

**Terms of Reference**

**Consultancy services**

**Climate change adaptation and Agricultural insurance project**

**Summary:**

The Netherlands Development Organization (SNV Vietnam) is currently implementing a project titled “Innovative financing for building community resilience to climate change in coastal Vietnam”.

In order to support the implementation of CBI (Community-based Agriculture Insurance) pilot activities in the project framework, SNV is inviting applicants for undertaking consultancy service with following details:

**Consultancy service:**

1. **Objective:** to facilitate CBI promotion in the project area including support capacity building for local functionaries in Nghi Loc district of Nghe An province on the administration and governance of community based insurance (CBI) for rice crops.
2. **Duties:**

* To be a field lead in facilitating CBI promotion and implementation in project areas.
* To coordinate closely and communicate with the project team and insurance consultants for review, consolidating experiences, planning, follow up and monitoring of the Agri CBI pilot activities;
* To conduct trainings, documenting best practices and lessons learned from the agricultursl CBI pilot;
* To provide field level technical facilitation and coordination assistance to project’s communes activities that are related to Agri CBI component
* To provide direct guide and technical support to Ground structure for their CBI tasks and operation the implementation of the insurance pilot.
* To contribute inputs, analysis and recommendation towards the project document, report and communication with donors and stakeholders on Agri CBI issues.
* Additional duties and tasks, as necessary.

1. **Expected results and Deliverables:**
2. An action plan to pilot CBI in 5 communes for Winter/Spring 2013 crop. The plan should cover established actions and process steps to support facilitation of the brokering, contracting (insurance/SNV/communes), utilizing consultants, local authorities (district, province) data sources, promotion, enrolments, and all CBI launching and management related activities to make sure CBI is piloted effectively in 5 project communes by the end of the project period. This plan will be developed jointly by the consultant and the SNV Insurance Specialist leading, in close cooperation and support from SNV field project team.
3. CBI implementation packages including guidelines, training/IEC materials, formats, toolkits etc. are well placed and instructed as basis for promotion and enrolment activities to be held effectively in line with the plan for CBI piloting.
4. CBI technical services and coach are provided timely and effectively to project field team, Ground structure members, local stakeholders in process of CBI implementation in communes. These technical activities will be in line approved coaching plans with SNV, and with overall field coordination and project management scheme.
5. Monthly reports to be submitted to PMU and SNV project team on CBI process to guarantee timely reflection of achievement quantity/quality (of training, dissemination, enrolment, contracts, payment etc.) performance and changes of piloting process, and recommend appropriate steps to be taken.
6. Final report of the assignment, including consolidated CBI pilot progress, results, approaches, lessons, experiences, opportunities/challenges and recommendations for follow-up post-project phases and CBI replication.
7. **Arrangement:**

* The assignment is planned to take place in 5 project communes of Nghi Loc district, Nghe An
* Duration: starting end October 2013 to 31/12/2013.
* Logistics: SNV will provide transportation and accommodation in Nghe An and communes, plus cost to cover 5 trips to/from Vinh from Hanoi or same distance base of the consultant during the assignment duration.

1. **Management:**

The consultant will report to Senior Advisor Climate Change of the project. He/she will work with close cooperation with Project Field Coordinator and the Insurance Specialist.

1. **Candidate profile**

* Prior strong experiences in implemeting agricultural insurance project/activities.
* Master or Advanced degree in business administration, finance, economics, insurance management or similar fields.
* Minimum of 10 experience years in implementing community based projects in international organizations.
* Strong experience in capacity building
* Good project management skills
* Strong training, communications and personnel management skills
* Fluent in spoken and written English

Expected starting date:  Immediately, preferably end of October

**How to apply?**

For external candidates: Please send your application letter, CV and supporting documentation, together with an indication of your expected rate and total consultancy package, to [knguyenbao@snvworld.org](mailto:knguyenbao@snvworld.org) and c.c to [Atrantu@snvworld.org](mailto:Atrantu@snvworld.org) by 19th October, 2013.