



**TERMS OF REFERENCE (ToR)  
FOR NATIONAL CONSULTANCY STUDY**

**Conduct a competency assessment and develop a capacity building strategy and plan to provincial/district CBDRM key stakeholders**

<b>Project:</b>	Joint partnership to support the <b>scale up of the National CBDRM program</b> in Yen Bai, Bac Kan, Thanh Hoa, Quang Binh, Quang Tri and Tien Giang provinces in Vietnam
<b>Location:</b>	Yen Bai, Bac Kan, Thanh Hoa Quang Binh, Quang Tri and Tien Giang provinces, Vietnam
<b>Duration:</b>	<u>56 man/days</u> in October/November 2012
<b>Key counterparts:</b>	Project team from CARE, Plan, Save and key stakeholders in 06 provinces
<b>Reporting to:</b>	Joint team made of CARE, Plan and Save Project Managers and Program managers

CARE International has been operating in Vietnam since 1989, and has worked in many of Vietnam's provinces and cities, providing quality development programs as well as relief and rehabilitation assistance where necessary. CARE is currently working in Vietnam's northern mountainous areas, central coast and Mekong Delta and seeks to implement programs that assist poor and vulnerable communities, especially where few government or international initiatives are taking place

Plan Vietnam was established in 1993, is an international child centered community development organization. Plan is working in partnership with local people; organizations and government bodies to help children in Vietnam meet their basic needs as well as expand their opportunities to reach their full potential.

Save the Children first opened its country office in Vietnam in 1990 with the overall goal to promote every child's right to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. Save the Children has experience and expertise in grassroots community development and mobilization, especially behavioral change in multiple program sectors as well as national policy advocacy and technical support to the Government of Vietnam and line ministries.

### **Background information**

CARE in partnership with Plan and Save is implementing the DIPECHO funded project "Joint partnership to support the scale up of the National CBDRM program in Yen Bai, Bac Kan, Thanh Hoa, Quang Binh, Quang Tri and Tien Giang provinces in Vietnam"

The recent national CBDRM program established by the Vietnam Government (1002/QD-TTg) and the National Strategy for Natural Disaster Prevention, response and Mitigation to 2020 have emphasized public awareness and capacity building on CBDRM as one of the important activity to reduce the impact of natural disaster and contribution to the national sustainable development, national defense and security. In the year 2010 – 2011, CARE has been working with consultant and key CBDRM stakeholders in Thanh Hoa province to conduct a participatory competency

assessment. The results of this competency assessment has been used to develop a Capacity Building Strategy and Plan (CBSP) to project key stakeholders and used as an annex to Thanh Hoa provincial CBDRM action plan.

With previous lessons and experiences gained in Thanh Hoa, CARE, Plan and Save are looking for consultant team to work with the project team and key stakeholders in the 06 provinces including Thanh Hoa, Bac Kan, Yen Bai, Quang Binh, Quang Tri and Tien Giang to conduct a participatory competency assessment and develop Capacity Building Strategy and Plan (CBSP) in each of those province (The previously developed training plan in Thanh Hoa will be only updated). The results of the competency assessment will be used to support the development of the provincial CBDRM action plans which is not part of this assignment

### **Scope of services:**

The Consultant team will work with CARE, Plan and Save's project teams and local partners to conduct the competency assessment and develop Capacity Building Strategy and Plan. The main objective of the competency assessment is to identify current competency strength, weakness, gaps and competency needs of the CBDRM practitioners and related key stakeholders in providing technical support and training services for the implementation of the National CBDRM program. Based on the results of the competency assessment, the consultant will work closely with the project team and relevant provincial departments and agencies to develop a capacity building strategy and plan (CBSP), that includes CBSP objectives and methodology; Main CBSP modules; CBSP Plan; Potential CBSP trainers/providers and detailed budget estimation for the implementation of CBSP. This CBSP will help to avoid overlap or repetition in providing capacity building activities to members of these key different entities from province to commune levels.

The main CBSP suggested modules should be related to the technical training needed for the implementation of the National CBDRM program. (VCA, CBDRM, T.o.T, M&E, disaster risk communication, gender) .

### **Expected outputs of the consultancy**

The objective of the study is to develop a Capacity Building Strategy and Plan (CBSP) to key stakeholders for each of the 6 provinces of the project, through competency needs assessment (training needs analysis), for an effective support and management of disaster risks in coming years.

The ultimate outputs of the exercise include:

- 1) A short evaluation study design highlighting the plan that the consultant team will follow to achieve the outputs of this consultancy (plan, identification of information needs, drafting data-gathering instruments)
- 2) A short report presenting an overview of the training needs expressed by the National CBDRM program in each province and how this can be applied to the provincial level and cluster of districts covered by the project.
- 3) A set of tools for Competency needs assessment that includes:
  - (i) Background information of the key stakeholders;
  - (ii) Competency profiles of the key stakeholders, focusing on Community Based participatory approaches to natural disaster risk management, training techniques, gender issues; M&E, reporting, women empowerment, T.o.T, CBDRM, VCA, planning, disaster risk communication.
  - (iii) Competency gaps on those proposed issues for key stakeholders (Provincial, District and Commune Committee for Flood and Storm Control, Women's Union, Red Cross, District Health Department, District Education Department, District and Communes authorities, Community Learning Centers);
  - (iv) Competency building needs for key stakeholders for an effective support and management of disaster risks in coming years.
- 4) 6 drafts capacity building strategy and plans for provincial/district CBDRM key stakeholders (one for each province, Thanh Hoa will be updated from last year version)
- 5) Consultation and validation workshops organized with key stakeholders in Bac Kan, Yen Bai,

Thanh Hoa, Quang Binh, Quang Tri and Tien Giang to consult and validate the findings of the needs assessment and finalize the draft CBSP for its implementation;

- 6) 6 final reports on capacity need assessment and proposal CBSP that includes: CBSP objectives and methodology, main CBSP modules, CBSP plan and management, potential trainers and training organizations who can provide consultancy services for ensuring the relevant content and quality of the delivered training programs.

Final report of the competency assessment will be based on feedback from the initial draft, due 31 October 2012. The report should cover, but is not restricted to:

- a. Executive Summary (1-2 pages, only with final submission, include recommendations)
- b. Introduction and background
- c. Summary of methodology, including limitations
- d. Results, analysis and discussions (this must include a discussion of gendered benefits and approaches, as well as analysis of other specified themes).
- e. Conclusion and recommendations for Capacity Building Training Plan
- f. References
- g. Annexes.

### **Key activities**

- Background reading on past and current projects in the province, desk review of documentation related to the National CBDRM program (decision 1002, national implementation guideline of the National CBDRM program, briefing discussions with project team and preparation of resource materials
- Development of an evaluation study design (plan), identification of information needs, drafting data-gathering instruments
- Data-collection at the field level including participatory evaluation methods
- Data processing, analysis and draft report preparation
- Presentation of the study to project team and partners at a workshop
- Finalization of the capacity need assessment report and CBSP following comments received from CARE, Plan and Save on the draft report

### **Methodologies**

The following methods will be used for implementing the competency assessment:

- Desk study of key documents: Project proposal; National CBDRM program documents, needs assessment reports and other capacity building reports/documents prepared previously by key stakeholders (CARE, CECI, ADPC);
- Group discussions using questionnaires;
- Individual interviews using questionnaires;
- Workshop.

The consultant' team has to prepare and submit to CARE, Plan and Save a detailed proposal for the study, describing the study methodology, schedule and tools. This proposal will be finalized following discussions between the consultant team and the project team prior to the commencement of the study. The study proposal and tools will be approved by CARE, Plan and Save prior to implementation.

In working with partners, the consultant is expected to be proficient in using a range of participatory tools for data gathering and analysis, including mainly qualitative survey techniques, conducting key informant interviews and leading small group presentations. The consultancy will also involve substantive documentation review, report writing, and workshop presentation.

### **Timeframe**

The contract will be for 56 man/days in October/November 2012. First draft of consultant report is expected by 15th November 2012 and final revised report will be submitted to CARE, Plan and Save no later than 31st November 2012. As the consultant team will have to cover 6 provinces, it is expected that the consultant team will conduct the work in parallel in several provinces in using a team of consultants that will use the same tools and approaches.

## Preparation and Logistical Support

Existing documents related to a similar work previously done by CARE, CECI and ADPC will be made available to the consultant team one week before the field research. The consultant team is also expected to look for other relevant study reports prepared by other organizations, working in the area of disaster risks management in Vietnam.

The DIPECHO project team will facilitate the consultant team through the provision of all required logistical support, such as accommodation transportation to/from/within project area as well as arrangement of meetings and field visits. It is expected that 3 separated contracts will be issued to the selected consultant team by CARE, Plan and Save the Children to conduct the work in Thanh Hoa and Bac Kan (CARE), in Yen Bai and Tien Giang (Save the Children) and in Quang Tri and Quang Binh (Plan)

The consultant team will use its fees to pay for accommodation and communication costs during the consultancy.

Below a tentative timeframe for Competency need assessment and development of the capacity building strategy and plan in October/November 2012

Days	Activity
3	Review of all provided project documents.
2	Development of evaluation study design and discussion with the staff of CARE, Plan and Save about research tools and methodologies
2	Based on existing tools, update a set of tools for Competency needs assessment and the capacity building strategy and plan in English and Vietnamese
14	Travel from Hanoi to Yen Bai & Bac Kan provinces and travel within the provinces to conduct the Competency needs assessment/Field research: <ul style="list-style-type: none"> <li>• Meeting with various relevant agencies and individual interviews at provincial level.</li> <li>• Meeting with various relevant agencies and individual interviews at district level.</li> <li>• Communal meetings, focus group discussions and individual interviews.</li> <li>• Finding workshop for feedback from partners</li> </ul>
5	Travel from Hanoi to Thanh Hoa province to conduct the Competency needs assessment/Field research: <ul style="list-style-type: none"> <li>• A together Meeting with various relevant agencies and individual interviews at provincial level to review and update last year capacity building plan</li> <li>• Meeting with various relevant agencies and individual interviews at district level to review and update last year capacity building plan</li> <li>• Finding workshop for feedback from partners</li> </ul>
14	Travel from Hanoi to Quang Binh & Quang Tri provinces and travel within the provinces to conduct the Competency needs assessment/Field research: <ul style="list-style-type: none"> <li>• Meeting with various relevant agencies and individual interviews at provincial level.</li> <li>• Meeting with various relevant agencies and individual interviews at district level.</li> <li>• Communal meetings, focus group discussions and individual interviews.</li> <li>• Finding workshop for feedback from partners</li> </ul>
7	Travel from Hanoi to Tien Giang province and travel within the province to conduct the Competency needs assessment/Field research: <ul style="list-style-type: none"> <li>• Meeting with various relevant agencies and individual interviews at provincial level.</li> <li>• Meeting with various relevant agencies and individual interviews at district level.</li> <li>• Communal meetings, focus group discussions and individual interviews.</li> <li>• Finding workshop for feedback from partners</li> </ul>
5	Develop first draft reports of 6 Competency need assessment and proposal CBSP to be presented at the workshop (Updated CBSP for the Thanh Hoa province).
4	Final report and CBSP in Vietnamese and English
56	Total man/day

**Selections criteria/qualifications**

The consultant team will have extensive experience, knowledge and skills in conducting needs assessment, competency assessment and developing capacity building strategy and plan (Priorities are given to National consultant/consultant team/consultant firm). In particular the consultant will be competent in qualitative research, assessment tools development, information collection and analysis, and have highly developed report writing skills in English and Vietnamese. Ideally, the consultant will have experience in development of capacity building strategy and tools of disaster preparedness projects and familiarity with the rural development context in Vietnam.

**Application**

Interested consultant firm should submit through electronic submission the CVs of the consultants and a proposal of 2 pages including the proposed technical approach and methodologies (methods, budget, plan, costs), references and daily consultancy fee (gross, including tax according to the Vietnamese Law) by the **14<sup>th</sup> October 2012** to all the following persons:

**Mr. Eric Debert, from CARE International in Vietnam, email: [eric@care.org.vn](mailto:eric@care.org.vn)**

**Mr. Nguyen Trong Ninh from Plan International  
Email: [ninh.nguyentrong@plan-international.org](mailto:ninh.nguyentrong@plan-international.org)**

**Mr. Nguyen Van Gia, from Save the Children  
Email: [NguyenVan.Gia@savethechildren.org](mailto:NguyenVan.Gia@savethechildren.org)**

**\*\* Child Protection:**

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.