



USAID CLIMATE RESILIENT AGRICULTURE IN THE MEKONG DELTA PROJECT (CRM)

Hanoi, January 14, 2025

RECRUIT

Consultancy services to conduct Provincial Capacity Building Needs on Community-based Disaster Risk Management (CBDRM)”

Position	Consultancy group on conducting provincial capacity building needs on community-based disaster risk management (CBDRM)		
Type of consultancy	A group of 02 individual consultants		
Report to	Climate Vulnerability and Adaptation Specialist/ MEL Manager		
Payment code	10028	Contract No.	10028.DRCT.OBJC1.OTHER.1.1.3
Duration	From January to May 2025		
Total level of effort	65 days		
Location	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 2021, Decision No. 553/QD-TTg approved the Project on Raising Community Awareness on Community-Based Disaster Risk Management (hereinafter referred to as Project 553), officially initiating its implementation across cities and provinces. Since then, Project 553 serves as a critical entry point for supporting the most vulnerable communities, particularly in the Mekong Delta, to mitigate climate vulnerabilities and enhance resilience. Therefore, CBDRM has been planned as a means of strengthening climate resilience agriculture-based livelihoods in five CRM provinces.

In December 2024, CRM organized the first training on Community-Based Disaster Risk Management (CBDRM) engaging as many as 50 officials and technical staff from the 5 CRM provinces. This training also highlighted the local need for more technical training and additional capacity-building activities to effectively implement Project 553 on the ground. Recently, CRM has also kickstarted a policy review on Community-Based

Disaster Risk Management (CBDRM)¹ to further strengthen climate change resilience among the most vulnerable populations in five target provinces.

To achieve goals and expectations of Objective 1, which focuses on designing interventions to address climatic vulnerability challenges, it is essential to identify the key policy and to fill the capacity gaps that hinder the provincial partners and communities in adapting to and coping with climate change. This assessment, therefore, will enable the local government to enhance their institutional capacity for raising awareness on and exercising Community-based Disaster Risk Management (CBDRM) practices that ultimately support the most vulnerable communities to be better adapted to climate change. Therefore, there has been a need for provincial capacity gaps to be identified, understood, and addressed.

Recognizing this need, CRM plans to hire a group of two consultants to conduct a capacity-building needs assessment on CBDRM in the provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh.

III. DESCRIPTION OF THE CONSULTANCY SERVICE

1. Purpose of the assignment

The objective of this assignment is to assess the capacity of local individual authorities and organizational capacity in five CRM provinces to effectively implement community-based disaster risk management activities under Project 553. Specifically, it seeks to identify the capacity-building priorities and organizational development needs of these provincial institutions to enhance the effectiveness of 553 Project implementation.

Key question for the assessment is: *“What kind of institutional capacities and organizational structure that the local partners in five CRM provinces need to implement the Project 553 more effectively?”*

The assessment team is expected to gather data and information that will help clarify the following elaborate questions:

- Who are the key implementers and target beneficiaries of Project 553 activities and what are relevance and adaptability of capacity-building initiatives to the context of the Mekong Delta that they need to complete each component of Project 533? Which capacity building activities were already conducted and how effective were they?
- What are gaps in training, skills, exercises or technical assistance that are needed for local partners and communities to effectively complete the requirements of Project 553 in their specific conditions in the Mekong Delta?

¹ CRM is hiring a group of two consultants (including a Policy Review Lead-Consultant) to conduct the [policy review on Community-Based Disaster Risk Management](#)

- What are strategies for involving vulnerable groups (e.g., women, children, elderly, poor ethnic minority communities) and mechanism for integrating local knowledge and participatory approaches in the implementation of Project 553 in five CRM provinces in the Mekong Delta?
- How should local networks (local government, technical agencies, private sector, and communities) be organized to ensure effective implementation of Project 553? What kind of coordination and communication mechanism should be applied to the structures?
- What are the roles and responsibilities among the local governments, technical agencies, socio-economic organizations, private sector entities, and the most vulnerable community stakeholders in the implementation of Project 553 in five CRM provinces in the context of the Mekong Delta?

To summarize, the findings from this assignment will help CRM identify intervention entry points for planning process to support the local government partners and the most vulnerable communities to implement CBDRM activities, reducing the climatic risks and vulnerabilities as required by Project 553.

2. Tasks

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

Design

- Develop a research framework outlining methodologies, a detailed work plan, and the process of how to undertake the assignment, including target partners, stakeholders, timeline, task division, and report structure.
- Present the research framework to CRM team to finalize the assessment approach, methodologies, and a coordinated field survey schedule aligned with the 553 Policy Review team to avoid overlapping meetings or redundant visits

Implementation

- Conduct desk review on the local capacity necessary for the implementation of Project 553 in five CRM provinces in the Mekong Delta, followed by an Inception Report and a technical meeting
- Join the planning process with the Policy Review consultant team to reach out to the local government partners, involving stakeholders and target communities for the field assessment
- Visit target districts and five CRM provinces according to agreed plan with CRM team to conduct institutional capacity assessment of the local government agencies and involving stakeholders in implementing Project 553 and other related activities. This process includes interviews, observations and multi-stakeholder

consultations with relevant local government agencies and representatives of the most vulnerable communities.

Analysis and Report

- Synthesize collected data with secondary sources to analyze the implementation status of the reviewed activities, compiling a report.
- Prepare case studies, local stories and other forms of evidence illustrated the analytical findings and incorporated in the report

Final presentation workshop and follow-up planning

- Present the findings of the local capacity needs assessment for Project 553 in a final workshop to validate the report and facilitate the development of a follow-up action plan with local partners and involving stakeholders.
- Provide inputs for the CRM Objective-1 team to draft the activity plan for FY26 and beyond.

3. Anticipated Level of Effort (LOE) and Deliverables

From January to May 2025, this assignment takes an estimated LOE of 65 (sixty-five) person-days, allocated to two 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"> - Be the focal point of the consultant team to work closely with CRM technical lead, and the Policy Review lead-consultant to design how to implement this activity and regularly report the progress of the consultant team. - Lead the consultant team to conduct the assessment of capacity building needs. - Be responsible for managing and delivering report(s) timely in close collaboration with other team members. 	35

2	Team member	<ul style="list-style-type: none"> - Contribute to developing the plans, including the questionnaires and stakeholder engagement plans, to implement this activity. - Participate in working with GVN agencies to understand the assessment. - Contribute to writing reports highlighting results of the review as assigned by the team leader. 	30
TOTAL			65

Deliverables:

No.	Deliverable	Description	Due date	Means of verification
1	D1: Inception Report (in EN) including a detailed work plan (in EN)	<p>The report should summarize the key findings from the desk review and propose an organizational capacity building needs assessment tool for local institutions.</p> <p>The work plan should specify the methodologies used for organizational capacity assessment and capacity building needs assessment, provide a detailed timeline, and outline tasks assigned for each step. It should also include the questions and sub-questions that need to be addressed to achieve the goal of the assignment. The questions and sub-questions then should be reflected in the OCA tool.</p> <p>The consultant team will work closely with the CRM team and Policy Review consultant team to</p>	14 days after signing of contract	Approved by supervisor

		further elaborate on the contents of the work plan.		
3	D2: First draft report (in EN)	First draft report, specifying current status of the capacities of local authorities in 5 provinces with its advantages and challenges	April	Approved by CRM Management Team
4	D3: Final report (in EN & VN)	Final report incorporating comments from CRM	April-May	Approved by CRM Management Team

4. Qualifications

Consultant Lead

- Vietnamese National
- Hold a Master’s degree or higher in fields such as international development, environmental science, natural resources and environmental management, disaster risk management, or community development, public administration or other related social sciences
- At least ten years of experience working with local communities and partners, preferably in the Mekong Delta or other climate vulnerable provinces, with a strong understanding and experience related to organizational development, capacity building, especially in the areas of natural disaster management, climate change adaptation, community resilience, and sustainable development
- Experience in assessing and evaluating the organizational and institutional capacity and capacity building needs
- 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 organizational development and capacity building activities
- Experience in research, particularly in data analysis and report writing focused on organizational development and capacity building activities
- Good understanding of diversity, equity, and inclusion, especially related to gender and vulnerable populations

- 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 international development, environmental science, natural resources and environmental management, disaster risk management, community development, public administration or other related social sciences
- At least five years of experience working with local communities and partners, preferably in the Mekong Delta or other climate vulnerable provinces, 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 organizational and institutional capacity and capacity building needs
- Experience in conducting stakeholder interviews and writing reports focused on organizational development and capacity building activities
- 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 with subject of *"Your full name/ company name – Conduct provincial capacity building needs on CBDRM for CRM"* no later than **24 January 2025**:

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

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