

TERMS OF REFERENCE FOR NATIONAL CONSULTANTS

Documentation of success, lessons learnt from the implementation results of early actions and FbF & cost benefit analysis for floods in Quang Tri province and droughts in Binh Thuan province

I. Background

CARE, Plan International, and World Vision International have entered into a consortium for the project “Enhancing inclusive and gender-responsive forecast-based early action for effective disaster preparedness in Vietnam and at regional level, by strengthening awareness, capacity and resilience of local communities and actors, and engaging them in policy dialogue through evidence-based advocacy” (hereinafter referred to as Consortium). This principal objective of project will be achieved by consolidating success, lessons learnt from the implementation results of early actions and FbF for floods in Quang Tri and droughts in Binh Thuan, after that delivering the results to the local government and VNDMA.

The project is funded by ECHO and has two following results: 1- Capacity of local authorities and communities strengthened, and an age, gender and disability inclusive FBEA responsive mechanism on floods and droughts demonstrated. 2- Governments of Vietnam and ASEAN are aware of the benefits of, and are taking action to adapt and coordinate efforts within forecast-based early actions and rapid response at regional level. The Project will target a minimum of 6,578 direct at-risk and hard to reach communities, local CSOs and authorities, national and regional duty bearers during the course of 18-months (July 2021-December 2022¹), with particular emphasis on the needs and contexts of women and girls, and other traditionally excluded groups.

The project activities will cover 4 communes in two provinces:

- Thanh commune, Huong Hoa District, Quang Tri province
- Thuan commune, Huong Hoa District, Quang Tri province
- Thuan Hoa commune, Ham Thuan Bac District, Binh Thuan province
- Dong Tien commune, Ham Thuan Bac District, Binh Thuan province

In Vietnam, the consortium will develop gender, age and disability-inclusive responsive guideline on flooding and drought. This documentation will provide lessons-learnt on FBEA-demonstrated procedure on floods and droughts, involving local authorities, key stakeholders, and communities to have a coordinated mechanism on FBEA and financial mechanism in place to support FBEA implementation. The project will maintain the allocation of minimal funding for early action and rapid response. This funding will enable the action to demonstrate in the 4 targeted communities how early action and rapid response are activated during in flooding and drought.

For this reason, the Consortium is looking for a consultant team to develop Documentation of success, lessons learnt (gender-responsive, child protection, FBEA) from the implementation results of FBEA & cost-benefit analysis for floods in Quang Tri and droughts in Binh Thuan provinces.

II. Objectives of the Consultancy

- 2.1. To develop documentation of success, and lessons learnt (gender-responsive, child protection, FBEA) from the implementation results of FBEA for floods in Quang Tri and droughts in Binh Thuan provinces. It shall focus on:

¹ The Consortium is in the process of extension submission of the Project to the end of Mar-2023

- Describe achievements and effectiveness of FBEA project from Central level (VNDMA, IMHEN, Red Cross, FAO, Consortium, etc.) to the provincial/district/commune and community/household level.

- Provide lessons-learned and best practices of FBEA project in the improvement process of natural disaster prevention work of the locality.
- Develop the policy brief which will be used for sharing and influencing at provincial/national level.

2.2. To evaluate and document each step of all steps of the Standard Operating Procedures (SOP) on floods in Quang Tri and drought in Binh Thuan for FBEA project. It shall focus on:

- Analyzing and evaluating the pros and cons of each step specified in the implementation process of SOP on floods and drought, thereby drawing on experiences to do better.
- Developing a concise, vivid, creative document to reach a variety of target groups, including project stakeholders, policymakers, donors, level partners and project beneficiaries.

III. Scope and specific tasks of services

The selected consultant (s) will work closely with the Consortium team and project partners/provincial technical working group to conduct the documentation work. The documentation will follow the process of project implementation in line with (or/and integration with) the CBDRM plan including of:

- Meeting with the Consortium team to agree on tasks and requirements.
- Undertaking literature review on project documents and project studies such as reports for trigger development on flood and drought, the climate-related risk analysis and feasibility study on FBEA in the two districts (Huong Hoa, Quang Tri and Ham Thuan Bac, Binh Thuan) and in the four target communes, trigger development reports; FBEA curriculum; Review of community-based disaster risk management (CBDRM) plans in Binh Thuan and Quang Tri, FBEA-coordinated mechanism and FBEA project-related reports, and analyzing lessons-learned;
- Collecting and reviewing secondary materials on FBEA from different sources and organizations on FBEA such as FAO, German Red Cross, and Vietnam Red Cross;
- Meeting with related national stakeholders VNDMA, IMHEN, FAO, GRC and provincial/district/commune levels to consult the implementation results of FBEA project;
- Discussing with Consortium Team on the fastest and practical cash transfer upon trigger activation and implementation process of all steps of FBEA-related SOP
- Preparing a detailed work plan and facilitation plan for the fieldwork guided by Consortium; cash transfer guideline of CVN, Plan, and WV.
- Undertaking fieldwork in target communes in project sites to discuss/consult with the local authority/community (province/district/commune & community/households) for understanding the process of project implementation for lessons-learned and analysing each step of all steps of FBEA-related SOP; This work will ensure inclusion of protection mainstreaming, particularly child protection. It will also review the synergies of FBEA and local DRR planning and recommend to the Consortium on how to integrate FBEA into the local CBDRM plan.
- Conducting consultation meetings with target groups such as People with disabilities (PWD), the elderly, women, and children or interview local people in the community to get their contributions during the project implementation process
- Conducting consultation meetings in the province, presenting the results and get the feedback for the effective planning, implementation

- Developing presentation of key findings in ppt format to share with Consortium for contributions
- Preparing and submitting the draft report on documentation of success, lessons learnt one on flood and one on drought that can be focused on gender-responsive, child protection, FBEA, policy brief) in Vietnamese (based on a format which will be discussed with Consortium staff)
- Submitting the final reports in Vietnamese and English including a summary and excluding annexes), that incorporate Consortium's feedback

IV. Methodology

The consultant will develop in detail the most appropriate methodology for undertaking the tasks effectively ensuring the practical and feasibility of different stakeholders' functioning. The consultant is encouraged to make use of a range of participatory techniques with maximum community involvement, particularly of the targeted beneficiaries. Consultation with relevant stakeholders also required.

The consultants will also apply an Age, gender, and disability-inclusive approach in cooperation with Consortium technical team.

The national consultant will cooperate with the Provincial technical officer from DARD/Committee for Natural Disaster Prevention and Control, Red Cross, and Meteorology Agency to join the fieldwork to provide local knowledge of the mechanism and to ensure buy-in during the demonstration stage and future sustainability.

The national consultants will be taking the lead in the whole process including tools and methodology development, overall fieldwork, and ensuring the quality of results and deliveries. The local collaborators will be responsible for (i) collecting the local documents/data needed for the tasks, (ii) arranging the meetings, and interviews at different sub-national levels, (iii) conducting the facilitation of discussions/interviews under the support of the national consultants, and (iv) feedback for the deliveries that should be relevant with local context and language friendly and accepted by local stakeholders.

The tasks will engage different project stakeholders including:

- Local authorities (People's Committee), Committee for Natural Disaster Prevention and Control, village heads in four communes and representatives of the beneficiaries
- Participants from the province, district and commune levels, including Office of Provincial/District Committee for Natural Disaster Prevention and Control, Provincial Red Cross, Women's Union, District Department of Agriculture and Rural Development, community-based disaster risk management team and project field staffs

V. Deliverables: including both English and Vietnamese as follows

- Two full reports and two presentations in PPT: 01 for flood in Quang Tri and 01 for drought in Binh Thuan (both English and Vietnamese). The reports should ensure to review carefully approach and process of project implementation (02 SOPs, project implementation, gender, child protection, target groups such as women, elderly, PwD and children) for reflecting achievements from the FBEA project and the specific steps and methodologies of SOPs how to conduct, to evaluate what can be done, what can't be done, and what challenges are for documentation (including of FAO and VNRC's approach and process.

In addition, this task should ensure that covers (i) the opportunities of local contribution/ownership for FBEA, and (ii) to outline roles and responsibilities of

actors aligned with their current functions and responsibilities to ensure cash is distributed as soon as possible to beneficiaries.

- Policy Brief for advocacy that includes of messages such as recommendations for integrating FBEA into the CBDRM and SEDP, FbF contribution from the local government, most significant change stories (MSC)/cases study/evidence of showing up why FBEA is important for natural disaster prevention for the local government/community, etc.)

VI. The outline of report and policy brief:

It should include of:

- (1) Introduction and background
- (2) Comprehensive description of methodology, including limitations
- (3) Good practices following approach and process of FBEA project implementation as well as approach and process of SOPs on floods Quang Tri and on drought in Binh Thuan as well as approach and process of SOPs
- (4) References
- (5) Annexes

VII. Timeframe

No	Activities	Number of day	Timeline	Responsibility	
				Led by	Supported by
1	Review related documents and prepare the template for data collection	8	2 nd - 4 th week of Oct-2022	Consultant	Provincial Technical Working Group
3	Field visits for data collection	20	1 st – 2 nd week of Nov-2022	Consultant	Provincial Technical Working Group
4	Consolidation and write report	14	3 rd – 4 th week of Nov-2022	Consultant	Provincial Technical Working Group
5	Revise & finalize of documentation (1 st Draft)	8	1 st – 3 rd week of Dec-2022	Consultant	Provincial Technical Working Group
6	Consultation workshop (including preparation work)	4	4 th week of Dec-2022-2 nd week of Jan-2023	Consultant	Provincial Technical Working Group
7	Revise & complete documentation	12	3 rd -4 th of Jan-2023	Consultant	Provincial Technical Working Group
Total		66			

Note: Provincial Technical Working Group is mobilized by each member of the Consortium

VIII. Reporting line, Preparation and Logistical Support

The consultant team will work with field project staff, and the technical team of the consortium and report directly to the technical leads of Plan, Care and World Vision in Hanoi.

The Consortium will facilitate and provide all required logistical support for training, travelling and accommodation during training in Quang Tri and Binh Thuan provinces. Accommodation, transport, and other training logistics in the field will be arranged and paid on the actual expenses and cost norm by Care and/or Plan (in Quang Tri) and World Vision (in Binh Thuan).

IX. Selections criteria/qualifications

The consultant(s) will have extensive experience, knowledge and skills in disaster risk management, disaster preparedness and emergency responses, preferably with forecast-based early actions with gender-sensitive, forecast-based early action/forecast-based financing (Priorities are given to the National consultant/consultant team (2 members). In particular, the consultant(s) will be competent in guideline development, preferably on DRR. In addition, the consultants should have sound knowledge and experience working with the Government DRR system. Core skills require participatory facilitation skills, presentation skills and good report writing skills in English and Vietnamese.

X. Application

Interested consultant(s) should submit an application package by 9 AM on 15 September 2022 to email: Procurement1@care.org.vn, quoting the position title in the subject line of the email.

Kindly submit the following application documents:

- Proposal of 3 pages including the proposed technical approach and methodologies
- A proposed activities schedule/work plan with a time frame.
- Copy of CV of the consultant(s) who will undertake the tasks
- Recent examples of similar work reports written by the applicant.
- Detailed budget for the consultancy includes daily consultancy fee (gross, including tax according to the Vietnamese Law)

XI. Other conditions

Ethical and Child protection statements.

Ensuring appropriate, safe, non-discriminatory participation, ensuring process of free and un-coerced consent and withdrawal; ensuring confidentiality and anonymity of participants. The consultant must comply with Plan's child protection policy, CARE's sexual harassment and child protection policy, WV's Child and Adult Safeguarding policy, and Anti-corruption policy. A copy of these policies will be sent to the consultant(s) for reading and acknowledgement of compliance to the policy.

Management

Plan International Vietnam, Care and WV will be responsible for the overall management and logistic arrangement of the training. Plan International Vietnam, Care and WV will designate staff to be supporting for these consultancy services.

The consultant will closely work with the designated staff during the period of service to ensure the time frame, Plan's & Care, WV policy working with local partners, relevant stakeholders, and children as well.

This TOR is developed by Plan, Care and World Vision together. The role and responsibility of consortium members will follow the Memorandum of Understanding.