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Name of consultancy: **Develop an Inter Province adaptive DRR project concept note for ChildFund Vietnam**

Name of Country: Vietnam

Location and timeframe: **From home** -2 day for desk-based review, **In Field** - Work 3 days in Bac Kan, Hoa Binh and Cao Bang with Provincial Managers (total 9 days), report and concept note finalisation 6 days, 2 days travel and 1 day report presentation.

Employment Status: Consultancy (approx. 20 days).

Reports to: Deputy Country Director/Program Manager, ChildFund Vietnam

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## **1. Organisational background**

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

With a focus on education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention, ChildFund Vietnam also prioritises building the resilience of young people, by giving children and youth the opportunity to take part in sports, vocational education and life skills training, and supporting their participation in local decision-making processes.

## **2. Background**

The working areas of ChildFund Vietnam are increasingly experiencing disaster risks and climate change related events in the recent years. The Provincial projects are systematically collecting DRR and climate change related information during their baseline surveys from 2015. Most of the reports are showing an increase in these events. The Country team have not undertaken any comprehensive project to mitigate these risks through either standalone DRR / CCA projects or mainstream DRR in sectoral projects. The Provincial Managers and the Deputy Country Director met with the Senior Advisor for DRR to design and

deliver the first inter Province DRR project in Vietnam. A decision was taken to involve a consultant to assimilate all DRR information and reports available and propose a DRR project concept paper.

### 3. Consultancy Objectives and Scope

- a. DESK BASED REVIEW AND KEY INTERVIEWS - Review the Disaster Risk Management documents, baseline surveys and other related project documents from ChildFund working Districts of Cao Bang, Bac Kan and Hoa Binh Provinces and
  - Compile the list of vulnerabilities, hazards and capacities of ChildFund Vietnam in a single document;
  - Include climate change related vulnerabilities or risks for each Province in the document;
  - Identify short and medium term strategies to develop “Stand Alone” and/ or “Mainstreamed” Projects for each province.
- b. FIELD VISIT - Work with relevant Provincial managers, Key staff and partners to identify three Provincial Level adaptive DRR project ideas and
  - Compile the project ideas into a concept note (Using ChildFund project proposal format) for an Inter Province adaptive DRR project;
  - Share findings with related Provincial and Hanoi level staff and managers in a meeting / workshop.
- c. DEBRIEF – present the final report, DRM document and concept note to Key staff in Hanoi
  - Discuss next steps and how to continue the DRR/CCCA initiatives in the long run, include in final consultancy report.

### 4 Deliverable and timeframe

Deliverables/ Outputs	Possible methodology	Time
1. A consolidated DRM document for ChildFund Vietnam with list of Vulnerabilities, Hazard and Capacity of each Province.	Based on existing baseline documents, DRM reports, key interviews with Provincial managers, partners, key staff and analysis Other key documents – CF DRR policy and Approach, ChildFund Vietnam Country Strategy Paper and the Program Description of the five programs	<b>2 day desk based review</b>  <b>+ 9 day (3X3 provinces) field visit</b>  <b>+ 2 days travel</b>
2. A Final Inter Provincial and Adaptive DRR project concept note	Same as above and Other as necessary	<b>6 days after field visit</b>
3. A final consultancy Report (Meet key staff at Hanoi level for debrief )	Meet in person and/or Skype and / or organize a meeting with key staff	<b>1 day</b>

#### **a) Management and Reporting Arrangements**

The Consultant will report to Deputy Country Director ChildFund Vietnam and will work closely with Provincial Managers and Sector specialists. The Consultant will also work with or seek advice from the Senior Advisor DRR and ER based in Sydney as required. All reports must be written in English and provided in an electronic format (Microsoft Word).

#### **6. Confidentiality**

All discussions and documents relating to this ToR will be treated as confidential by the parties.

#### **7. Child Safeguarding**

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign a Code of Conduct. The consultant will also have in place an Australian Federal Policy Criminal Background Check or equivalent.

#### **8. Counter-Terrorism**

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of any financial relationship.

#### **9. Insurance**

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

#### **10. Acknowledgment and Disclaimer**

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this ToR. Nothing in this ToR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this ToR or the submission of Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

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### **Selection Criteria for Consultant**

#### **5. REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS**

##### Core competencies

- Commitment to ChildFund Australia's vision and values;
- Excellent time management and multi-tasking skills;
- Ability to work autonomously and in a team;
- Being able to communicate effectively to community audiences of Vietnam
- Strong analytical and conceptual abilities;

##### Functional/Technical Competencies

- Postgraduate Degree in Emergency, Disaster, Climate Change or related area;
- Specialised knowledge of Disaster Risk Reduction, Climate Change Adaptation and risk informed development projects;
- Extensive experience of working in Vietnam both at organizational and field level;

- Experience in working with PRA and RRA tools;
- Experience of developing concise and high quality proposals, concept notes and reports;
- Excellent capacity to write for different audiences;
- Excellent networking and interviewing skills.

The consultant(s) should be available to deliver final report on or **before 4 May 2018**.

**APPLICATION PROCESS**

All applicants are invited to complete their Online Application Form at link:

<http://childfund.org.vn/en/working-opportunities> and submit the proposal and CV to [recruitment@childfund.org.vn](mailto:recruitment@childfund.org.vn)

**Closing date: 30 March 2018**

Interviews will be arranged as soon as ChildFund receives qualified applications on a first-come-first-serve basis.

*Note: This opportunity is open for local national only.*