

TERM OF REFERENCE

Conduct comparative research on how communities can access available financial resources in Vietnam and ASEAN countries in the Mekong region**I. Context**

Aid for social protection program Foundation Vietnam (AFV) is a Non-profit Organization operated under the permit of Vietnamese law. AFV works to eradicate hunger, reduce poverty, create more employment opportunities and implement community development programmes to support the poor, the disable, vulnerable people, especially poor, ethnic minority women and children in Vietnam.

ActionAid Vietnam (AAV) is a leading international non-governmental organization working in Vietnam with the objective of eradicating poverty by facilitating the process of empowering the poorest and excluded people with special reference to ethnic minorities and women. Starting its operation in the mountainous province of Son La in 1989, after over 25 years, AAV works in 12 provinces serving more than 4 million people throughout the country.

Bread for the World (BfdW) is a global development and relief organization, founded in Germany in 1959. To date, BfdW has been active in more than 90 countries around the world with aims to empower the poor and marginalized people to improve their living conditions. In Vietnam, BfdW supports civil society organizations to reach out to the most vulnerable and marginalized groups to have a better life with dignity.

Since mid 2019, AFV has performed the project “Strengthening the resilience of communities in dealing with natural disasters in Mekong delta” with the funding received from Bread for the World and ActionAid Vietnam. The project is taken place in Tra Vinh and Soc Trang provinces. The overall objective of this project is “the vulnerable communities in Mekong Delta region are enabled to better combat unpredictable environment hazards”. Project specific objectives include i) *Climate change resilience of the vulnerable communities is strengthened*, ii) *CSOs’ experience in community-based disaster management is recommended to be integrated into national and ASEAN policies*. This project aligns the AAV’s Country Strategy Paper for period of 2018-2023 and Programme Priority 1: to strengthen community capacity to build safe communities, response to natural disasters and adapt to climate change with alternative sustainable livelihoods.

According to the Global Climate Risk Index, Vietnam is one of the most at-risk countries for climate-related disasters in the world. Each year, Vietnam suffers on average from 7 to 8 storms and other natural disasters. Northern and central mountainous areas face a higher risk of flash floods and landslides due to changing rainfall patterns. Drought has affected different parts of Vietnam, especially the Mekong Delta, and have been associated with extreme saline water intrusion penetrating deeply inland which result in major crop losses and water shortage.

Every year, a great amount of funds has been released for climate change response and adaptation in the ASEAN and Mekong delta region, however, communities who have been facing damage and loss because of negative impacts of climate change but still have difficulties in accessing to these funds. According to OECD, the challenges faced by the countries in accessing international adaptation finance are: (i) Low level of awareness of the need for adaptation and sources of funding; (ii) difficulty in meeting funds’ procedures and standards to access finance; (iii) low level of capacity to design and develop projects/programmes, and monitor and evaluate progress; (iv) limited availability of and access to climate information; (v) a lack of coherent policies, legal and regulatory frameworks and budget; and (vi) no clear set of priorities identified through transparent multi-stakeholder processes.

To explore the current situation of accessing to financial resources for activities, initiatives for climate change resilience and adaptation of communities in ASEAN countries of Mekong region, a comparative research at regional level will be conducted to share experience and lessons learned of successful models and good practices of communities' access to financial resources as well as propose recommendations for policy advocacy of financial assistance for climate change adaptation and resilience in the ASEAN region.

II. Objectives

- To learn about experience and lessons learned of successful models and good practices on communities' access to financial resources for climate change adaptation and resilience activities in ASEAN countries of the Mekong region;
- To advocate for policies on financial allocation for climate change adaptation and resilience of communities in ASEAN countries.

III. Expected outputs

- 01 research report (in Vietnamese and English) introduces good practices and lessons learned on communities' access to financial resources and makes policy recommendations on financial allocation of ASEAN countries for climate change adaptation and resilience activities;
- Research report's key findings and recommendations will be shared to stakeholders and decision makers at ASEAN regional for a.

IV. Methodology

This research will be conducted in 03 ASEAN countries including Vietnam, Cambodia, and Thailand or Myanmar by a consultant team recruited through an open selection process. In Vietnam, the selected consultant team will conduct the study in 6 communes/wards of Ke Sach district, Soc Trang province and Tra Vinh city, Tra Vinh province. The research will perform a desk study, a quantitative study and a qualitative study as follows:

Literature review/desk study

- Project documents;
- Successful models and good practices of ASEAN communities' access to financial resources for their climate change adaptation and resilience;
- Available financial resources and relevant policies on climate change adaptation and resilience in 03 chosen countries.

Quantitative study

Structure questionnaires designed to collect the informant's data including personal information, situation of climate change in their community, their knowledge of climate change and its impacts, their response and adaptation to climate change, their knowledge of government policies on climate change adaptation and resilience, and their needs and recommendations.

Qualitative study

Focal group discussions and in-depth interview with the community representatives, representatives of local authority, and relevant stakeholders at commune and district levels;

Study sample size

In Vietnam, at 06 communes/wards of 02 study sites in Tra Vinh, Soc Trang provinces, an expected sample size is calculated as follows:

- Household interview: 160 households per commune/ward x 6 communes = 960 households (480 households/study site)
- Focal group discussion: 10 participants/group per commune x 6 communes = 60 participants.
- In-depth interview: 04 key informants from local authority and relevant department/organization per district = 08 informants.

As regard to the study in 02 other selected countries, there will be a discussion with ActionAid country programmes to agree on study sites and the sample size. Ideally, the sample size should be similar to that in Vietnam to have comparative information and key findings.

V. Expected deliverables

- 01 infographic, summarizing the result of the desk study in both English and Vietnamese.
- 01 research report in both Vietnamese and English.
- 01 policy brief with the recommendations to revise and/or supplement the current policies on financial allocation of ASEAN countries to communities for climate change adaptation and resilience activities.

The consultant team in Vietnam will share and send all raw data, collected questionnaires and source documents to AAV/AFV.

VI. Responsibilities of stakeholders and coordination and implementation activities

AAV/AFV:

- Recruit and select a consultant team;
- Collaborate with AAV Cambodia and Thailand or Myanmar to implement the research in their countries;
- Review, give feedback and approve the research report.

Consultant team:

- Study ToR and submit technical and financial proposal to AFV/AAV;
- Develop detailed research plan and send it 01 week before the start of research
- Develop research tools (questionnaires) and send it to AFV/AAV for review and approval before 03 days of the training
- Submit final research report to AFV/AAV as specified date in the contract.

The local project management unit at study sites (Vietnam)

- Review and give feedback to the research plan
- Prepare participant list before 03 days of training
- Inform and invite the selected participants as agreed in the research plan
- Coordinate the research plan and arrange the meeting places
- Review and give feedback to the research report submitted by the consultant team.

VII. Implementation plan and responsibility

No	Activities	Expected results	Completed time	Person in charge
1	TOR for approval	TOR approved	Week 4, September 2021	Project team

2	Select consultant recruitment team and sign contract	Consultants selected and contract signed	Week 1-3, February 2022	AAV/AFV SMT
3	Prepare logistics	Research secondary documents completed	Week 4, February 2022	PMU and AAV/AFV
4	Conduct desk study	An infographic completed	Week 1, March 2022	The consultant team
5	Conduct training for local numerators	Interviewees trained	Week 2, March 2022	The consultant team and PMU
6	Conduct field research	Field research completed	Week 3-4, March 2022	The consultant team
7	Synthesize, analyze data	Analysis completed	Week 1-2, April 2022	The consultant team
8	Write reports, comment and approve the reports	Final report reviewed and approved	Week 3-4, April 2022	The consultant team, project team

VIII. Assumptions and risks

Assumptions: The informants actively and fully participated in group discussions and interviews, and research is completed as planned.

Risks:

No	Risks	Impact High/Medium/Low	Possibility High/Medium/Low	Risk bearers	Risk management plan
1	Information collected and research results could be different in 03 countries	Medium	High	AAV/AFV and project team	Meeting to discuss and agree on methodology, sample size, survey location, and develop survey plan in 03 countries before implementation.
2	Difficult to find appropriate consultant team and coordinate the research in 03 countries.	Medium	High	AAV/AFV and project team	Posting consultancy recruitment information in different platform Meeting to discuss and agree on research coordination
3	The impact of COVID-19 on doing the research	High	High	AAV/AFV and project team	Prepare a backup plan to do an online research. The data collection and group discussion will be conducted by using Kobo tool and Microsoft teams, respectively.

IX. Research proposal submission

The proposal must incorporate the following information:

- Consultant team profile (CV and degree)
- Technical proposal and financial proposal
- Tentative research work plan

X. Requirements for consulting:

- Possess a degree (Master's or above) in the field of climate change, development, or other social sciences.
- Have extensive experience in climate change research & disaster risk management for development projects
- Ability to apply different assessment methods.
- Experience working with international non-governmental organizations (INGOs)
- Have records of related studies
- Ability to communicate with various audiences and write research reports.
- Be fluent in speaking and writing Vietnamese and English.
- Proven ability by research reports.
- Prioritized: Having experience working with AFV/ActionAid and understanding/familiar with the organization's programs, policies, and advocacy activities.

Contact person

If you are interested in this research, please submit your proposal before 20 February 2022 to jobs.aav@actionaid.org.