

TERMS OF REFERENCE VIETNAM NGO'S CLIMATE CHANGE WORKING GROUP (CCWG)

1. BACKGROUND

Viet Nam is one of the most hazard-prone countries in East Asia and the Pacific, with droughts, severe storms, and flooding causing substantial economic and human impacts. In addition, given that a large proportion of the country's population and economic assets (including irrigated agriculture) are concentrated in coastal lowlands, and deltas and rural areas suffer from poverty and deprivation, Viet Nam was ranked sixth globally among the countries most vulnerable to climate change in 2017. The Vietnamese government, donors and communities fully recognize the threats that climate change impacts pose to the country and its people. However, there remain serious challenges in implementing policies adequately and extending the benefits to those most vulnerable to climate change.

The Climate Change Working Group (CCWG) is a non-governmental organization network including international and domestic NGOs dedicated to achieving a socially just transition that empowers Viet Nam's poorest and most vulnerable people. The CCWG was founded in 2008 to bring together INGOs, VNGO, development agencies, institutions, professionals, and other interested parties to exchange ideas

and discuss lessons learned and good practices for improving their climate change work.

CCWG functions under the auspices of the NGO Resource Centre and is coordinated by a core group of 16 members both from INGOs and Vietnamese NGOs including: WWF Vietnam, Oxfam in Vietnam, CARE International in Vietnam, CAB, RECOFTC, FHI360, World Vision International in Vietnam, Save the Children, SPRINT (Cowater International), Live&Learn, SRD, SNV, NGO resource centre, Plan International, MCD and CCS.

Additionally, CCWG members participate in topic-centered task forces, with the current focus on transitioning Vietnam to a low-carbon future that emphasizes adaptation, resilience, and social justice. CCWG has a mailing list of approximately 700 subscribers and maintains a website under the VUFO-NGO Resource homepage. The current chair of CCWG is affiliated with WWF in Vietnam.

Starting from 2023, CCWG has signed a 5-year Memorandum of Understanding (MoU) with the Institute of Hydrology and Meteorology Science and Climate Change (IMHEN) with the support of Friedrich Ebert Stiftung (FES). This agreement signifies continued operations and collaboration between CCWG and IMHEN.

NGO Climate Change Working Group Goal Statement

The CCWG seeks to contribute to reducing the vulnerability of poor people in Vietnam to the impacts of climate change through NGO coordination, advocacy, and capacity building for environmentally and economically sustainable and socially just responses to climate change.

2. OBJECTIVES OF THE CCWG

1. **Coordination**

Coordinate and share NGO initiatives and knowledge on climate change in order to maximize impact and minimize overlap through providing forums for INGOs and Vietnamese NGOs to interact.

2. **Advocacy**

Provide a forum for NGOs to develop a common advocacy agenda on climate change and build relationships between NGOs & decision makers (government/ donors/ private sector/ others) for coordination, dialogue and participation in policy processes nationally and sub-nationally.

3. **Capacity Building**

Ensure NGOs in Vietnam have access to information, training, current events and funding opportunities in climate change.

3. GENERAL ACTIONS TO ACHIEVE THE OBJECTIVES

Adaptation:

- Build capacity of NGOs to assist vulnerable communities to adapt to climate change through training opportunities, participatory methodologies, and good practice for community-based adaptation.
- Foster support and scaling up of community-based adaptation and government programming.

Mitigation

- Contribute to the development of national climate change mitigation strategies that address social equity and biodiversity conservation.
- Promote the expansion of pro-poor renewable energy and energy efficiency.
- Support and promote integrated local energy planning.

Policy dialogue:

- Engage in policy dialogues with the Government of Vietnam and provide CCWG expertise to ensure pro-poor and effective responses to climate change.
- Support the implementation of the national climate policies and climate change action plans at the local level.
- Provide technical advice, planning and mainstreaming methodologies as well as tools that ensure meaningful and full participation of local communities.
- Engage with international donors to achieve appropriate levels and forms of adaptation financing,
- Awareness-raising and behavior change
- Increase awareness and understanding on climate change issues throughout all spheres of Vietnamese society.
- Work closely with media and press agencies to encourage a greater focus on climate change news.
- Collaborate with mass media to raise awareness and increase the capacity of journalists to report on relevant climate change developments.

4. CCWG STRUCTURE AND MANAGEMENT

The CCWG is open to participation of all interested INGO and Vietnamese NGOs, individuals and agencies who can participate through the mailing list and/or meetings.

Regular meetings: Depending on the agreed work plan the CCWG, Core Group and the technical task force will decide on their frequency of regular meetings, once a quarter for the core group. Other ad hoc meetings will be filled in if needed.

Strategic meeting (open for all mailing list): will be taken place by combining ad hoc meeting and minimum three meetings based on the work of task force.

Core group meeting: every quarter discussing strategic topics for the network.

Roles and responsibilities:

CCWG participants are expected to:

1. Help formulate and deliver the goals, objectives and work plans of the CCWG and its technical task-force.
2. Participate in planning and implementation of CCWG activities through the technical task force.
3. Propose and participate in meetings, joint events and activities according to their interest.
4. Respond to requests for inputs and information from the CCWG chair, core group and technical task force.
5. Communicate information, needs, actions and interests to the Core Group;
6. Monitor the work and impact of the CCWG and the Core Group

Technical taskforce will be formed around key priority areas for action. Technical task-force leaders will:

1. be members of the core group
2. coordinate their allocated theme and group.
3. ensure work plans and results are produced in line with overall objectives and strategies of the CCWG and presented for endorsement to the core group.
4. lead and coordinate implementation and monitoring of the subgroup plans.
5. provide relevant information to the core group and the NGO RC CCWG web page.

A Core Group will be composed of technical taskforce's leaders plus additional members as agreed by the main CCWG. The core group members must be committed to devote substantial time and resources to the CCWG. The group will coordinate the activities of the CCWG, including:

1. Setting the direction of the CCWG, planning direction, themes, strategies and workplans
2. Leading policy and advocacy actions and providing NGO focal person(s) for policy stakeholders.
3. Calling meetings, selecting discussion topics, and setting agendas,
4. Organizing presentations, events, and speakers to the CCWG, (arranging speakers, managing logistics, chairing meetings and distributing minutes etc.)
5. Maintaining links with agreed key national actors in climate change
6. Ensuring coordination, communication, and networking within CCWG members and thematic groups, maintaining momentum, and encouraging active involvement from members and sectoral organizations.
7. Periodic monitoring and revision of the TOR

The role of **CCWG Chair** will be assigned to one international NGO and **CCWG Co-Chair** will be assigned to one Vietnamese NGO on bi-annual rotating basis. **The Chair/ Co-Chair** will:

1. be responsible for making sure that the Core Group, technical task forces and CCWG are fulfilling the obligations the groups set themselves.
2. be the focal point for CCWG interaction and communication with government, donors, and other external actors.

The **CCWG Coordinator** is expected to support coordination of CCWG and facilitation of its activities.