

United Nations Children’s Fund (UNICEF) - Viet Nam
Terms of Reference for Individual Consultancy

National Consultant, based in Hanoi,
Support planning and implementation of Climate Change, Disaster Risk Reduction (CC-DRR) and
humanitarian actions in Viet Nam

Title	Support planning and implementation of Climate Change, Disaster Risk Reduction and humanitarian actions in Viet Nam
Purpose	UNICEF Viet Nam is seeking an individual consultant to support the planning and deployment of CC-DRR activities in Viet Nam in 2021-2022
Location	Based in Ha Noi
Duration	11.5 months (with possible extension)
Start Date	1 December 2021- 15 November 2022
Reporting to	Climate Change – Disaster Risk Reduction Specialist, CC-DRR and CSD Programme, UNICEF
WBS/PBA	SC210374, 5200/A0/05/881/007
Funding Expiry Date	
Project and activity codes	N/A
General Ledger number	

Background

Viet Nam is ranked the sixth most affected country by climate change globally. Under the high emissions scenario, temperatures are projected to rise by 3.3-4.0°C in the North and 3.0-3.5°C in the South. Depending on the emissions scenarios, about 6–12 million people could potentially be affected by coastal flooding by 2070–2100 without effective adaptation action. Human-induced climate change has significant impacts, especially on the lives of vulnerable children, their families, and communities, jeopardizing hard-earned development gains.

Climate change can lead to the increased risks of vector-borne and infectious diseases, increasing the likelihood of outbreaks and spread of diseases such as diarrhoea, cholera, dysentery, malaria, dengue fever, viral encephalitis, and Japanese encephalitis. As a result of the climatic shifts, there will be an increase in climate-sensitive diseases. It is estimated that there is likely to be about 23-62 percent increase in diseases burden by 2030 in northern and central areas with dengue fever, and a projected 10-15 percent increase by 2030 in some areas in the central parts of the country with diarrhoea.

In the past five years, large scale climate change-related disasters hit Viet Nam, including the prolonged droughts in Central Highlands and drought and saltwater intrusion in the Mekong Delta region in 2015-2016 and 2019-2020, causing shortages of domestic water supplies for 2 million people; the loss of livelihoods for 1.75 million people; the risk of water-borne diseases for 400,000 people; malnutrition for 27,500 children and 39,000 women in areas with a low socio-economic development status. In addition, the devastating Typhoon Damrey in 2017 killed more than 107 people. In 2020, within October and November, seven consecutive storms made landfall in the Central Region caused devastating cascading floods that killed 291 people, 66 people missing, more than 330,000 homes damaged, impacting 2,5 million children and 1,5 billion USD in economic losses.

The COVID-19 pandemic has amplified the effects caused by climate change. The pandemic, coupled with the increasing frequency and intensity of climate-related shocks such as those in 2020, jeopardises hard-earned development gains and has significant human impacts, especially on children’s well-being, health, nutrition, education, and WASH services protection.

Based on situation analysis on climate change and environment and consultation with experts, partners, and children, UNICEF envisions its programme for all children and their families and communities in Viet Nam to live in a safe, clean, green environment; to be resilient to climate, environmental shocks and stresses and natural disasters; and to be aware and take action as agents of change. UNICEF will deliver this vision through Climate Change, Disaster Risk Reduction and humanitarian actions programmes housed in Child Survival and Development (CSD), which supports the government to improve climate and environment policy and actions, and financing via evidence-based research and analysis. The programme will also support innovative solutions on adaptation and mitigation for climate-responsive safe, clean and green systems across key sectors, including education, WASH, health and nutrition and social protection. In addition, public advocacy and support for participation and civic engagement by children and adolescents will be key to changing behaviour and promoting climate action.

Rationale

Under the guidance of the CC-DRR Specialist, the incumbent will provide support to the CC-DRR team in planning, implementation, and M&E of Climate Change Disaster Risk Reduction and environmental issues in Viet Nam. The incumbent will help fill the growing needs for extending support to new partners such as National Assembly's Committee on Science, Technology and Environment, MONRE, MPI and GSO, concerned ministries, selected provinces. In the coming time, the CC-DRR agenda engages in specialized technical interventions such as rolling out risk assessments, conceptualizing environmental and green growth performance index. Because of this specialized skill set and a need to be engaged in more of upstream work with partners, the position will be at NOB level.

Purposes

The overall purpose of this consultancy is to contribute to the successful planning and implementation of CC-DRR activities, particularly CC-DRR at school, CC-DRR at emergency, and CC-DRR at IECD provinces. extending support to new partners such as MONRE, concerned ministries, selected provinces regarding implementation of Climate Change, Disaster Risk Reduction, and humanitarian interventions

The specific purposes

- Provide operational and technical support to the CC-DRR Specialist in working with VDMA, MOLISA, MPI, MONRE, NCERWASS, on Planning, implementation, monitoring CC-DRR project– funded by the Government of Japan.
- Provide operational and technical support to the CC-DRR Specialist to roll out CC-DRR interventions in Soc Trang, Bac Lieu, Ca Mau, Da Nang, Dien Bien, and Gia Lai
- Provide operational and technical support to the CC-DRR Specialist in emergency preparedness, rapid assessment, drafting emergency appeal and response
- Provide technical inputs and support in drafting donor and annual reports

Location

The working location for the consultant is based in UNICEF's Ha Noi Office, UN House, with travel to provinces.

Tasks

The consultant shall provide support to the CC-DRR Specialist to operationalize the CC-DRR projects with VDMA, MONRE, Soc Trang, as well as rolling out CC-DRR and emergency interventions in Dien Bien, Gia Lai, Dan Nang, Ninh Thuan, Bac Lieu, Ca Mau, including other provinces with UNICEF's emergency operation.

1.Support vulnerability analysis and periodic updates for effective programme planning, development and management

- Coordinate and support for the timely completion of the cross-sectoral situation and vulnerability analysis. Contribute to periodic updates, addressing inequities such as ethnicity, gender, poverty and other issues through accurate and complete monitoring and analysis.

2. Programme planning and implementation:

- Work with concerned Ministries and provinces to draft and implement quarterly work plans;
- Provide technical support and training to the provinces in capacity building activities related to program planning and reporting, including activities planning and monitoring of the project results;
- Conduct field visits to the provinces to support concerned IPs on implementation and supervision of the project activities;
- Promote innovative approaches to programming – piloting new technologies and approaches to cross-sectoral child-centred DRR and climate change programming.
- Support the task team in conducting workshops, meetings, and discussions forums for sharing lessons and experiences on CC-DRR and humanitarian actions;
- Support the task team in monitoring, documenting, and reporting, regularly, the status of the CC-DRR and emergency activities, and the progress towards the expected results indicators of the concerned projects
- Work sections/units to ensure collaboration with other sectoral programmes of UNICEF and technical teams within the CSD section to strengthen linkages and enhance programmatic synergy
- Work with communication to implement behaviour change communication campaign, social mobilization, private sector engagement, climate-resilient CC-DRR programme innovation.

3. Emergency preparedness and response

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- In an emergency, assist the CC-DRR specialist in getting the damage and losses data, conducting the rapid assessment, coordinating and working with VNDMA and the sectors to develop humanitarian appeals/proposal/plans.
- Contribute to development and update of SitRep, UNICEF, One UN, and response plans, funding proposal, and donor reports.
- Conduct field monitoring trips, programme visits to provide field support, monitor programmes and financial implementation in line with UNICEF’s procedures.

4. Knowledge management for policy advocacy and change.

- Provide support to monitoring studies, research/evaluations to generate knowledge for cross-sectoral child-centred DRR and climate change programming;
- Ensure knowledge management for CC-DRR and humanitarian actions by exchanging information, situation analysis, experience, evidence, and lessons learnt. Participate in evaluation exercises, programme reviews with the government counterparts.
- Promote the use of evidence and lessons to advocate child-centred DRR and climate change for policy development in favour of children, and vulnerable/excluded population
- Explore, pilot, and scale-up climate-resilient CC-DRR technology for reaching the marginalized populations, particularly for flood, drought, and salt intrusion areas;

Methodology and Expected deliverables and timeline

Tasks	End Product/deliverables	Duration/ Deadline
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Support vulnerability analysis and periodic updates for effective programme planning, development and management		
<ul style="list-style-type: none"> Coordinate and support for the timely completion of the cross-sectoral situation and vulnerability analysis. 	Risk assessment for Soc Trang, Ca Mau, Bac Lieu completed	December 2021 - May 2022
<ul style="list-style-type: none"> Contribute to periodic updates vulnerability through regular monitoring country situation, addressing inequities such as ethnicity, gender, poverty and other issues through accurate and complete monitoring and analysis. 	Quarterly updates	Quarterly
Programme planning and implementation		
<ul style="list-style-type: none"> Work with concerned Ministries and provinces to draft and implement quarterly work plans 	Quarter plans developed, approved, and implemented properly Field visit reports submitted	Quarterly
<ul style="list-style-type: none"> Provide technical support and training to the provinces in capacity building activities related to program planning and reporting, including activities planning and monitoring of the project results 	Technical support and training are organized and well attended by relevant stakeholders Training reports endorsed	Quarterly (or Monthly as appropriate based on activity conducted)
<ul style="list-style-type: none"> Conduct field visits to the provinces to support concerned IPs on implementation and supervision of the project activities 	Quarterly field visit plan developed, field visits conducted timely Field visit reports timely submitted, follow up actions timely carried out	Quarterly (or Monthly as appropriate based on Quaterly field visit plan)
<ul style="list-style-type: none"> Promote innovative approaches to programming – piloting new technologies and approaches to cross-sectoral child-centred DRR and climate change programming. 	innovative technologies and approaches initiated	TBD
<ul style="list-style-type: none"> Support the task team in conducting workshops, meetings, and discussions forums for sharing lessons and experiences on CC-DRR and humanitarian actions; 	Workshops/meetings are organized and well attended by relevant stakeholders Reports submitted timely	Dec 2021 – oct 2022
<ul style="list-style-type: none"> Support the task team in monitoring, documenting, and reporting, regularly, the status of the CC-DRR and emergency activities, and the progress towards the expected results indicators of the concerned projects 	Quality inputs for reports/documents are accepted	Dec 2021 – oct 2022
<ul style="list-style-type: none"> Work with sections/units to ensure collaboration with other sectoral programmes of UNICEF and technical teams within the CSD section to strengthen linkages and enhance programmatic synergy 	Programme linkages strengthened	Dec 2021 – oct 2022
<ul style="list-style-type: none"> Work with communication to implement behaviour change communication campaign, social mobilization, private 	Communication products published	Dec 2021 – oct 2022

sector engagement, climate-resilient CC-DRR programme innovation.		
Emergency preparedness and response		
<ul style="list-style-type: none"> In an emergency, assist the CC-DRR specialist in getting the damage and losses data, conducting the rapid assessment, coordinating and working with VNDMA and the sectors to develop humanitarian appeals/proposal/plans. 	<ul style="list-style-type: none"> - Damage and losses data timely updated - The quality humanitarian appeals/proposal/plans drafted, and rolled out. 	May to December 2022
<ul style="list-style-type: none"> Contribute to development and update of SitRep, UNICEF, One UN, and response plans, funding proposal, and donor reports. 	Reports developed timely	May to December 2022
<ul style="list-style-type: none"> Conduct field monitoring trips, programme visits to provide field support, monitor programmes and financial implementation in line with UNICEF's procedures. 	Emergency field visit reports timely submitted, follow up actions timely carried out	May to December 2022
Knowledge management for policy advocacy and change.		
<ul style="list-style-type: none"> Provide support to monitoring studies, research/evaluations to generate knowledge for cross-sectoral child-centred DRR and climate change programming; 	Studies/research/evaluations completed timely	Jan - Oct 2022
<ul style="list-style-type: none"> Ensure knowledge management for CC-DRR and humanitarian actions by exchanging information, situation analysis, experience, evidence, and lessons learnt. Participate in evaluation exercises, programme reviews with the government counterparts. 	Studies/research/evaluations timely shared	Jan -Oct 2022
<ul style="list-style-type: none"> Promote the use of evidence and lessons to advocate child-centred DRR and climate change for policy development in favour of children, and vulnerable/excluded population 	Policy brief drafted timely for sharing	Jan -Oct 2022
<ul style="list-style-type: none"> Explore, pilot, and scale-up climate-resilient CC-DRR technology for reaching the marginalized populations, particularly for flood, drought, and salt intrusion areas; 	1-2 technology options are identified and tested	Jan -Oct 2022
Other Technical and operational support	Completion of other technical assistance and tasks as required in a timely and effective manner	Monthly basis

Management and Reporting

The national consultant will work under the direct supervision of the CC-DRR Specialist UNICEF and overall guidance of the Chief, CSDE programme at UNICEF. The consultant will operate in close cooperation with UNICEF Emergency Team, Comms of UNICEF Viet Nam, delegated staff of focus provinces, MARD, MORE, MPI and provinces as required.

Performance indicators for evaluation

Indicator for completion and satisfaction measurement will be based on UNICEF Viet Nam own evaluation and judgement, and not that of the Consultant. This means that deliverables will be deemed to be satisfactorily completed by the Supervisor of the Consultancy. The Supervisor is required to provide timely and written feedback to the Consultant in order to avoid miscommunication and hold regular meetings with the Consultant as needed.

Payment mechanism

Payment will be made on monthly basis with monthly evaluation made by the supervisor on the deliverable tasks.

Assessment criteria

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment: Technical Qualification (max. 100 points) weight 70 %

Technical Evaluation (70%)	100 points
<ul style="list-style-type: none"> Advanced degree in climate change, environment, disaster risk reduction and other relevant fields. 	30
Over 05 - 10 years of experience in climate change, disaster risk reduction, emergency at both national and subnational level	40
Familiarity with the CC-DRR sector in the country and emergency (preparedness or response) and the Emergency Working Group and cluster approach are preferred	20
Experience of working in the UN or other international development organizations is most preferable	10
Financial evaluation (30%)	100 points

The Contract shall be awarded to candidate obtaining the highest technical scores, subject to the satisfactory result of the verification interview if needed.

Qualification/Specialized Knowledge and Experience

- Advanced degree in climate change, environment, disaster risk reduction and other relevant fields.
- Over 05 - 10 years of experience in climate change, disaster risk reduction at both national and subnational level, especially data processing, excel spreadsheet, statistical and analytical skills.
- Good knowledge and understanding of Viet Nam’s government system, socio-economic context, including the data collection and management system. Knowledge of linkages of CC, DRR to children, as well as UNICEF position in the relevant areas would be a valuable asset.
- Demonstrable analytical and research skills, review and synthesis of data and information and planning experience
- Good listening skills as well as written and communication skills in English.

- Excellent teamwork skills.

A) Language Proficiency:

- Excellent oral and written English skills are required.

Child Safeguarding

- Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?
 - YES NO If YES, check all that apply:
 - **Direct contact role** YES NO
 - If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel.

Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to the assigned requisition in UNICEF Vacancies: <http://www.unicef.org/about/employ/>

- a. Letter of interest and confirmation of availability;
- b. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than 3 pages);
- c. Performance evaluation reports or references of similar consultancy assignments (if available)
- d. Financial proposal: interested candidates are requested to indicate in the Letter of interest the proposed monthly basis rate for this assignment as per work assignment.
- e. CV/P11 form ([UN Personal History Form](#))

General Conditions:

The following general conditions shall apply. The consultant shall:

- Workstation: UNICEF Viet Nam
- Applicable DSA
- Official travel within the country: to the selected hard to reach areas and provinces in Viet Nam
- Be paid on a monthly rate.
- Individual Contractors who are working in a full-time capacity (for a minimum of 1 full month) and with the same working schedule as staff at the duty station (generally office-based, working five weekdays per week and following the office hours) receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service.
- Have his/her flight costs paid at economy rate from and back to their normal city/country of residence prior to taking up the appointment.

Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office **before Travel Authorization is issued.**

- No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.
- Unless authorized, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.