

TERMS OF REFERENCE

Consultant for the development of Anticipatory Action material and undertaking the AA training

Project: Anticipatory Action

1. BACKGROUND

Catholic Relief Services (CRS) has been operating in Vietnam since 1994. In partnership with government, social organizations and communities, CRS has been implementing programs in 9 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Emergency, Disaster Risk Reduction (DRR) and Climate Change Adaptation; Disabilities; and Mine Action. Lying in the tropical monsoon area, one of the world's five "cyclone centers" in the Asia-Pacific region, along with its geographical location, topographical, geological, and other natural conditions, Vietnam is one of the 5 countries most affected by natural disasters and climate change, causing great damage to life and assets. In the year of 2020 alone, natural disasters left 357 people dead or missing, and led to estimated economic losses of nearly 40,000 billion VND (nearly 2 billion USD). Statistics from the National Steering Committee for Natural Disaster Prevention and Control show that over the past 30 years, each year on average nearly 400 people are dead or missing, and economic losses are about 1-1.5% GDP because of natural disasters, putting an immense strain on capacities, resources and arrangements for disaster preparedness and response at the community and government (GoVN) levels. Anticipatory Action (AA) is acting ahead of predicted hazardous events to prevent or reduce acute humanitarian impacts before they fully unfold. They are a set of interventions that are carried out when a hazard poses imminent danger based on a forecasted, early warning, or pre-disaster risk analysis. The Anticipatory Action in Vietnam project aims to build the resilience of vulnerable communities in Central Vietnam which will support communities to reduce and mitigate flood and typhoon disaster impacts through AA before a disaster occurs. The project will have the following main outcomes (i) local government authorities and communities' pilot and develop anticipatory action systems and (ii) evidence and on anticipatory action is captured and disseminated to inform disaster risk management (DRM) programming.

Under Intermediate Result 1 of the project, in order to support conducting demonstrated AA mechanism on floods and typhoons, it's necessary for local authorities, key stakeholders and communities to get basic understanding on AA approach and to develop early action plan for floods and typhoons. For this reason, CRS is looking for a consultant team to 1) develop the AA guidelines covering the process for the functional AA system, 2) develop the training curriculum on AA for floods and typhoons, and 3) deliver the training on AA in Quang Nam province.

2. OBJECTIVES

Within the framework of this TOR, the consultant team will be proactively engaged in three main assignments following.

2.1 The Guidelines development

- Detailed guidance on steps and methods which can help DRM officials, local government authority (LGA), related sector agencies, mass organizations, the private sector, other CBDRM practitioners and local people carry out Anticipatory Action.

2.2 The AA training materials development

Purpose of the AA training materials: The training materials will be used for (i) training for local authorities, stakeholders and TSG members on AA, therefore they can support and facilitate the AA including risk assessment, AA planning and monitoring etc. and (ii) Community awareness raising activity on AA to change behavior focusing on the vulnerable households and vulnerable groups of poor women, disability, and children in relation to implementation of household AA plans.

2.3 The AA training provision

- After development of the guidelines, an AA training will be organized to pilot the material and seek the input to further improve the guidelines.
- Training for LGA and stakeholders on AA so that they can support and facilitate the project implementation including risk assessment, AA planning and monitoring etc.
- Strengthen capacity to local government authorities (LGA), mass organization (MO), civil society organization (CBO) staff/representative, community leaders on gender, old age people (OP), people with disabilities to familiarize them with the concept, a proactive approach to disaster risk management, and legal documents pertaining to disaster risk management in Vietnam. The objective is to equip them with the knowledge and skills necessary to assist and facilitate the implementation of the project, which will include risk assessments, AA planning and monitoring, and more.

3 SCOPE AND METHODOLOGY

3.1 Development of AA materials

3.1.1 Assessment on existing AA materials

The first activity for the development process will be a detailed assessment on existing materials. The assessment objective is to establish an inventory of all possible relevant materials through a literature search.

- Undertake literature review on AA. Collect and review secondary materials on AA from different sources that could be contributed to developing training curriculums (referring training materials from Food and Agriculture Organization (FAO) for floods and droughts and Red Cross for flooding and heat waves, general information on flood/typhoon in Quang Nam etc. Age, gender, and disability inclusive aspects also need to be reviewed and updated in cooperation with CRS technical team.
- Review on community-based disaster risk management legal system in Vietnam related to AA, existing AA application in disaster management process.
- Review on ASEAN framework on AA in disaster management and related documents

The assessment output will provide a comprehensive analysis of the applicability of current AA materials, including an evaluation of their viability for revision and expansion, further elaboration on their merits and demerits, and other pertinent details. The review report should encompass DRM thematic concerns such as the information data requirements for AA, the suitability of forecast types, the definitions of triggers and thresholds, and any lessons learned regarding the selection of triggers and thresholds that have been addressed in prior literature.

Furthermore, the review will offer the insight for the development of guidelines' outlines and additional recommendations for the development/refinement of new materials that specify vital requirements and required activities, such as how inclusivity considerations (e.g., gender, the older people, people with disabilities, and ethnic minorities, if applicable) should be incorporated.

3.1.2 Develop and consolidate the AA guidelines

The AA guidelines will be developed based on the agreed outline and existing relevant materials as well as building on the most feasible, applicable, and practical points with expertise from DRM thematic advisors and the involvement of the specialists from the AA implementation organizations. The forthcoming comprehensive document will comprise instruments that delineate the following sequential stages: introduction including the overview of AA in the world and in Vietnam – rationale, concept and principles; legal framework for AA, AA and CBDRM – synergies and complementary; AA process - preparation and 3 AA building block - risk information, forecasting and early warning systems; planning, operation and delivery; pre-arranged finance; suggested training agenda and facilitation plan on AA training package in Anticipatory Actions

3.1.3. Consultation process with key actors for finalizing the Anticipatory Actions guidelines

A consultation meeting will be held, with participation from NDPC representatives at various levels, members of the AA technical team, key stakeholders, and AA practitioners. The discussion will be facilitated with various stakeholders to refine the draft version of the guidelines.

3.2 Develop the AA training material and awareness raising material for typhoon and flood

The consultant team will carry out the following specific tasks:

- Review the AA guidelines before the training.
- Develop training documents on AA – agenda, facilitation plan, presentation, exercise/tools, pre/post-test (no more than 1 page) and reference document to hand-out that is suitable for local authorities and communities in relation to content and language based on above-mentioned training agenda and facilitation plan.
- Develop a shorter and simpler vivid version for community awareness raising: Basic information on AA for community understanding and using guidance for community awareness raising on AA.

3.3. Facilitate the AA training in Dien Ban, Quang Nam province

Purpose of the training: capacity building for local authority and stakeholders on AA so they will get basic understanding on AA concept, legal framework for AA, its principles and process of AA. Local authority and stakeholders' ability for planning to implement AA will be improved. Then they will be able to pilot and develop anticipatory action systems

Tentative time and location for the training: March 2024 (02 - 03 days including one session on awareness raising for vulnerable groups/households and communities) and in Dien Ban, Quang Nam province.

Target participants: Participants from Standing Office of Committee for Natural Disaster Prevention and Control, mass organizations, Department of Agriculture and Rural Development, community-based disaster risk management team, communes' leaders. Estimated total participants: 25 - 30 people.

Post training activity:

- Analyzing pretest, post-test and writing AA training report in English.

4 TIMELINES

The tentative time frame as follows:

No.	Activity	Deliverables	Estimated	Timeline
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			days	
I	Development of AA materials			
1.1	Assessment on existing AA materials Develop the guideline's outline	Assessment report, reference documents Guideline's outline	5 days	December 2023
1.2	Develop and consolidate the AA guidelines	Outline verified with comprehensive inputs 1 st draft version guidelines	15 days	December – January 2023
1.3	Consultation process with key actors and finalizing the Anticipatory Actions guidelines	Final version of the AA guideline	10 days	January – February 2023
II	Develop the AA training material and awareness raising material			
2.1	Development of training material; brief version for community awareness raising	All documents including hand-out, ppts, reference documents.	10 days	March 2023
III	Facilitate the AA training			
2.2	Facilitating the AA training		3 days	March 2023
2.3	Development of training report		2 days	March 2023
	TOTAL		45 days * 2 members = 90 days	

5 DELIVERABLES

The consultants will work primarily with the CRS Vietnam DRR & CCA PM 2, who will lead on overseeing the work and supporting the consultant as needed.

- Assessment report on existing AA materials developed, finalized with approval from CRS
- The AA guidelines outline developed, finalized with approval from CRS
- The AA guidelines developed, finalized with approval from CRS
- A package of training materials including: agenda, facilitation plan, presentation, exercise/tool and hand-out, pre/post test result and relevant materials; and a simple and brief version for community awareness raising
- 01 training report in Quang Nam

6 LOGISTICAL SUPPORT

The following support will be provided to the consultant by CRS:

- Available project documentation including approved project design, reports, IEC materials.
- Interviews and meetings with project participants, CRS staff, households and communities will be coordinated by CRS Vietnam in consultation with consultant.

7 KEY TERMS AND CONDITIONS

- Payment will base on submission of tax invoice on delivery against milestones agreed between CRS and consultants.

- All equipment and materials required for the assignment are to be provided by the contractor except where otherwise indicated in the Terms of Reference above.

8 REQUIREMENTS

CRS is seeking a consultant team to undertake this assignment. It is anticipated that the following skills and experience will be represented in the team:

*** Team leader:**

- Hold a PhD degree or equivalence in the fields of water resources, irrigation, disaster risk management, dyke management, natural resources and environmental management, hydro-meteorological, and/or related fields.
- Have 10 years of experience in natural disaster prevention and control in Viet Nam;
- Having experience in anticipatory action/ forecast-based early action/ forecast-based financing in Viet Nam.
- Having experience in working directly with Vietnam Disaster and Dyke Management Authority (VDDMA) and international organizations is an advantage.
- Demonstrated experience in implementing tasks relating to policy making and/or legal institutional reform.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Over 10 years of work experience as Team Leader of contracts or relating to DRM/Water resources; or as leadership of DRM/Water resources related agencies.
- Excellent oral communication skills and the ability to deliver high quality written reports in English and Vietnamese. (2 sample reports in relevant fields).
- Demonstrable experience in producing high-quality, credible evaluations, documentation.

*** Team member:**

- Having a Master's degree in the fields of irrigation, DRM, dyke management, water resource management, hydrometeorology, sociology, development, economics, agriculture and rural development;
- Have 5 years of experience in natural disaster prevention and control in Viet Nam Experience in designing and implementing training programs;
- Having experience in anticipatory action/ forecast-based early action/ forecast-based financing in Viet Nam.
- Having experience in working directly with Vietnam Disaster and Dyke Management Authority (VDDMA) and international organizations is an advantage.
- The ability to communicate with diverse groups of people respectfully and effectively.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Excellent analytical and writing skills.

8.1. APPLICATION PROCEDURE

Interested parties are requested to submit the proposal in English:

8.1. Technical proposal:

- Expression of Interest (1 page maximum)
- A concise technical proposal
- A tentative work plan

- CVs demonstrating relevant capacity and experience.
- Minimum 2 references for similar assignment
- Example of previous similar work (weblink or PDF)

8.2. Financial proposal:

- Propose consultant fee with a detailed breakdown of the daily rate in Vietnam dong and including PIT.
- Propose travel costs.

9.3. Method for submission:

Proposals should be duly signed, stamped, and sent to this email address: vn_procurement@crs.org

Closing date for submission: by 26 December 2023

Only shortlisted applicants shall be contacted for an interview before contracting.