



TERMS OF REFERENCE

Reference number	TOR-VNM-2020-023 (Please refer to this number in the application)
Position	National Consultant on Drought Vulnerability Data
Purpose	To provide technical support to UN Women and FAO in identification, collection and analysis of gender responsive drought vulnerability indicators (piloting in Ca Mau and Gia Lai)
Location	Ha Noi, Viet Nam
Contract duration	6 April – 30 October 2020
Contract supervision	UN Women Programme Analyst, Viet Nam Country Office

I. Background

Grounded in the vision of equality enshrined in the Charter of the United Nations, the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of substantive equality between women and men. The fundamental objective of UN Women is to enhance national capacity and ownership to enable national partners to formulate gender responsive laws, policies and upscale successful strategies to deliver on national and international commitments to gender equality.

In Viet Nam, UN Women’s country strategy focuses on two areas: (i) Remove structural barriers that inhibit women’s economic empowerment and resilience to economic shifts, disasters and climate change; and (ii) End Discrimination and Violence Against Women and Girls. As part of the first area of work, UN Women focuses on supporting evidence-based advocacy for gender-responsive normative frameworks, as well as coordinating high-level policy advocacy with strategic development partners.

UN Women will lead the joint efforts with UN agencies and other gender advocates from government, development partners, and CSOs and community-based organizations to advocate for improved compliance with international standards on human rights and gender equality through the provision of evidenced-based technical support to law drafting and policy making bodies.

In Viet Nam, despite long term experience and enormous capacity in responding to sudden-onset disasters (typhoon, storm, floods) which occur every year, Viet Nam still needs to strengthen capacity in preparing for and responding to slow-onset disasters, particularly drought. Delay in taking early actions to respond to the El Nino-induced drought and salt-water intrusion in 2016 caused the most tremendous damages and losses to Vietnamese agriculture, aquaculture and fishery sectors in the past 90 years. Taking this into consideration, the Food and Agriculture Organization of the United Nations (FAO), United National Entity on Gender Equality and the Empowerment of Women (UN Women) and Save the Children (SC) have a long-term presence working toward enhancing resilience of communities to disasters and threats. The three agencies, with funding from ECHO, formed a consortium to implement a three-year project to pilot the Forecast-based Financing/ Early Warning – Early Action (FbF/ EWEA) for drought in the two severely

affected provinces in the 2016 drought - Gia Lai and Ca Mau. The first phase (2017-2019) of the FbF/ EWEA project focused on strengthening forecasting and developed a list of early actions contextualized for Viet Nam. The first phase experienced difficulties in getting local partners and authorities clearly understanding of FbF approach. Gia Lai and Ca Mau stakeholders recommended the project to document a standardized methodology of implementation of FbF which is contextualized to Viet Nam and can be institutionalized in government disaster risk management (DRM) system. This will also help to scale up the implementation in other provinces. Furthermore, a standard list of early actions for major hazards will also be useful to the Government, Red Cross and other stakeholders in developing Early Action Plan at the local level in the future.

This project is the second phase of the FbF/ EWEA project and will continue building on the results of the previous phase and aim to institutionalize the FbF/ EWEA approach into the government DRM system as well as to advocate for enabling financial mechanism to fund for early actions. Documentation of standardized methodology of FbF approach will help to streamline this model into the current DRM system. The methodology and assessment tools for FbF will complement to the existing government disaster risk assessment and process of development of commune disaster management plan. This plan will then be used to request for financial support to implement the disaster preparedness and response solutions, including early actions based on weather and climate forecast.

In phase 1 of the FbF/EWEA project, FAO has partnership with the Institute of Meteorology, Hydrology and Environment (IMHEN) to strengthen drought forecasting in Gia Lai and Ca Mau province and provide a monthly bulletin on drought forecasting. The bulletin provided projected maps of potential affected areas which are localized down to commune level in these two provinces. Integration of weather and climate forecast map with vulnerability map will help predict impacts of disasters, particularly drought. This impact map can help provincial and central Committee for Natural Disaster Prevention and Control (CNDPC) visualize the potential impacts of any coming drought and identify locations and population groups likely to be impacted as well as determine appropriate early actions to reduce the impacts of drought.

Since 2019, Viet Nam Disaster Management Authority (Ministry of Agriculture and Rural Development) has developing a software on Disaster Management System. This will become an integrated system to manage information related to disasters such as infrastructures and population as well as weather forecast, which will be visualized on maps and then to inform planning and decision making. While the Viet Nam Disaster Management System are in development process, it is important to integrate tools on drought impact forecasting – the results of the FbF project in the government system for a long-term use and sustainability of the project.

In this context, UN Women is looking for a qualified national consultant to support UN Women and FAO in identification, collection and analysis of gender responsive drought vulnerability indicators for drought impact mapping, piloting in Ca Mau and Gia Lai province.

This consultant will work closely with a national IT consultant on drought impact forecasting module to integrate vulnerability data and drought forecasting maps into the Vietnam Disaster Management System software (VNDMS) of Viet Nam Disaster Management Authority.

II. Objective

This consultancy will contribute to the development of a more gender responsive drought impact forecasting system to be integrated into the Viet Nam Disaster Management System software (VNDMS) of Viet Nam Disaster Management Authority. This will help the provincial and central

disaster management authority to better target the most vulnerable groups and determine appropriate early actions to reduce the impacts of drought.

III. Specific tasks

Under the technical guidance by UN Women and FAO, the consultant will identify, collect and analyze gender responsive drought vulnerability indicators for drought impact mapping. Specific tasks include:

1. Identify a list of gender responsive drought vulnerability indicators:
 - Review available indicators and data on disasters from government statistic sources.
 - Identify gender responsive vulnerability indicators that are relevant to drought context.
 - Develop a guidance on metadata for these indicators, including sex, age and disability disaggregation of data where possible.
2. Collect gender responsive drought vulnerability data in Gia Lai and Ca Mau
 - Provide trainings to disaster management offices in Gia Lai and Ca Mau on the guidance to collect these indicators in Gia Lai and Ca Mau. This task will be done in collaboration with the IT consultant who develop the drought impact forecasting module (tentatively 5 days for each training in each province)
 - Provide support to disaster management office in Gia Lai and Ca Mau during the collection of these data and to clean collected data.
3. Analyze gender responsive drought vulnerability data in Gia Lai and Ca Mau
 - Work closely with the IT consultant to develop tools to analyze gender responsive drought vulnerability data to support decision making on targeting and early actions.
 - Data analysis tools might include but not limited to:
 - o Displaying drought thematic maps with colors by data ranges.
 - o Analyzing and calculating drought affected area using data stacking tool.
 - o Analyzing, generating statistics of drought affected population (disaggregated by sex, age, disability and ethnicity, economic status)
 - o Analyzing, generating statistics of the number and types of households with/without access to clean water (disaggregated by sex and ethnicity of household head)
 - o Analyzing, generating statistics of type of livelihoods (disaggregated by sex)
 - o Generating statistics of lands and areas affected by drought based on indicators.
 - o Analyzing, generating statistics of types of crop affected by drought area.
 - o Displaying drought levels over the years using historical data stored in the database.

IV. Deliverables and Payment

The payment will be provided in two instalments as bellow:

Payment	Expected deliverables	Time
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40% of payment	<ul style="list-style-type: none"> - A list of existing gender responsive drought vulnerability indicators (English and Vietnamese) - A guidance on metadata for these indicators, including sex, age and disability disaggregation of data where possible (for VNDMA) (Vietnamese) 	No later than 30 May 2020
60% of payment	<ul style="list-style-type: none"> - Training agenda and training materials on collection of gender responsive drought vulnerability indicators for Ca Mau and Gia Lai disaster manage office (Vietnamese) - Trainings for disaster management offices in two provinces Ca Mau and Gia Lai provinces delivered (Vietnamese) (tentatively 5 days for each training in each province). - Analysis tools on gender responsive drought vulnerability data for targeting and decision making (Vietnamese). 	No later than 30 October 2020

V. Location of work

The consultancy is in Ha Noi and the consultant is expected to deliver trainings in Gia Lai and Ca Mau

VI. Duration of Assignment

The consultancy will be conducted from 6 April to 30 October 2020.

VII. Contract supervision

The work of the national consultant will be supervised by UN Women Viet Nam's Programme Analyst on DRR/CC and will be ultimately answerable to the UN Women Viet Nam Head of Office.

VIII. Qualification

Qualified candidates are expected to meet the following criteria:

- Master's degree or higher, majoring in disaster management or statistics or other related fields;
- At least 5 years of work experience on disaster management in Viet Nam;
- Experience in work related to disaster information management system;
- Experience working with international organizations or UN is an asset.
- Good English writing skill.

IX. Application Evaluation Criteria

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%).

Technical evaluation will be based on the following criteria stated as below.

1	Master's degree or higher, majoring in disaster management or statistics or other related fields	20 points
2	At least 5 years of work experience on disaster management in Viet Nam	30 points

3	Experience in work related to disaster information management system	30 points
4	Experience working with international organizations or UN is an asset.	10 points
5	Good English writing skill	10 points
	Total	100 points

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Technically qualified consultants may be selected for an interview before financial evaluation.

Maximum 100 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable; and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

X. Application Procedure and Deadline

Interested applicants must submit the following document/information (in PDF format) to demonstrate their qualifications

Technical component:

- Letter of interest explaining why you are the most suitable for the work
- Signed Curriculum vitae with contact details for 3 references

Financial proposal (with your signature)

- The financial proposal shall specify a total lump sum amount in **VND** including consultancy fees and all associated costs i.e. airfares, travel costs, meal, accommodation, tax, insurance, etc.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to VND at UN Exchange Rate at the submission deadline.
- The financial proposal **MUST** be submitted in separated document with technical proposal.

Complete applications should be sent to <procurement.vietnam@unwomen.org>. Only applications with all items mentioned above will be considered.

Deadline for Application: 25 March 2019

NOTE: Documents required before contract signing:

- UN Personal History Form
- Full medical examination and Statement of Fitness to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts).
- Completed UNDSS BSAFE online training course.
EN: <https://agora.unicef.org/course/info.php?id=17891>
- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtaining medical clearance from the UN Medical Doctor prior to taking up their assignment.
- Release letter in case the selected consultant is government official.