

## USAID Climate Resilient Agriculture in the Mekong Delta

### SCOPE OF WORK

#### CONSULTANCY SERVICE: CONDUCT POLICY REVIEW ON COMMUNITY-BASED DISASTER RISK MANAGEMENT (CBDRM)

<b>Position</b>	Consultancy group on conducting policy review on community-based disaster risk management (CBDRM)		
<b>Type of consultancy</b>	Group		
<b>Report to</b>	Team Lead Objective I		
<b>Payment code</b>		<b>Contract No.</b>	
<b>Duration</b>	From January to June, 2025		
<b>Total level of effort</b>	98 days		
<b>Location</b>	Home-based, Ca Mau, Dong Thap, Kien Giang, Soc Trang, Tra Vinh		

#### I. PROJECT INTRODUCTION

The United States Agency for International Development (USAID) Climate Resilient Agriculture in the Mekong Delta Project (CRM) is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. The overall goal of CRM is to advance low-emissions, climate-resilient, agricultural livelihoods combined with biodiversity conservation to support carbon sequestration, healthy ecosystems, and resilience of vulnerable communities in the Mekong Delta.

CRM works across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh on three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood, and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development (MARD), the Management Board for Forestry Projects (MBFPs), and Provincial Department of Agriculture and Rural Development (DARD) of five project provinces.

## II. CONTEXT OF THE ASSIGNMENT

In fiscal year 2025, CRM will be implementing over 120 activities, which fall under three technical objectives and a cross-cutting focus. Within the project, that policy focus does not stand alone but moves along with and, at times, blends into the work of the technical objectives. Therefore, activities under this component are largely informed by policy priorities from three thematic areas. The activity of “Conduct policy review on Community-Based Disaster Risk Management (CBDRM)” is a policy effort that directly supports Objective I, which aims to strengthen climate change resilience for the most vulnerable populations in five target provinces. To effectively achieve the overarching ambition of Objective I, which focus on designing interventions to address resilience challenges, it is crucial to first identify the key gaps that hinder the ability of selected communities to adapt to and cope with climate change. This foundational step ensures that the interventions are both targeted and strategically aligned to overcome the barriers to sustainable livelihoods and enhance climate resilience within these communities. Therefore, there has been a need for policy gaps to be identified, understood, and addressed. In the last 15 years, many important policies aimed at strengthening communities’ resilience to climate change have been enacted. Community-Based Disaster Risk Management is one such policy. In 2021, the Decision No. 553/QĐ-TTg approving the Project on Raising Community Awareness on Community-Based Disaster Risk Management (hereinafter referred to as Project 553) marked the moment this policy was officially adopted for implementation across cities and provinces. Since then, many efforts by local government agencies have been made to better manage the responsibilities stipulated in these proclamations. However, the way climate change impacts the livelihoods of the locals is constantly changing, requiring adaptation of plans and policies in response. For that reason, it is important to understand how the implementation of CBDRM is progressing in the target provinces. Understanding this status will help the CRM team identify what is missing in terms of resources to effectively undertake CBDRM activities.

With that in mind, CRM needs to hire a consultancy group, consisting of three consultants, to conduct a policy review on Community-Based Disaster Risk Management (CBDRM) in Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh.

## III. DESCRIPTION OF THE CONSULTANCY SERVICE

### I. Purpose of the assignment

The goal of this assignment is to review how community-based disaster risk management activities are being implemented as assigned by Project 553. In other words, this assignment should be designed to answer one big question: *“To what extent and in what ways is the Community-Based Disaster Risk Management (CBDRM) policy being implemented in five CRM provinces, and what are its impacts on local climatic resilience and disaster preparedness?”*

The assessment team is expected to gather data and information that help answer the following suggested sub-questions:

- Who are the key implementers of a given CBDRM activity?
- How is this activity being carried out by identified implementers, and what approaches are employed in the implementation?
- What are the advantages and challenges faced by implementers during the implementation?
- What resources are currently lacking for more effective implementation?
- What are the policy implications?

To summarize, outputs from this assignment should help CRM identify entry points to support the implementation of reviewed CBDRM activities for increased efficiency.

### 2. Tasks

In six months, this assignment will be performed through specific tasks as follows:

### Design

- Develop a research framework, including methodologies, detailed work plan and the process of how to undertake the assignment, including agreeing on timeline, task division, report structure and methodologies.

### Implementation

- Desk review followed by an Inception Report and a technical meeting
- Reach out to stakeholders
- Visit target provinces according to agreed plan with CRM to conduct policy review on relevant CBDRM activities, including interviews and consultations with relevant local government agencies.

### Analysis and Report

- Synthesize collected data with secondary sources to analyze the implementation status of the reviewed activities, compiling to a report.

### 3. Anticipated Level of Effort (LOE) and Deliverables

From January to June, 2024, this assignment takes an estimated LOE of 98 (ninety eight) person-days, allocated to three consultants. The responsibilities for each role and deliverables are as follows:

No.	Role	Responsibilities	LOE (days)
1	Consultant Lead	<ul style="list-style-type: none"><li>- Be the focal point of the consultant team to work closely with CRM technical lead to design how to implement this activity, and regularly report the progress of the consultant team.</li><li>- Lead the consultant team to conduct review on selected CBDRM policy as agreed with CRM technical lead.</li><li>- Be responsible for managing and delivering report(s) timely in close collaboration with other team members.</li></ul>	38
2	Team members	<ul style="list-style-type: none"><li>- Contribute to developing the plans, including the questionnaires and stakeholder engagement plans, to implement this activity.</li><li>- Participate in working with GVN agencies to understand the implementation status of CBDRM policies.</li><li>- Contribute to writing reports highlighting results of the review as assigned by the team leader.</li></ul>	30*2
<b>TOTAL</b>			<b>98</b>

No.	Deliverable	Description	Due date	Means of verification
1	DI: 01 detailed work plan (in EN)	The work plan should specify the methodologies used for policy review, provide a detailed timeline, and outline task assignments for each step. It should also include the questions and sub-questions that need to be addressed to achieve the goal of the assignment.	14 days after signing of contract	Approval by supervisor

		The consultant team will work closely with CRM to further elaborate on the contents of the work plan.		
2	D2: Inception Report (in EN)	The report should summarize the key findings from the desk review and identify information gaps related to the implementation of CBDRM policies, which the consultants will address through this assignment.	March	Approve by CRM Management Team
3	D3: First draft report (in EN)	First draft report, specifying current status of the CBDRM implementation in five provinces with its advantages and challenges	May	Approve by CRM Management Team
4	D4: Final report (in EN & VN)	Final report incorporating comments from CRM	June	Approve by CRM Management Team

**4. Qualifications**

*Consultant Lead*

- Vietnamese National
- Hold a Master’s degree or higher in fields such as environmental science, natural resources and environmental management, disaster risk management, or community development
- At least ten years of experience working with local communities and partners, preferably in the Mekong Delta, with a strong understanding of current issues in Vietnam related to natural disaster management, climate change adaptation, community resilience, and sustainable development
- Experience in assessing and evaluating the implementation of climate resilience related policies at the provincial level
- Experience managing technical teams, assigning responsibilities, and coordinating inputs from experts contributing to a study or task
- Proven ability to develop detailed assignment plans, lead to conduct stakeholder interviews, and compile comprehensive reports based on both primary and secondary data analysis related to CBDRM activities
- Experience in research, particularly in data analysis and report writing focused on disaster risk reduction and community development
- Good understanding of diversity, equity, and inclusion, especially related to gender and vulnerable populations and communities in disaster management contexts
- Excellent speaking and writing skills in Vietnamese
- Proficiency in English is required

*Team Members*

- Vietnamese National
- Hold a Bachelor’s degree in fields such as environmental science, natural resources and environmental management, disaster risk management, or community development
- At least five years of experience working with local communities and partners, preferably in the Mekong Delta, with a strong understanding of current issues in Vietnam related to natural disaster management, climate change adaptation, community resilience, and sustainable development
- Experience in assessing and evaluating the implementation of climate resilience related policies at the provincial level
- Experience in conducting stakeholder interviews and writing reports focused on disaster risk

- management and community development
- Good qualitative research and report writing skills
- Understanding of diversity, equity, and inclusion, especially related to gender and vulnerable populations and communities in disaster management contexts
- Good speaking and writing skills in Vietnamese
- Proficiency in English is preferred

## **5. How to apply**

Interested candidates with appropriate qualifications and experience should send the following materials to the address [vietnamjobs@winrock.org](mailto:vietnamjobs@winrock.org) with subject of “*Your full name/ company name – Conduct policy review on CBDRM for CRM*” no later than **23 December 2024**:

- A letter of (1-2 pages, no more than 2 pages), introducing the consultant team and a general workplan to answer the key research questions outlined in the Scope of Work
- CVs in English of all team members, clearly identifying which role each consultant would expect to serve

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are shortlisted will be contacted.