Consortium in the next project that has been submitted and technical approved by USAID/BHA "Comprehensive Models for Community Resilience in Vietnam (CMCR) , in which VNRC has been appointed as Technical Lead on EWS. Because of time limitation, the consultancy will only focus on review of the existing resources available to develop the guidelines and toolkits with assumption that these will be tested in the 16 target communities of CMCR project. It is also expected that these guidelines and toolkits will be finalized by the end of CMCR project in Sep 2023.

2.2. Objectives

The objective of this consultancy is to review the existing resources and document the VNRC's experience on conducting EWS audit and develop a guideline to conduct EWS audit at community level together with a toolkit which includes the assessment methodology and tools, in order to identify community needs for strengthening of all four components of EWS framework. These four EWS components include: (1) disaster risk knowledge, (2) Detection, monitoring, analysis and forecasting of the hazards, (3) warning dissemination and communication, and (4) Preparedness and response capacities

2.3. Methodology

The consultant is expected to use the following methodology:

- Secondary Data Review – Conduct desk review/literature research of the existing relevant technical documents including but not limited to: project documents and

- reports, EWS audit technical documents, AMEE technical documents, EWS audit reports and some guidelines available from sister national societies, etc.
- Primary Data Collection – conduct Focus Group Discussion (FGD) and Key Informant Interview (KII) to relevant stakeholders such as VNRC volunteers, EWS facilitators, Community members, Consortium partners, AmCross staff etc.

2.4. Main audience

Main audience of the consultancy include AmCross Vietnam Delegation, Viet Nam Red Cross Head Quarter and provincial branches, Consortium Partners and other implementing partners (i.e. implementing partners of the consortium partners);

3. Expected activities and deliverables

3.1. Expected activities and timeframe

The Consultant is expected to conduct the following tasks:

- Review relevant materials of the EWS audits that have been carried out under the project, including the EWS audit reports, consortium documentation materials and other learning workshop reports etc.
- Facilitate further interview with Red Cross EWS audit facilitators and consortium partner representatives if necessary (optional)
- Develop a practical and easy-to-use Guideline to conduct EWS Audit for community level
- Develop relevant toolkits for conducting the EWS audit

Timeframe: 20 Aug 2021 – 20 Sep 2021

In order to do that, the following activities are expected:

Activities	Days
1. Debrief with AmCross delegation to develop detail work-plan	1
2. Desk review, literature research (EWS audit technical documents, EWS audit reports, AMEE EWS technical documents, project documents, etc.)	6
3. Conduct interview relevant Red Cross facilitators/partners (optional – if necessary)	3
4. Develop EWS audit toolkit	5
5. Develop the guidelines to use the toolkit	5
6. Finalize the guidelines and toolkit	2
TOTAL (estimated by AmCross – consultant can propose for change if necessary)	22

3.2. Deliverables

Deliverables	Expected deadline
1. The guideline to Conduct EWS audit	
2. The toolkits for EWS audit	

3.3. Consultant's qualification

- Demonstrated knowledge and working experience on Disaster Risk Reduction, the Government's Community Based Disaster Risk Management Program (approved

- through Decision 1002), and most importantly having experience on conducting EWS related activity at community level and robust knowledge on Early Warning System Framework
- Demonstrated experience on development of technical guidance and technical toolkits.
 - Excellent written, verbal, organizational, analytical and interpersonal skills.
 - Proven ability in conducting and producing high quality studies.

How to apply

Interested applicants should send CVs, proposed plan and daily rate to email amcrossvn@amcross.org.vn with title: Consultancy service for developing a Guidelines for Early Warning System Audit _name

Deadlines for submission

Interested candidates are encouraged to submit the application no later than **23.59PM, Aug 13, 2021**.

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