

TERMS OF REFERENCE FOR NATIONAL CONSULTANTS

Disaster and Climate related Risk Analysis and Feasibility study on forecast based early action (FBEA) in Quang Tri and Binh Thuan province

I. Background

CARE, World Vision International and Plan International have entered into a consortium for the project “Enhancing inclusive and gender-responsive forecast-based early action for effective disaster preparedness in Vietnam and at regional level, by strengthening awareness, capacity and resilience of local communities and actors, and engaging them in policy dialogue through evidence-based advocacy” (hereinafter referred to as Consortium). This principal objective of project will be achieved by strengthening awareness, capacity and resilience of local communities and actors, and supporting them to operationalize existing frameworks and guidelines into contextualized SOPs and anticipatory action for flooding in Quang Tri and drought in Binh Thuan province.

The project is funded by ECHO and has two following results: 1: Capacity of local authorities and communities strengthened, and an age, gender and disability inclusive FBEA responsive mechanism on floods and droughts demonstrated. 2: Governments of Vietnam and ASEAN are aware of the benefits of, and are taking action to adapt and coordinate efforts within forecast-based early actions and rapid response at regional level. The Project will target a minimum of 6,578 direct at-risk and hard to reach communities, local CSOs and authorities, national and regional duty bearers during the course of 18-months (July 2021-December 2022), with particular emphasis on the needs and contexts of women and girls, and other traditionally excluded groups.

The project activities will cover 4 communes in two provinces:

- Thanh commune, Huong Hoa District, Quang Tri province
- Thuan commune, Huong Hoa District, Quang Tri province
- Thuan Hoa commune, Ham Thuan Bac District, Binh Thuan province
- Dong Tien commune, Ham Thuan Bac District, Binh Thuan province

Under result 1 of the project, in order to support conducting demonstrated FBEA responsive mechanism on floods and droughts, it is required to conduct disaster and climate related risk analysis and feasibility study on FBEA in Quang Tri and Binh Thuan province. The risk assessment and feasibility study in the target communities will help to identify the challenges and gap in DRR and improve household and community early actions based on forecast, including GBV, gender power, child protection and disability. So the expected objectives and results will be achieved in the project context of local needs and demands.

II. Objectives of the Consultancy

The consultants are sought to design and conduct disaster and climate related risk analysis and feasibility study on forecast-based early actions for floods and drought in 4 target communities of Quang Tri and Binh Thuan. The risk analysis and feasibility study will be undertaken based on the project's objectives and list of indicators (Annex in Project indicators).

III. Scope of services

1. Disaster and climate related risk analysis including gender analysis, disability and child protection. The risk analysis will provide detailed pictures of climate risks including COVID-19 related risks at community and provincial levels of Quang Tri and Binh Thuan province. Baseline survey for some indicators in project's log frame also required in this service.

Specific tasks:

- Reviewing community-based disaster risk management in the target provinces with an emphasis on policies and plans on CBRDM, management structure, roles and responsibilities of relevant parties/ agencies, CBOs, possibility of access to/control over resources for CBRDM (desk study and interview local agencies during field survey)
- Identifying potential risks from disasters and climate event focus on floods and droughts effected to target communities in Quang Tri and Binh Thuan province. The potential risks in this early process will be focusing in line with the project interventions and beneficiary priorities
- Exploring factors of the hazards such as magnitude (return period) and severity through primary and secondary data collection (historical data, FGDs, interviews)
- Identifying possible impacts of disaster and climate event (floods and droughts, COVID-19) to target communities and their livelihood. Gender analysis on impact of the crisis on women, girls, boys and men, child protection element and disability also need to take into account.
- Examining dimensions vulnerabilities and capacities of the different gender and age groups to cope with the risks, community specific needs and discrimination/lack of access to assistance and protection. Field survey to consult with the 4 target commune local authorities and community members on vulnerabilities and capacities.
- Collaboration with IMHEN to collect information for developing flood and drought risk maps for the communes (IMHEN is a project partner to build the trigger thresholds for forecast based early action. IMHEN will join the field survey with facilitated by the Consortium).
- Collect baseline data for project indicators. Beneficiaries of the project action will include particular vulnerable groups, people with disability and marginalized groups. Number of unique beneficiaries of project is 6472 (female: 3161 & male: 3311). Refer the 4 indicators below for survey baseline data.

- % Increase of people reported to take early action during time lapse in accordance to the government CBDRM plans
 - Number of local authority and community members acquiring increased knowledge on FBEA and rapid response
 - % Increase of people reported reduction in time lapse
 - % Reduction of time lapse (comparing of average time to take action between baseline and endline to see the difference in time to take action).
2. Feasibility Study on FBEA. The feasibility study will scoping the existing implementation of early actions based on forecasting for floods and drought. Then it need to identify the list of early actions for different groups at community including commune-level actions and household-level actions. The early actions could be non-cash grant and cash grant, with a focus on cash-grant households.

Specific tasks:

- Reviewing early warning status including defining types of forecast (for example periodic forecast, forecast with trigger thresholds), forecast mechanism with specific content of forecast to community. It need to identify the current context and gaps for community people to access and understand forecasting information, which fastest forecast mechanism to notify households,
- Reviewing and identifying existing and potential early actions based on forecasting for floods and drought. What are the advantages and challenges of existing early actions, analysis of the motivations and barriers to community people taking early actions more effectively including COVID-19 impacts to community early action
- Studying and verifying the list of early actions for early warning and preparing to cope with impacts and minimizing losses of floods in Quang Tri and droughts in Binh Thuan at commune-level and household-level at different time lapse
 - At the beginning of the flood or drought season
 - Upon the regular warning/forecast
 - Upon the warning of extreme events
 - Close to events (1-2 days before floods or 1 -2 weeks before droughts)

The above early actions at four categories should indicate what can be done within HH and community resources, what is beyond and cost estimation. Focus of external support is applied for category 3 and 4. Analysis and developing criteria to select vulnerable households participating in the trial of trigger warning thresholds for floods (Quang Tri) and drought (Binh Thuan) (families who will receive early action support from the project/cash grant). Gender analysis, disability and child protection need to cover in the feasibility studies to ensure women's participation, youth, PwD or female-headed households being represented in community consultations and preparing for climatic hazards.

- Studying on provincial/district/commune Natural Disaster Funds to find out the budget resource for take early actions including fund disbursement. Possibilities of FBEA integration and alignment to governmental natural disaster programs. (such as 553 program or related program on disaster risk reduction).

Methodology & tools:

- Both surveys (Disaster and climate related risk analysis and Feasibility study) require community participation with combined methodologies of quantitative and qualitative.
- Consultants' design of the survey should be in such ways of minimizing frequencies of local people's participation as well as number of people, taking into account of COVID-19 risks
- Other tools could also apply such as Climate Vulnerability and Capacity Analysis, Household economic analysis

IV. Deliverables

- Risk analysis reports for Quang Tri and Binh Thuan province. (report for each commune)
- Feasibility Study Reports on FBEA with list of early action based on forecast for floods in Quang Tri and droughts in Binh Thuan. (report for each commune)

V. Timeframe and budget resource

No	Activities	Timeline	Estimated Number of day for Consultant team	Responsibility	Budget resource
1	Study project materials and desk review other related materials	3 rd week of December 2021	3	Consultant team	Plan: 1.5 day Care: 0.5 day WV: 1 day
2	Develop detailed survey proposal with methodologies, tools and plan (In consultations with Consortium members, organizations working with disability)	4 th week of December 2021	7	Consultant team	Plan: 2.5 days Care: 1 day WV: 3.5 days
3	Conduct Survey in Quang Tri and Binh Thuan. IMHEN will join the field survey (Option: Remote Survey due to COVID 19 context)	1 st week & 2 nd week of January 2022	10 (5 days each province)	Consultant team	Plan: 4 days Care: 1 day WV: 5 days
4	Data analysis and draft reports (risk analysis & feasibility study)	3 rd week of January 2022	5	Consultant team	Plan: 2 day Care: 0.5 day WV: 2.5 day
5	Final reports (based on comments from Consortium)	4 th week of January 2022	2	Consultant team	Plan: 0.5 day Care: 0.5 day WV: 1 day
	Total consultancy working days		27 days x 2 members = 54 working days		Plan: 21days Care: 7 days WV: 26 days

VI. Reporting line, Preparation and Logistical Support

The consultant team will work with field project staffs, technical team of consortium and report directly to the technical leads of Plan, Care and World Vision in Hanoi. The Consortium will facilitate and provide of all required logistical support for meetings, travelling and accommodation during field survey in Quang Tri and Binh Thuan province. Accommodation, transport, and other meetings logistics in the field will be arranged and paid on the actual expenses and cost norm by Plan (in QuangTri) and World Vision (in BinhThuan).

VII. Selections criteria/qualifications

The consultant(s) will have extensive experience and knowledge in conducting disaster and climate risk assessment, situation analysis on disaster projects focus on disaster preparedness and emergency responses. Priorities are given to National consultant/consultant team (2 members) have experience on forecast-based early action/ forecast-based financing with gender sensitive. Familiar with disability and child protection mainstreaming is an advantage. In particular, the consultants will have skills in working with local authorities and communities in the remote areas, good report writing skills in English and Vietnamese.

VIII. Budget:

The cost for disaster and climate related risk analysis and feasibility study on FBEA will be contributed by PLAN, Care and World Vision.

IX. Application

Interested consultant(s) should submit an application package by **17:00, November 16th, 2021** to Plan's email: **VNM.Procurement3@plan-international.org**

Kindly submit the following application documents:

- Proposed technical approach and methodologies
- A proposed activities schedule/work plan with time frame.
- Copy of CV of the consultant(s) who will undertake the tasks
- Recent examples of similar work report written by the applicant.
- Proposed detailed budget for the consultancy includes number of working days and daily consultancy rate (gross, including tax according to the Vietnamese Law and excluding accommodation, transport, and other logistics costs in the field.)

X. Other conditions

Ethical and Child protection statements.

Ensuring appropriate, safe, non-discriminatory participation, ensuring process of free and uncoerced consent and withdrawal; ensuring confidentiality and anonymity of participants. The consultant must comply with Plan's child protection policy, CARE's policy on Sexual Harassment and Child Protection, WV's Child and Adult Safeguarding policy, Anti-corruption policy. A copy of these policies will be sent to the consultant(s) for reading and acknowledgement of compliance to the policy.



Management

Plan International Vietnam, Care and WV will be responsible for the overall management and logistic arrangement of the training. Plan International Vietnam, Care and WV will designate staffs to be supporting for this consultancy services. The consultant will closely work with the designated staff during the period of service to ensure the time frame, Plan's & Care, WV policy working with local partners, relevant stakeholders and children as well.

This TOR is developed by Plan, Care and World Vision together. The role and responsibility of consortium members will follow the Memorandum of Understanding.

Attached Annex 1: Project Logical Framework

Annex 1: Project Logical Framework

OBJECTIVE	INDICATOR	TARGET			Units	DATA SOURCE
		CVN	Plan	WV		
	% Targeted community women and men who are retained in local forecast-based early actions system at the end of project.		60%		Individual	Endline report
	% of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner		85%		Individual	Endline report

	% of reduction in time lapse from a trigger is activated to early action is initiated	40%	Individual	Baseline(combine with feasibility study or risk assessment) Endline report Project report
	Number of beneficiaries who benefitted from the cash distributions and CSO seed-funding humanitarian assistance	2972 people	Individual	Endline report Project report Beneficiary list.

RESULT 1. Capacity of local authorities and communities strengthened, and an age, gender, and disability inclusive FBEA responsive mechanism on floods and droughts demonstrated	R1 I1		% Increase of people reported to take early action during time lapse in accordance to the Government CBDRM plans	50%			Individual	HH spending plans Activity result report and check list
	R1 I2		Number of SOPs/Early Action Plans developed and tested in target communities in line with CBDRM Plans Proposal: 6	2	1	3	Institutional	Project report
	R1 I3		Number of local authority and community members acquiring increased knowledge on FBEA and rapid response Proposal: 170	57	50	80	Individual	Endline report Evaluation training report

1.1. Capacity building for local authorities and communities on risk reduction and resilience, forecast-based early actions and rapid response	1.1.1 Establishment of Memorandum of understanding and inception/planning meetings with Government authorities	# of participants attended in inception/planning meetings with Government authorities	N/A	N/A	N/A		Participant list Activity result report
	1.1.2 Adapt existing DRR curriculum IEC/training package	# of training curriculum is adapted	1				MIS Database
	1.1.3 Capacity building on protection, gender, age and disability inclusive FBEA response for relevant local stakeholders and communities	# of local authority and community member are trained on on FBEA and rapid response Proposal: 170/same target with R113	57	50	80		Training report and pre and post test score Participant list
	1.1.4 Support CCWG/DMWG members to join FBEA events (CARE)	# of participants from CCWG/DMWG members attended FBEA events	10	N/A	N/A		Participant list
1.2 Gender, age, and disability inclusive FBEA responsive mechanism on floods and droughts demonstrated	1.2.1 Disaster and Climate related Risk analysis, including COVID risks in 4 vulnerable communes, 2 in Quang Tri Province and 2 communes in Binh Thuan province	# of risk assessment reports	1	1	2		MIS Database
	1.2.2 Feasibility study including GBV/Gender power analysis and child	# of feasibility study report	1	1	2		MIS Database

	protection in flooding and drought.					
	1.2.3 Develop Specific forecast thresholds of flooding and drought for early action, triggers and consultation workshops to validate and finalise the triggers	# of report on two trigers (one for drought and one for flood and 1 consultation meeting)	1	N/A	1	MIS Database
	1.2.4 Community awareness raising on FBEA and COVID risks, combined with early action planning (commune and village level)	# of people accessed to community awareness raising events	1400	160	4,500	Activity result report
	1.2.5 Develop coordinated early action mechanism and financial mechanism (Cash)	Coordinated early action mechanism and financial mechanism are in placed.	1	1	2	Activity result report
	1.2.6 Test and validate the operation of coordinated mechanism and financial mechanism when triggers hit in 4 target communes					

	1.3. Cash distribution and Seed-funding for CSOs	1.3.1 Cash distribution 1.3.2 Seed-Funding provided to CSOs on FBEA1	# of beneficiaries received cash distribution and support from seed funding Proposal: 2972 people	1940	500	552		Activity result report Beneficiary list with selection criteria. PDM results Pictures
1.4 Document successes and lessons learned, collect evidence, research, and develop knowledge products for wider dissemination on FBEA	1.4.1 Develop gender, age, disability inclusive responsive/child protection guideline SOP/Anticipatory Action Protocol on flooding and drought (consortium joint in with FAO and Red Cross)		# of gender, age, disability inclusive responsive/child protection guideline SOP/Anticipatory Action Protocol on flooding and drought are developed	2				Activity result report Participant list
	1.4.2 Document success, lessons learnt (gender responsive, child protection, FBEA) and cost benefit analysis		Number of success, lesson are documented and shared.	N/A	N/A	N/A		
	1.4.3 Public awareness on inclusive and gender responsive FBEA and SRSP		# of reach (followers, engagements)					Activity result report
	1.4.4 Learning and sharing workshops in two target provinces (1 in Binh Thuan, 1 in Quang Tri)		# of learning and sharing workshops	1	1			Activity result report Participant list

RESULT 2. Governments of Vietnam and ASEAN are aware of the benefits of, and are taking action to adapt and coordinate efforts within forecast- based early actions and rapid response at regional level	R2 I1		Number of expressed commitments/willingness from government stakeholders to institutionalize FBEA	5	individual/institution	Advocacy tracker tool Project report
	R2 I2		Number of CSO/CBOs and community representatives actively participate in ASEAN events	6	individual/institution	Activity report Participant list
	2.1 Organise joint advocacy workshops and policy dialogues to engage multi- stakeholders and ensure FBEA is included in disaster management action plans.	2.1.1 Joint policy dialogues and advocacy workshop at national levels with FAO, German Red Cross, engaging DMWG and CCWG and other stakeholders	# of policy dialogues and advocacy workshops are organized.	2		Advocacy activity table Advocacy tracker tool Participant list
		2.1.2. Co-organize the learning event with VNDMA on FBEA/BBF, disaster risk financing and gender response	# of participant joint learning event on on FBEA/BBF, disaster risk financing and gender response	N/A		Activity report Participant list
	2.1.3 Contribute to regional policy dialogue and knowledge exchange on disaster risk financing and FBEA	List of evidence, documentation on disaster risk financing and FBEA contribute to regional policy dialogue and knowledge exchange	N/A		MIS Database	

	2.1.4 Attend/participate/support ASEAN events as advocacy; Global Platform on DRR event in May 2022 and the Asia Pacific Ministerial Conference on DRR (APMCDRR) with ASEAN; ASEAN Day of DRR Oct; CoP /AP Climate week	# of participation attend/support ASEAN events as advocacy; Global Platform on DRR event	N/A	N/A	N/A	Activity report Participant list
2.2 Develop and influence VNDMA on FBEA standard guidelines on drought and flooding	2.2.1 Consultation meetings with relevant Government stakeholders (VNDMA) on FBEA standard guideline	# of consultation meeting with relevant Government stakeholders (VNDMA) on FBEA standard guideline are organized	1	N/A		Activity report Participant list
	2.2.2 Develop FBEA standard guideline/Anticipatory Action Protocol (in cooperation with FAO and GRC)	FBEA standard guideline/Anticipatory Action Protocol are developed.	2			
	2.2.3 Develop annex on FBEA to the national contingency plan (in cooperation with FAO and GRC) to be adopted by Vietnam Government, UN agencies and NGOs	Annex on FBEA is attached to national contingency plan	1		MIS Database	



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