

TERMS OF REFERENCE FOR DOCUMENTATION CONSULTANCY

Assessment and Documentation of CCWG members' community – based initiatives in response to climate change

I. Background

Southern Voices on Adaptation (SV-Adapt) is a project¹ to produce a code of good practice for national adaptation planning, ensuring that the needs of those in poor communities most vulnerable to climate change are met and their rights respected. This code of practice is currently referred to as the “*Joint Principle for Adaptation*” (JPA). The word “joint” is to signify that it is a collaborative process – between civil society organisations in different countries, and civil society and other actors, including government, within each country. The project is built on the belief that having agreed joint standards for national adaptation planning will help all stakeholders in a country unite their efforts to confront the threats posed by climate change, particularly for the most vulnerable.

The objectives in the SV-Adapt can be summarized as follows:

- 1) JPA – standards for good practice on national pro-poor adaptation policies developed
- 2) Civil society advocates for national pro-poor adaptation policies
- 3) The JPA experiences inform official and civil society organization delegates at international fora on climate change.

The NGO Climate Change Working Group (CCWG) in Vietnam is one of the core national networks to test and further develop the above-mentioned JPA, among other things, through engaging with policymakers on how to use the JPA to render established and planned policies linked to adaptation more effective and inclusive.

Advocacy for the most vulnerable is a priority for the network, which developed a Joint Advocacy Document with the Disaster Risk Management Group in 2011. The CCWG has however encountered difficulties in making the implementation of its advocacy initiative feasible.

In order to realize the SV-Adapt objectives, and ensure a meaningful engagement with policymakers, a series of advocacy events and capacity and coalition building activities were conducted, to ensure that a feasible action plan for the CCWG advocacy activities, with annual milestones until 2020, is in place, and to enhance the network's overall capacity for carrying out advocacy professionally. As one of the first expected achievements of its joint advocacy, and a cornerstone of the network's efforts to increase its profile to the wider public in 2015, the documentation of around 20 outstanding examples of community-based climate change initiatives (CBCCI)/successful models of CCWG's members in response to climate change needs to be in place. This documentation will be the first piece in a series of publications to demonstrate that the network generates high-quality and pertinent input for climate change-related policy planning and implementation processes, and to build its credibility as an important platform able to provide expertise, skills and capacities to overcome the most pressing problems that global warming poses to Vietnam. The synthesis report will be shared with policy makers, donors, CCWG members and other stakeholders at national and international events, and workshops and conferences, particularly the COP 21 in Paris, to demonstrate the benefits of CBCCI and advocate for policy change.

CARE International in Vietnam, the SNV Netherlands Development Organization in Vietnam, Oxfam in Vietnam, and Malteser International, who are the four CCWG active core members, will jointly develop a professional and informative document on the best practices of community-based initiatives (CBIs) in response to climate change, in order to target policy makers.

¹ Funded by DANIDA through the Danish agency CISU – Civil Society in Development

II. Purpose of the Consultancy and Scope of Work

CCWG is seeking an international/ national consultant or group of consultants (in all case the total number of working days will not exceed 20 days) to conduct and outline a professional and user-friendly package of documentation as follows:

- To provide an up-to-date, precise and informative report of community-based initiatives in response to climate change in Vietnam; including a basic resilience-based framework with criteria and a sound process to evaluate and select good practices of CBCCI, including criteria, assessment/evaluation processes, and drawing from recognized existing international frameworks, and ongoing processes of measuring resilience, that are applicable to Vietnam
- To provide a template to document good practices based on the developed framework and agreed criteria that are applicable to Vietnam and can also to be used by the network in the future for continued assessment and documentation purposes
- To collect and document good practices from CCWG members using community-based initiatives in response to climate change (both adaptation & mitigation measures) presenting the benefits created from community involvement, as well as the essential role local communities play, highlighting their capacities and contribution, to achieve that effective, locally appropriate and socially and environmentally sound climate change response measures are in place
- To develop a comprehensive report to present the findings in an accessible, clear, professional and visually appealing way, including a set of specific recommendations for replication targeting government, donors, civil society and other stakeholders, as well as a findings and recommendations-based information brief, a fact-sheet and a poster with info-graphics (draft).

Audience:

- Primary audience: the documentation is primarily intended to be shared with policy makers, development agencies, donors;
- Secondary audience: other users are media, INGOs, VNGOs and other related stakeholders for awareness raising and behaviour change in CBIs in response to climate change, not only in Vietnam but international stakeholders if any.

Inclusion should be paid attention to and the narration and images published should consider the role of most vulnerable groups such as: women, children, elderly, people with disability, and ethnic minorities etc, in response to climate change.

The consultant will adhere to the donor (SV-Adapt, GIZ) and organizational (CARE International in Vietnam, Malteser International, SNV Vietnam, Oxfam, and) branding guidelines for logo and text use in the documentation.

III. Method and way of working

A combination of desk review, key informant interviews, and focus group discussions will be used. The CCWG will provide contact persons, primary information for chosen initiatives to be documented as good practices, and outputs of relevant ongoing network activities. The consultant will propose a set of participatory methods which will be agreed upon at the start of the consultancy.

The consultant will work closely with the CCWG Chair, Co-chair, Coordinator, and Development Advisor as well as focal points from the four core members.

Approximately twenty working days (excluding travel), depending on the acceptance of the working schedule by the four core members.

IV. Expected outputs and deliverables

Final edited high quality documents in English and Vietnamese which respond to this TOR and follow the structure of the scope of work outlined. The documents will use appropriate and high quality graphic/photos/pictures and logical presentation of ideas in a professional way and will be targeted to the relevant audiences. Main delivered outputs will be:

1. Approved working proposal
2. A basic resilience framework with criteria and a template for assessment, and documentation of CBIs for the network
3. A synthesis report on successful climate-change related CBIs, lessons learnt and policy recommendations targeting climate change mitigation and adaptation practitioners and decision makers in Vietnam (max 50 pages)
4. An informative factsheet which provides relevant facts & figures of CBI best practices (max 2 pages)
5. A policy brief with sound and feasible recommendations, to be shared with high ranking decision makers in Vietnam (max 4 pages)
6. A poster with infographics presenting key information from the process.

All main deliverables (synthesis report, factsheet, policy brief, poster) of this consultancy should be in both English & Vietnamese language.

Tentative Schedule

The duration of this work is 20 working days over the period August – September, 2015. The following tentative schedule is an input into the detailed work plan to be developed by the consultants and subject to changes based on discussions with the CCWG.

Tasks	Number of days
Discuss ToR, develop and agree on detailed work plan including methodology	1
Desk review of relevant information	4
Develop outline/ structure of documents and agree with the team	2
Key informant interviews, focus group discussions and field trips (if any)	6
Writing 1 st draft of synthesis report, getting feedback from CCWG	5
CCWG core members meeting presentation of draft findings for validation	1
Finalization of report and development of factsheet and policy brief	1
Total	20

V. Arrangement and Resources

For all activities, all four organization members need to be involved. Each of the organizations will assign a focal point to be in charge of the work. One of them will be the focal point for the consultant to directly deal with.

All financial procedures regarding this activity will follow the financial requirements of CARE International in Vietnam.

VI. Reporting requirements

The Consultant will work under the supervision of the CCWG Chair, Co-chair, Coordinator and Development Advisor, as well as focal points from the four core members.

The Consultant will report directly to the principle contact for this work:

- Name: Nguyen Anh Minh
- Job title: CCWG Coordinator
- Tel: 0084 (0) 982 774 186
- Email: NguyenAnh.Minh@careint.org

CARE Vietnam staff will ensure effective administrative support for the consultancy.

VII. Selection Criteria

Required qualifications for consultancy include the following:

- Demonstrated experience in review, documentation and /or research,
- In-depth knowledge and demonstrated experience on climate change, building resilience and community-based adaptation and mitigation measures; familiarity with concept/framework development, specifically for the Vietnamese context; experience working with policy makers and/or in policy advocacy will be an asset;
- Strong analytical, research and communication skills;
- Sound experience in documenting, outlining & designing communication products and research reports; and
- Excellent communication skills in English and Vietnamese.

Interested candidates should submit the following documents:

- a. Full CV in English
- b. A proposal (including technical, financial requirements and time availability) for the consultancy
- c. A short sample of a previous publication.

Closing date to apply for this consultancy: 16th August, 2015

Due to the volume of applications, it is not possible to respond to all applicants or to establish telephone contact for enquires or feedback for individual applicants. Accordingly, only shortlisted applicants will be contacted.

**** Child Protection:**

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

The following signatories agree to all conditions as stated in this document