



## Terms of Reference

<b>Title:</b>	Climate Information services - Documentation for advocacy
<b>Department:</b>	REMW Programme: BMZ - InfoAct
<b>Location:</b>	Dien Bien and Lai Chau Provinces
<b>Position reports to:</b>	Climate Change Advisor
<b>Duration:</b>	December 2019 – July 2020

**CARE** is an international development and humanitarian aid organisation fighting global poverty and injustice, with a special focus on working with women and girls to bring lasting change to their communities.

**CARE International in Vietnam** is a dynamic organisation working with Vietnamese partner organisations for 30 years on 300+ projects. CVN recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CVN's long term programme goals are that Remote Ethnic Minority Women and Socially Marginalised People equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

### Project information

CVN has implemented several projects on climate change adaptation, including on agriculture climate information services (forecast and farming actions). The project "Enhance livelihoods and increased resilience to the effects of climate change and variability of poor ethnic minority women and men rural areas (InfoAct)" has been being implemented in 3 years from 2018 – 2021.

**The overall objective of the InfoAct project** is to enhance livelihood and increase resilience of effects of climate change and variability of poor ethnic minority women and men in rural areas. It will increase ethnic minority women and men farmers' ability to anticipate and respond to risks and opportunities from climatic variability, and improve their ability to recover from climate shocks.

**Five specific objectives** supporting the overall objective include:

1. *Strengthened capacity of stakeholders to interpret and apply climate information*
2. *Increased access to relevant and actionable climate information among ethnic minority women and men*
3. *Improved social protection for ethnic minority households*
4. *Institutionalization of climate information solution and climate risk micro-insurance system*
5. *Increased capacity of local partners to develop understandable downscaled climate information and advisories*

The project is implemented in Dien Bien and Lai Chau provinces. In Dien Bien province, the project works in Ang Cang and Ang Nua communes of Muong Ang district; Muong Phang and Pa Khoang communes of Dien Bien district. In Lai Chau, the project operates in Tan Thuoc, Trung Dong, Ho Mit and Nam So communes of Tan Uyen district. The project's operation is under the partnership of CARE in Vietnam and the Centre of Community Development (CCD) in Dien Bien and the Department of Agricultural and Rural Development (DARD) of Lai Chau province.

InfoAct project aims towards institutionalizing agriculture climate information services at provincial level as well as integrating lessons learnt into the National Climate Information Services Framework. In moving towards this objective, CARE is recruiting a consultant(s) (hereinafter called the Consultant) to document

the project evidence for advocacy on scale up. The results of the documentation will inform the Policy Brief to be developed by CARE.

### Objective of Service

- To document the process of providing climate information services under InfoAct project
- To conduct the financial and legal analysis of the services and, based on that, to specify potentials for institutionalising agro-climate information services (farmers/users centred forecast and advisories) at district and provincial level as well as linking with national level and other documentation support for advocacy.

### Scope of work

- To study documents provided by CARE and other relevant materials on baseline capacity analysis of stakeholders, project results.
- To document the process and methodology of climate information services that CARE is implementing in both provinces:
  - The steps of providing agriculture weather forecast and farming advisories that meet the needs of local farmers, particularly women, including but not limited to how these steps are organized and the roles and responsibilities of relevant stakeholders.
  - The challenges and opportunities throughout the process, including in the forecast, advisories development, communication and information usage –
  - what worked well what need to improve through out the process.
- To design and conduct a formative research to provide an overview of of financial and legal potentials for institutionalizations of climate information services in Dien Bien and Lai Chau provinces, including but not limited to:
  - Review of budget allocation mechanism/system (commune, district and province), budget code and Law on Hydrometeorology and related Decree.
  - How the budget for climate information services can be imbedded in local planning (agriculture plan, SEDP allocation, etc.,).
  - Stakeholders in finance planning in relation to climate information service (forecast and advisories), particularly departments of finance, planning and development, agriculture and rural development with their roles, responsibilities, timing etc.,) and or any private sector company engaging in this field in the two provinces.
- To support CARE team (climate change advisor, portfolio manager, communication expert, M&E lead, cost benefit analysis (CBA) researcher) with documentation tailored for local authorities' needs and opportunities to engage with local Government, including but not limited to
  - Documentation on results of projects: what and how to fit the needs of the decision making in climate information services

### Deliverables

The Consultant team will work with CARE staff to deliver the following duties and responsibilities (All deliverables are prepared in Vietnamese as primary language and translated into English):

1. Formative methodology for above tasks
2. A presentation in power point format on:
  - a. Financial and legal potential for institutionalising climate information services
  - b. Recommendations for institutionalisation
3. Documentation on the process and methodology of climate information services in a word file
4. One report on capacity, financial and legal potential for institutionalising climate information services
5. Recommendations on documentation of project results, local mechanism for climate information services including discussion and agreement with CARE team

### Proposed action and timeframe

No	Activity	Time frame	No. of day
1	Desk review and analysis of available relevant documents + methodology development	Dec 2019	2
2	Conduct field trips/interviews – 2 trips + power point presentations for discussion	Jan – April 2020	5 x 2 = 10
3	Documentation on process and methodology	April – June 2020	5
4	Report	April - June 2020	3
5	Recommendations	March – July 2020	2
	Finalisation of deliveries	March – July 2020	1
	<b>Total</b>		<b>23</b>

### Selection Criteria

Expected qualifications for the consultancy *team* include

- Demonstrated sound experiences in qualitative research and analysis.
- Familiarity with governance issues in agriculture climate information and advisories for farmers
- Preferable experiences in sub-national Government budgeting and planning
- Sound communication and presentation skills
- Familiarity with ethnic minority region's contexts
- Very good written and verbal communication skills and quality report writing skills in Vietnamese and English

### Application procedure

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to **procurement@care.org.vn** before 9am on **6/11/2019**. Application include:

- Proposal of methodology
- Examples of similar works
- Suggestion on timeline (if different from the TOR's proposed timeframe)
- Brief description or CVs of individuals to be interviewed
- Cost breakdown (Please include travel and accommodation costs if required)

**\*\*CARE** is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

**\*\*\****"Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and*

*child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager.”*