



ADDENDUM1

Subject: Request for quotation (N-210401) Conducting three regional Community-based Disaster Risk Management (CBDRM) training workshops (hereafter referred to as TOT) in 3 provinces of Viet Nam, and 21 communal CBDRM training courses (hereafter referred to as TOF) in 21 communes in the provinces

(Ref. N-210401)

Issue Date: 29 April 2021

Deadline for submission of bids/offers: 3:35AM **EDT** 19 May 2021

This correspondence pertaining to the above-mentioned requirement should be considered as an integral part of the tender documents.

This addendum includes:

1. Pre-bid meeting minutes
2. TOR updated with some yellow highlighted information.

PRE-BID MEETING MINUTES

Subject: Request for quotation (N-210401) Conducting three regional Community-based Disaster Risk Management (CBDRM) training workshops (hereafter referred to as TOT) in 3 provinces of Viet Nam, and 21 communal CBDRM training courses (hereafter referred to as TOF) in 21 communes in the provinces

(Ref. N-210401)

Time and date: 2.30 pm, 06 May 2021

Venue: Meeting room M3, Ground floor, GOUNH, 304 Kim Ma, Hanoi via Zoom meeting

Participants:

1. Ms. Nguyen Thuy Nga, GCF1 project Procurement Executive, UNDP Viet Nam
2. Nguyen Van Gia, National consultant on CBDRM, GCF1 project, UNDP Viet Nam
3. Thai Minh Huong, CBDRM Specialist, GCF1 project, Center Project Management Unit, Vietnam Disaster Management Authority, MARD
4. Nguyen Dang Nhat, Senior Consultant, CRD
5. Nguyen Thi Lan Huong, Accountant, CRD
6. Le Quang Trung, Deputy Director, PEAPROS
7. Dang Thi Hue, Accountant, PEAPROS

I. INTRODUCTION:

UNDP Procurement Executive welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements both on technical and financial aspects in the RFQ. Bidders can raise queries through Questions and Answers session as well as during their proposal preparation. **Minutes of this meeting will be posted on UNDP E-tendering system and UNDP website, so all bidders can have the same information and understanding.** In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the RFQ. Below are some key points on preparing and submitting bid:

1. Preparing proposal:

- Evaluation method is important and is mentioned clearly in the RFP: **Combined Scoring Method** will be used with 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%. Only technically qualified proposals are considered for financial evaluation.
- Please refer to the evaluation criteria in the RFQ for UNDP requirements while preparing proposal. Bidders should provide in their proposals relevant information, proof/evidence they have for each criterion.
- Please check the **Documents to be submitted** for all required documents in technical and financial proposals.
- Templates are included in the word format. Bidders should use the provided templates.
- Financial proposal template is available, but the bidders can use it flexibly and provide detailed cost break-down. Financial proposal should be provided as a lump-sum and once the contract is signed, there will be no additional costs which UNDP will pay for the service/deliverables mentioned in the RFQ. **Bidder should propose cost according to stage described in the TOR.**

2. Details on Bid submission:

- **Submission deadline: 3:35AM EDT 19 May 2021 (New York time).**

- The bidders have to submit via E-tendering system first, in case of failure (evidence provided), bidders should send proposals to bidding.vn@undp.org.
- Maximum size per email: 30 MB. Bidders can send several emails.

II. QUESTIONS/ANSWER SESSION

#	Query	Answer
1	In relation to the Technical proposal preparation, can one consultant apply his/her CV as national trainer for 2 bidders at the same time?	Yes, as UNDP only sign contract with 01 selected bidder, one consultant can be in more than one bid.
2	Does bidder have to use financial and technical template?	The bidders are required to use RFQ templates and provide all required information in the templates. In addition, other documents required in the RFQ must be submitted.
3	Are there any rules and regulations about payment documents?	Please refer to section Conditions for release of payment (page 5) of the RFQ and section VIII. Terms of Payment of the TOR.
4	Do we have to submit Bid Security for this tender?	No
5	Do we have to submit Discount Letter?	No, all discounts (if any) should be reflected directly in the Financial Proposal
6	Can UNDP Viet Nam announce ceiling estimated budget of this tender?	No, we are not allowed to reveal this information according to UNDP Procurement rules and regulations.
7	Will UNDP sign 2 contracts for this TOR?	Contract to be signed for the first stage, then upon the satisfactory performance of the first stage, the contract will be amended to continue the 2nd stage.

The meeting ends at 04.15pm on 06 May 2021. These minutes will be posted on UNDP E-tendering system and UNDP website for all bidders' access.



TERMS OF REFERENCE for national firm/institution

I. GENERAL INFORMATION

Project/Program title	<i>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam</i>
Assignment	Organize 3 TOT and 21 TOF in 21 coastal provinces
Activity Code	3.1.3.3 and 3.1.3.4
Contract Type	Institutional contract (Consultancy firm/Lumpsum contract)
Location	21 coastal provinces: Quảng Ninh, Hải Phòng, Thái Bình, Ninh Bình, Nghệ An, Hà Tĩnh, Quảng Trị, Đà Nẵng, Bình Định, Phú Yên, Khánh Hòa, Ninh Thuận, Bình Thuận, Bà Rịa - Vũng Tàu, TP HCM, Tiền Giang, Bến Tre, Trà Vinh, Sóc Trăng, Bạc Liêu, and Kiên Giang
Contract Period	Q2/2021 – Q2/2022
Report to	UNDP Senior Technical Advisor
Coordination	UNDP, VNDMA ¹ (Department of Science, Technology and International Cooperation), CPMU, Department of CBDRM, Department of Forestry (under MARD), MoC (Department of Housing and Real Estate Market), and Provincial Project Management Units.

II. PROJECT DESCRIPTION

UNDP is coordinating with the Ministry of Agriculture and Rural Development (MARD), the Ministry of Construction (MoC), the Ministry of Planning and Investment (MPI), and seven provinces (Nam Định, Thanh Hoa, Thua Thien Hue, Quang Ngai, Quang Binh, Quang Nam, and Ca Mau) in the implementation of the project *Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam* (GCF Project, or the Project).

The Project, funded by the Green Climate Fund (GCF) with co-funding from UNDP and the Government of Vietnam over the course of 2017-2022, consists of 3 key components:

¹ See table of acronym showed in [appendix 4 attached to this document](#)

1. **Component 1:** Storm and flood-resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes;
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;
3. **Component 3:** Increased access to enhanced climate, damage, and loss data for private and public sector application in all 28 coastal provinces of Viet Nam

Over the course of 2018-2020, the GCF Project saw to the organization of community-based disaster risk management (CBDRM) training courses in 373 coastal and near-coastal communes. This work included the gradual updating of training materials on community-based disaster risk management, including software that collects information on community-based disaster risk management and assessment (CBDRM/A). Through these courses, commune authorities jointly identified disaster risk reduction (DRR) solutions and action plans to strengthen disaster preparedness and response capacity in their communities.

Having successfully implemented this training program in 7 coastal provinces, the GCF Project - in collaboration with the Viet Nam Disaster Management Authority (VNDMA) through MARD - aims to expand training activities and information sharing to all 28 coastal provinces of Viet Nam. The Project aims to effectively replicate the successful model training program used in the 7 GCF Project provinces. Further, the Project aims to support necessary adjustments to future government policy to increase the resilience of Viet Nam's coastal communities to natural disasters and climate change.

In order to implement this expansion program, the Project proposes to mobilize a consultancy firm with experience in CBDRM to conduct three regional CBDRM training workshops (hereafter referred to as TOT) in 3 provinces of Viet Nam (tentatively the provinces of Ninh Binh, Phu Yen , and Can Tho), and 21 communal CBDRM training courses (hereafter referred to as TOF) in 21 communes in the provinces of: Quang Ninh, Hai Phong, Thai Binh, Ninh Binh, Nghe An, Ha Tinh, Quang Tri, Da Nang, Binh Dinh, Phu Yen, Khanh Hoa, Ninh Thuan, Binh Thuan, Ba Ria - Vung Tau, HCM City, Tien Giang, Ben Tre, Tra Vinh, Soc Trang, Bac Lieu, and Kien Giang (including participation from all 28 coastal provinces)..

This activity will be carried out alongside CBDRM training activities implemented by the VNDMA. The goal of these training activities is to realize the training and capacity-building objectives for all 28 coastal provinces in Viet Nam.

III. OBJECTIVES AND SCOPE OF WORKS

This Terms of Reference (TOR) is designed to mobilize a national consultancy firm to conduct 3 regional TOT workshops in 3 coastal provinces, and 21 TOF training courses in 21 coastal provinces of Viet Nam.

1. General objectives

The consultancy firm will support UNDP, the GCF Project Management Unit (PMU), and relevant localities in implementing two main sub-activities:

- a) **Sub-Activity A:** Organize 3 provincial TOT workshops to guide the implementation of CBDRM/CBDRA in coastal communities
- b) **Sub-Activity B:** Organize 21 communal TOF training courses on CBDRM/CBDRA in 21 communes of 21 coastal provinces

The implementation will follow two stages, and financial plan will be divided into two batches, calculated based on the implementation stages:

- a) Stage one: organize the first TOT Phu Yen province for central region provinces and 7 TOF/CBDRA in 7 provinces namely: Quang Tri, Da Nang, Binh Dinh, Phu Yen, Khanh Hoa, Ninh Thuan, and Binh Thuan. After this series of training, the project team will review the activities under stage 1 and decide the next series of training in stage 2
- b) Stage 2: organize the remaining two TOTs representing the North coastal region, the South/Mekong region and the remaining 14 TOF in Quang Ninh, Hai Phong, Thai Binh, Ninh Binh, Nghe An, Ha Tinh (for the North) and (Ba Ria Vung Tau, HCM City, Tien Giang, Ben Tre, Tra Vinh, Soc Trang, Bac Lieu, Kien Giang (for the South/Mekong region).

The consultancy firm will have the responsibility to ensure

- a) Provinces, districts and communes are well noticed the training plan in advance and prepared necessary procedures, including selection of districts and communes for the training
- b) Mobilize qualified trainers, facilitators for the 3 TOT and 21 TOF
- c) All related logistic preparation of the events including hiring hotels for TOT, prepare places for TOF at communes and village level, prepare stationary needed for the training courses
- d) All related to participant procedures: invitation, sub-contract proceeding, transport/ travel arrangement, accommodation, documents to read prior to training, etc
- e) Guide trainers to make reports according to training requirement
- f) All required reports as needed

2. Sub-Activity A: Provincial TOT workshops on raising awareness and guiding the implementation of disaster/climate risk assessment in communities

a. Objectives of the training

- Implement the CBDRM training work plan to expand the GCF Project into 28 coastal provinces
- Agree on the TOT training agenda; responsibility of stakeholders; and detailed steps to implement the CBDRM training
- Update disaster/climate change information through the process of community-based disaster risk and climate risk assessment training, incorporating information about forest/mangrove regeneration and resilient housing for key DRM staff at provincial, district and communal levels. Support the process of integrating DRM and CCA into socio-economic development planning (SEDP) and CBDRM activities
- Prepare for the expansion of CBDRM/A trainings, raise public awareness, and collect a climate change and disaster information for coastal provinces

b. Key outcomes:

Organize 3 TOT training workshops on updating disaster and climate risk information at the provincial level and for staff of selected communes.

- The first TOT should be held in **late June** 2021 in Tuy Hoa city of Phu Yen province, with the participation of key DRM staff in 7 central target provinces and cities (Quang Tri, Da Nang, Binh Dinh, Phu Yen, Khanh Hoa, Ninh Thuan, and Binh Thuan), and additional experienced staff from 4 GCF Project provinces (Quang Binh, Thua Thien Hue, Quang Nam, Quang Ngai)
- The second TOT should be held in **September** 2021 in Ninh Binh province, with the participation of key DRM staff in 6 northern and central target provinces (Quang Ninh, Hai Phong, Thai Binh, Ninh Binh, Nghe An, and Ha Tinh,), and additional experienced staff from 2 GCF Project provinces (Nam Dinh, Thanh Hoa.)
- The third TOT should be held in **October** 2021 in Can Tho, with the participation of key DRM staff in 8 southern target provinces and cities (Ba Ria Vung Tau, HCM City, Tien Giang, Ben Tre, Tra

Vinh, Soc Trang, Bac Lieu, and Kien Giang), and additional experienced staff from 1 GCF Project province (Ca Mau) and two DRM/CCA staff of Can Tho.

c. Participants and Trainers

Participants for TOT 1 in Tuy Hoa, Phu Yen, with 54 people from 11 provinces (including 4 invited provinces)

- 1 leader and 1 official from the Provincial Committee for NDPC from each of the 7 target provinces (14 people)
- 1 leader and 1 disaster management official from 1 district nominated by the each of the 7 provinces as a pilot (14 people)
- 2 commune members/commune including 01 CPC Chairman/Vice Chairman (Chief of Technical Support Group) and 01 statistic staff (CPC Office). The participants should be nominated by the province and district. (14 people)
- 1 disaster management official/ **project coordinator** from the Provincial project management unit with experiences managing Component 3 of GCF project. (4 people from 4 invited provinces)
- 2 representatives of the selected consultancy firm, 2 delegates from the CPMU, 2 delegates from UNDP, and 2 experienced trainers (8 people)

Participants for TOT 2 in Ninh Binh province, with 46, people from 8 provinces (including 2 invited provinces)

- 1 leader and 1 official from the Provincial Committee for NDPC from each of the 6 target provinces (12 people)
- 1 leader and 1 disaster management official from 1 district nominated by the each of the 6 provinces as a pilot (12 people)
- 2 commune members/commune including 01 CPC Chairman/Vice Chairman (Chief of Technical Support Group) and 01 statistic staff (CPC Office). The participants should be nominated by the province and district (12 people)
- 1 disaster management official/ **project coordinator** from the Provincial **Project Management Unit** with experiences managing Component 3 of GCF project (2 people from 2 invited provinces)
- 2 representatives of the selected consultancy firm, 2 delegates from the CPMU, 2 delegates from UNDP, and 2 experienced trainers (8 people)

*Participants for TOT 3 in Can Tho **City** with 59, people from 10 provinces (including 2 invited provinces: Can Tho and Ca Mau)*

- 1 leader and 1 official from the Provincial Committee for NDPC from each of the 8 target provinces (16 people)
- 1 leader and 1 disaster management official from 1 district nominated by the each of the 8 provinces as a pilot (16 people)
- 2 commune members/commune including 01 CPC Chairman/Vice Chairman (Chief of Technical Support Group) and 01 statistic staff (CPC Office). The participants should be nominated by the province and district (16 people)

- 1 disaster management official/ **project coordinator** from the Provincial project management unit with experiences managing Component 3 of GCF project from Ca Mau and 2 people from **Provincial Committee for Disaster Prevention and Control** of Can Tho **City** (3 people)
- 2 representatives of the selected consultancy firm, 2 delegates from the CPMU, 2 delegates from UNDP, and 2 experienced trainers (8 people)²

Trainers

(Details of tasks and selection criteria for trainers is attached in Appendix 3)

This workshop requires experienced trainers from different disciplines, including: climate change/DRR, risk pack analysis, DRR planning, and the integration of DRR/CCA analysis into SEDP. The consultancy firm will need to mobilize:

- Experienced trainers to facilitate training on climate change and CBDRM/A
- Experienced trainers on risk analysis and the integration of DRR/CCA into SEDP

d. Content of the training workshop

- Day 1: Introduction of the GCF Project and an overview of DRM; guidance on disaster/climate change risk assessment procedures being implemented by the GCF Project;
- Day 2: Instructions on the usage of CBDRA software and its application in TOF courses in communes. Practice with - CBDRM software; Representatives of participating PPMUs share experience during the implementation of CBDRM activities under GCF project
- Day 3: Introduction to the process of integrating DRR and CCA content into SEDP; and DRR communication activities

(Detailed draft agenda for the training workshop is attached in Appendix 1)

e. Main activities

- Consult with relevant provincial departments to contact districts and communes as part of participant selection process
- Mobilize trainers for the workshop
- Prepare and send invitations to the participants of the training 10 days before the first day of training
- Prepare materials, equipment and facilities for the training workshop
- Coordinate with UNDP, CPMU, and DARD to organize training workshop
- Prepare the detailed schedule for the 21 TOF training courses
- Prepare report on the workshop after its completion

3. Sub Activity B: Organize 21 TOF training courses on CBDRM/A in 21 communes of 21 coastal provinces

a. Objectives

- Build capacity for coastal leaders and technical staff on community-based disaster/ climate risk management

² All the related costs for UNDP and CPMU staff will be covered by the UNDP and CPMU respectively

- Collect information/data and input to CBDRM software in coastal regions

b. Key tasks

- Propose and reach a consensus with the UNDP, the VNDMA, and CPMUs on the implementation plan for CBDRM/A training courses
- Organize CBDRM/A training classes for members of Commune Technical Support Groups and community-based groups in 21 communes using GCF Project-validated and standardized training materials and tools, which build on the Government Program on CBDRM. The TOF courses on CBDRM/A can be organized in 3 to 4 provinces at the same time **depending on the capacity of the selected organizer**.
- Ensure that all members of the Commune Technical Support Groups and community-based groups of the 21 communes:
 - (i) Understand basic knowledge of CBDRM/CCA, resilient housing, forest planting and regeneration, and gender mainstreaming;
 - (ii) Master GCF Project CBDRM software ; and
 - (iii) Continue to support communes in finalizing CBDRA data as required by the Project, and instruct communes to integrate DRR and CCA into local SEDP
- Develop and implement a feedback mechanism from communes to PMUs and the CPMU on the CBDRM/A training process; review and perform quality assessment on communes' CBDRA-CCA reports
- Digitalize the contents of communes' CBDRA reports into the GCF Project CBDRM software under guided procedures; share the reports with CPMU and UNDP.

The schedule for implementing the TOF training courses should be divided into 3 stages according to the series of TOT in central, northern and southern regions.

c. Participants/ trainers/ facilitators

Participants for the CBDRM/A class

The TOF training workshop will require a minimum participation of 25 trainees and maximum participation of 30 trainees. Details are as follows:

- 7-15 members of Commune Technical Support Groups (Representatives of Commune People's Committees [CPCs], commune disaster response taskforces, unions, social organizations, commune office staff, commune land and housing staff, cultural staff, staff from the Red Cross, staff from the Women's Union, staff from the Youth Union, staff from the Fatherland Front, school representatives, etc.). The leader of the training will be the Vice Chairman of the CPC
- 7-15 members of community-based groups (village heads, representatives of mass unions)

It is necessary to ensure that all CBDRM/A trainees will participate fully throughout the courses and practice punctuality each day. Participation should include an average ratio of 50% female trainees.

Participants of community into CBDRA activities

The CBDRA activities will require a minimum of 60 people and maximum of 80 people. Details are as follows:

- Priority in selection will be given to people living in high-risk villages/hamlets

- Adequate representation and participation of community members from vulnerable groups and women is a requirement (at least 50%)
- Depending on the numbers of villages/hamlets in each commune, the CBDRA activities can be grouped into a maximum of 3 groups of villages/communes for separate meetings and data verifications

Trainers and facilitators

(Details of tasks and selection criteria of trainers and facilitators is attached in Appendix 3)

Each training requires 1 central level trainer, one provincial level trainer and one logistic facilitator. The consultancy firm will need to recruit:

- Up to 5 most experienced trainers conduct training on CBDRM/A (including 6 days of training).
- Up to 5 provincial level trainers (can be recruited from nearby GCF Project provinces) with experiences to conduct training on CBDRM/A and/or training of GCF project in 2018 – 2021.
- Logistic facilitators with experience in all logistic preparation for CBDRA training courses the facilitators must follow the training course all the time to make sure logistics arrangement ready, including stationary, banner, speakers etc. and support the trainers in data collection, the facilitator should have skills and experience in using the GCF Project software on CBDRA database collection and analysis and have expertise in assisting in the collection of CBDRA data and local socio-economic data.

d. Content of the training

The CBDRM/A training will span 6 days, and is divided into 2 parts:

- Training program (3 days)

Introduction to basic information on disaster and climate change (causes, impacts and solutions, adaptation and mitigation)

- An overview of CBDRM/A (steps, content and assessment tools)
- Guidance and implementation of 9 assessment tools
- Instructions for conducting GCF Project reporting; guidance on integrating DRM and CCA content into local SEDP
- Community-based climate/disaster risk assessment program (3 days)
 - Identification of high-risk areas on the map
 - Gender analysis performance, and verification of disaster and climate change risk through tools; discussion on potential solutions
 - Evaluation team meeting to finalize reporting
 - Meeting to share assessment results with commune leaders and related departments

The group of trainers, the organizer, and the Technical Support group are to complete all training procedures.

(Detailed course purpose, objectives, and draft agenda for 6-day training is attached in Appendix 2)

e. Main activities

TOF on CBDRM/A can be organized in 3 to 4 provinces at the same time. For the TOF training to be successful, the selected consultancy firm must ensure both the timeliness and quality of training, while providing organizational and technology support as follows:

Before the CBDRM/A training courses (at least 1 day in advance):

- With administrative and procedural support from UNDP and the VNDMA (the CPMU), the selected consultancy firm will contact CPCs to inform them of scheduled training time and necessary logistics. CPCs should be informed in advance and guided in collecting baseline socio-economic data using project software. If the commune has DRM or SEDP plans, the consultancy firm should collect them in advance of the training start date
- The consultancy firm shall consult CPCs on the establishment of Commune Technical Support Groups to participate in the training. This is to ensure effective participation of representatives from civil society/mass organizations and other local stakeholders, and to ensure that all Project beneficiaries receive necessary technical information for their participation in Project activities

During the CBDRM/A training (6 days):

- Collect and collate each communes' existing disaster risk information and provincial disaster maps that serve the commune-level DRM/CCA related decision-making processes. Prepare DRM plans as follows:
 - Support communes in the development of disaster risk maps, apart from maps provided by the Project. The disaster risk maps must show topographical features, storm surges, floods, droughts (if any) and information related to natural disasters, climate forecast, land use, and population
 - Ensure that participants, and especially representatives of the Commune Women's Union, understand high vulnerability/disaster risk areas and jointly agree to reflect them on commune-level disaster risk maps
 - Update and properly apply DRR/CCA software as guided by the existing CBDRM/A processes, and emphasize high disaster/climate change risk areas
 - Digitalize final CBDRA reports and input them into the CBDRM/A Software
- Conduct CBDRM/A training courses in 21 communes, integrating climate change, resilient housing, forest planting and regeneration; ensure the integration of – and association with – on-going local SEDP. Details are as follows:
 - By coordinating with disaster management agencies at the provincial level, the consultancy firm shall prepare CBDRM/A training plans for the 21 communes, integrating resilient housing, forest planting/regeneration, and gender-based analysis
 - During the CBDRM/A training process, there should be communication with local governments to receive updated information on the number and locations of at-risk houses, as well as all forest sites and areas. This information should be reflected in commune disaster risk maps
 - During the implementation of CBDRM/A training courses, the consultancy firm will support the development of commune disaster risk maps and DRM plans, including at-risk houses and forest areas needing attention

After the CBDRM/A training (2 days):

- Coordinate with provincial stakeholders in 21 provinces (DARD, Office of the Committee for Disaster Prevention and Control, Search and Rescue/provincial disaster management focal points) to

ensure the integration of DRR/CCA contents into the DRM and SEDP planning processes using information collected in CBDRA sessions:

- Synthesize and record all disaster risk information/data collected during CBDRM/A-CCA training courses in systematic manner
- Systematically collect and input all commune disaster risk data into GCF Project-standardized templates/databases
- Assist the VNDMA and stakeholders/technical agencies in the improvement of data recording/collection methods as required
- Monitor and evaluate the performance of Commune Technical Support Groups and CBDRM training courses:
 - Ensure that data is collected and effectively inputted into the Project's monitoring and evaluation system
 - Develop a feedback mechanism (in writing) for members of Technical Support groups to receive comments and suggestions to improve monitoring and evaluation systems and Project performance
- Provide recommendations to UNDP and MARD on Project implementation systems and methodologies for expansion to 28 provinces
- Develop report activity reports in Vietnamese following the project format
- Collect reports from key trainers following the project format

IV. IMPLEMENTATION PLAN

● Key outcomes

No	Task	Expected outcome	Activities
Stage 1	Organize the first TOT and 7 TOFs in central coastal regions of Vietnam	<ul style="list-style-type: none"> ● The first TOT on CBDRM/A to be organized in Phu Yen for specialized disaster management staff to be able to support disaster risk reduction ● 1 TOT training report approved by UNDP/CPMU ● The first batch of 7 TOFs for central coastal provinces conducted. ● 7 commune CBDRA reports and TOF reports developed and endorsed by people's committee of communes ● Reports on training progress and completion, reflecting lessons learned for application of next stage 	<ul style="list-style-type: none"> ● Work with provinces in preparation and cooperation ● Contract consultant/trainers to carry out the training ● Conduct monitoring ● Collect data, develop CBDRA report
Stage 2	Organize two TOTs and 14 TOFs in the North and South coastal	<ul style="list-style-type: none"> ● 2 TOTs on CBDRM/A organized in Ninh Binh and Can Tho for specialized disaster management staff to be able to support disaster risk reduction ● 2 TOT training reports approved by UNDP/CPMU 	<ul style="list-style-type: none"> ● Work with provinces in preparation and cooperation ● Mobilize trainers, facilitators and conduct training ● Conduct monitoring

	regions of Vietnam	<ul style="list-style-type: none"> • 14 TOFs for the North and South coastal provinces conducted. • 14 commune CBDRA reports and TOF re-ports developed and endorsed by people's committee of communes • Final Reports on TOT and TOF, reflecting lessons learned for application of -specific risk data shared for area risk reduction co-ordination in all 28 coastal provinces 	<ul style="list-style-type: none"> • Collect data, develop CBDRA report
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► **Proposed implementation schedule**

		Time for implementation (Q2,3 and 4, 2021)							
No	Task	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Organize 3 TOTs representing 3 coastal regions of Vietnam		TOT			TOT	TOT		
2	Organize 21 TOFs in 21 coastal provinces	TOF/ community assessment, data collection, and DRR planning							

V. ROLES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1- For the Provincial training workshop (TOT)

- Mobilize trainers to facilitate technical sections of the workshop
- Collect training materials suitable to the workshop
- Invite relevant participants (taking into account gender considerations), and organize the travel logistics
- Prepare logistics for the workshop, ensuring proper accommodations, facilities, banners, and stationery
- Coordinate detailed activities of the workshop, and solve any problems that arise
- Prepare reports

2- For the training courses on CBDRM/A (TOF)

Coordinate trainers to source and use training materials: Training materials have been developed by the GCF Project. The Project has a contingent of trainers at the central and provincial levels, who were trained using up-to-date training materials, and who will be the key trainers at the commune level.

Coordinate, support and guide training: The General Department of Information and Control (PMU/HP3), in coordination with the UNDP, will assist in operating and organizing training courses/seminars (specifically: sending an official letter stating the requirements and criteria for study selection, guiding the decision to form a technical support group, etc.). The selected consultancy firm will provide the necessary support and coordination to this process, including the selection of local trainers. Further, the firm is expected to ensure that the training is delivered on time, and that the participants fully participate in the course and join in the community-based risk assessment in the villages. The firm should ensure that commune assessment information is fully reflected in the 2021 standard format reports.

Report on the training and assessment of the CBDRA training: The selected consultancy firm is responsible for coordinating with the trainers and the Commune Technical Support Groups to: collect information on the commune's climate change and disaster risk status in the form of prepared tables; ensure the integration of GCF Project forest and safe housing knowledge into training courses and planning processes, employing a gendered analysis throughout; ensure effective participation of vulnerable groups in the implementation process; share information with trainers, the PMU, and other agencies to coordinate training content and progress; and periodically synthesize and share lessons learned in progress reports.

Integrate gender and analysis and ensure accountability: Special attention should be paid to the inclusion of social/civil/mass organizations, and in particular, the Commune Women's Union. These organizations can play a central role in enhancing community participation. The project encourages 50% of trainers and trainees to be women.

Organize and administer the training: Training and evaluation courses should be applied according to the program, content, and method agreed upon by GCF Project. Organizational cost norms are based on the UN-EU Cost Norm 2017 and/or according to Circular 219/2009/TT-BTC dated 19/11/2009 on a number of expenditure norms applicable to projects/program using official development assistance (ODA) and Circular 192/2011/TT-BTC amending Circular 219/2009/TT-BTC.

VI. EXPECTED OUTPUTS/DELIVERABLES/PRODUCTS

Stage	Deliverables	Time frame
Stage 1	Final plan for the first TOT, including monitoring and evaluation plans developed to ensure the training workshop will achieve assigned objectives	5 days after the contract signing
	Report on the organization of the first TOT and final training plan for 7 first TOF/CBDRA in Vietnamese and English	10 days after the workshop conducted
	Report on the organization of the 7 TOF/CBDRA in Vietnamese and English and 7 commune CBDRA reports in Vietnamese and one sample of commune CBDRA report in English submitted to the UNDP/VNDMA for review, addressing all above-mentioned consultancy tasks	15 days after the last TOF conducted
Stage 2	Final plan for the 2 nd and 3 rd TOTs and 14 remaining TOFs in Vietnamese and English that is approved by UNDP for implementation	15 days after the stage 1 completed and reviewed
	Report on the organization of the second and third TOT and final training plan for 14 remaining TOF/CBDRA in Vietnamese and English submitted to the UNDP/VNDMA for review	5 days after the workshop conducted
	Progress report in Vietnamese and English on the completed 2 TOT and 14 TOF, including commune CBDRA reports and TOF reports in Vietnamese (endorsed by communes) and a second sample commune CBDRA report in English submitted to the UNDP/VNDMA for review. Ensure that the results of all above mentioned consultancy tasks are fully mentioned in the Report	After the 14 TOF conducted
	Final report in Vietnamese and English to review all activities and outcomes of the consultancy, including the 3 training workshops and the 21 training in 21 provinces. The results of all above mentioned consultancy tasks should be fully mentioned, analysed in the report,	After the completion of the final CBDRM classes and the summary review

	and included in the recommendations to the UNDP and VNDMA about how to improve these actions in the future, when considering their extension to all 28 coastal provinces.	meeting with UNDP/VNDMA
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VII. CONTRACT DURATION/ IMPLEMENTATION ARRANGEMENTS

1. Duration of contract

The expected contract implementation schedule for stage 1 is June 2021 to the end of October 2021 and stage 2 continued to end of June 2022. Contract to be signed for the first stage, then upon the satisfactory performance of the first stage, the contract will be amended to continue the 2nd stage.

2. Location of the contract

The location of the contract is in 21 coastal provinces, Can Tho city and in Ha Noi.

3. Implementation arrangement

The selected consultancy firm will comply with following implementation arrangements:

- The consultancy firm will report directly to the UNDP and the National Project Director/Deputy National Project Director on the progress of TOF classes;
- The consultancy firm will work regularly with the UNDP technical consultants and the CPMU Disaster Risk Mitigation Capacity Building Expert to ensure that technical requirements are met;
- The consultancy firm will work closely with the UNDP, VNDMA, the provincial DRM agency/Scheme 1002 focal point, national trainers, and PPMUs to understand the Project, ensure that training contents can be integrated or applied into practical processes, and ensure that they are in line with the Government's program;
- The selected consultancy will arrange necessary logistics for its staff, adopting GCF Project guidelines on training organization and maintaining/close consultation with UNDP and CPMU for any necessary guidance

VIII. TERMS OF PAYMENT

Stage	Tentative products/deliverables	Payment instalment
Stage 1	Final plan for the first TOT	40% of the first batch
	Report on the organization of the first TOT and plan for 7 first TOF	40% of the first batch
	Report on the organization of the 7 TOF	20% of the first batch
Stage 2	Final plan for the 2 nd and 3 rd TOTs and 14 remaining TOFs	40% of the second batch
	Report on the organization of the TOTs in the North and the South.	40% of the second batch
	Report on the completion of 2 TOTs and 14 TOF	20% of the second batch
	Final report with recommendation for extension to all coastal provinces.	

IX. QUALIFICATION REQUIREMENTS

The bidder must meet following qualification requirements:

- The selected consultancy firm for the assignment should have at least 8 years of experience in DRM and CCA in Vietnam
- The consultancy should have at least 2 years of CBDRM/A training organization experience. Working experience in at least 4 out of 7 GCF Project provinces is preferred
- The consultancy must have experience working with governmental agencies, especially MARD, and other relevant stakeholders
- The consultancy firm must have 3 years of profound experience in gender equality mainstreaming and experience working with Women's Union and Vietnam Red Cross

Personnel:

• Team Leader

The role of this person is responsible to overview, plan and implement of all contract activity. Below are the required qualifications:

- Bachelor's degree or higher in resource management, environmental science, economics, public policy, agriculture and forestry, and/or related fields
- Foreign language proficiency: Oversea Master's degree (in English) or an IELTS 6.0 or equivalency in English certification
- 10 years of work experience in DRM and CCA
- Priority will be given to those with experience in supporting the implementation of Scheme 1002 on CBDRM-CCA
- Experience in providing training courses using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002

• Expert Training in Disaster Risk Management and CCA – Team member

The role of this person is to overview, plan and implement of training activity, including facilitation of some CBDRM/A training when needed. Below are the required qualifications:

- Bachelor's degree or higher in natural resource management, agriculture, forestry, and/or related fields
- A certificate granted by the Thuy Loi University under the GCF Project (is a value added) to facilitate training on climate change and CBDRM/A
- Work experience with governmental agencies and civil society/mass organizations
- 3 year of work experience in providing training courses using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002

• Expert assisting the collection of CBDRA data and local socio-economic data - Team member

The role of this person is to help collection and support analysing of CBDRA data and local socio-economic data needed for the training and community-based assessment based on the requirement of the GCF software in CBDRA. Below are the required qualifications:

- Bachelor's degree in environmental resources, development economics, information technology, and/or related fields
- 5 years of work experience in data collection and management, development of socio-economic and environmental surveys and assessment databases for projects, research assignments, etc.
- 3 years of work experience in organizing, facilitating, and supporting localities especially at the commune level - in collecting, surveying, and analysing data

- Work experience with communities, including participatory discussion facilitation skills, with the participation of vulnerable groups
- **Up to 5 Experienced National trainers on CBDRM/A (VNM2 group) (CV in Vietnamese and support certificates provided)**

The role of those person is to prepare lessons and carry out the training at TOT and TOF as required by the training program. Those persons also need to guide provincial trainers and facilitators to carry out the training and assessment accordingly (more detail is in Appendix 3 attached to this TOR). Below are the required qualifications:

- Have a university degree;
- Have 4-6 years of experience in CBRDM/A;
- Directly conducted 20+ CBDRM/A trainings; and
- Participated in the training for GCF Project will be an asset
- **Up to 5 Provincial level trainers on CBDRM/A (VNM1 group) (CV in Vietnamese and support certificates provided)**

The role of those person is to help key trainers to prepare lessons facilities and support the key trainers to carry out the training at the TOF as required by the training program. Below are the required qualifications:

- Have a college degree;
- Have 3-5 years of experience in CBDRM/A;
- Directly conducted 10 training classes on CBDRM/A; and
- Participated in the GCF Project will be an asset
- **Up to 5 Logistic Facilitators for CBDRM/A training in communes (1 person for each TOF) (CV in Vietnamese and certificates provided)**

The role of the logistic facilitator is to help key trainers to prepare commune/ village meetings with logistic arrangement, and support the key trainers to collect information for the community assessment as required by the training program. Below are the required qualifications:

- Have a college degree
- Experienced with logistic arrangement under DRR/CCA training
- Have experience in GCF CBDRM/A software will be given priority.

X. SELECTION CRITERIA

The following criteria will be required for the firm to undertake the assignment

1- Overall firm competencies		Points
1.1	- 8 years of experience in DRM and CCA in Vietnam	50
1.2	- 2 years of CBDRM/A training organization experience. Working experience in at least 4 out of 7 GCF Project provinces is preferred	50
1.3	- Eexperience working with governmental agencies, especially MARD, and other relevant stakeholders	30
1.4	- 3 years of profound experience in gender equality mainstreaming and experience working with Women's Union and Vietnam Red Cross	40
1.5	- Quality assurance procedures, warranty	30

1- Overall firm competencies		Points
Total		200
2- Technical Proposal		Points
2.1	- Extent to which the Offeror understands the tasks and expected deliverables/outcomes of the ToR	40
2.2	- The suggested workplan sufficiently address the tasks/responsibilities expressed in the ToR	80
2.3	- The suggested methodologies/approaches outlined sufficient and appropriate to address the needs/demands of the ToR	80
Total		200

3- Team Composition		Points
3.1	01 National team leader, Expert on Climate Change Education and Awareness:	160
	- Bachelor's degree or higher in resource management, environmental science, economics, public policy, agriculture and forestry, and/or related fields	40
	- Foreign language proficiency: Overseas Master's degree (in English) or an IELTS 6.0 or equivalency in English certification	40
	- 10 years of work experience in DRM and CCA	40
	- Experience in providing training courses using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002	40
3.2	01 National team member, training expert in DRR/CCA:	100
	- Bachelor's degree or higher in natural resource management, agriculture, forestry, and/or related fields	20
	A certificate granted by the Thuy Loi University under the GCF Project to facilitate training on climate change and CBDRM/A is preferable	20
	- Work experience with governmental agencies and civil society/mass organizations	20
	- 3 year of work experience in providing training using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002	40
3.3	01 National team member, expert assisting the collection of CBDRA data and local socio-economic data	80
	- Bachelor's degree in environmental resources, development economics, information technology, and/or related fields	20
	- 5 years of work experience in data collection and management, development of socio-economic and environmental surveys and assessment databases for projects, research assignments, etc.	20
	- 3 years of work experience in organizing, facilitating, and supporting localities especially at the commune level - in collecting, surveying, and analysing data	20

3- Team Composition		Points
	- Work experience with communities, including participatory discussion facilitation skills, with the participation of vulnerable groups	20
3.4	Up to 5 National trainers on CBDRM/A (VNM2 group)	100
	- Have a university degree;	20
	- Have 4-6 years of experience in CBRDM/A;	20
	- Directly conducted 20+ CBDRM/A trainings; and	30
	- Participated in the training for GCF Project will be an asset	30
3.5	Up to 5 Provincial level trainers on CBDRM/A (VNM1 group)	80
	- Have a college degree;	20
	- Have 3-5 years of experience in CBDRM/A;	20
	- Directly conducted 10 training classes on CBDRM/A; and	20
	- Participated in the GCF Project will be an asset	20
3.6	Up to 5 Facilitators who are selected for CBDRM/A training in communes (UN-EU cost norm for facilitators)	80
	- Have a college degree	20
	- Experienced with logistic arrangement under DRR/CCA training	30
	- Have experience in GCF CBDRM/A software will be given priority.	30

CVs of all the above key personnel to be provided with clearly indicating their roles

XI. PROVISION OF MONITORING AND PROGRESS CONTROLS

Project documents (including relevant reports) will be provided to the contractor at the beginning of the assignment

UNDP will support the contractor to arrange the schedule with related government agencies when going on field trip.

DRAFT TOT TRAINING WORKSHOP AGENDA
Guiding the implementation of DRR/CCA training/assessment
in 21 coastal provinces

TT	Time	Activities	Performer	Logistics
Day 1				
1	8:30 - 8:45	<ul style="list-style-type: none"> Registration 	Organizer	List of participants and trainers/facilitators
2	8:45 - 9:00	<ul style="list-style-type: none"> Opening remarks 	Provincial Representative and UNDP	Speech/talking points
3	9:00 - 9:30	<ul style="list-style-type: none"> Introduction with participants Establish rules and expectations for the training Introduce the goal of the course Share participant photos 	Organizers, Trainers, and Participants	Boards, A0 paper, colour cards, markers, tape
4	9:30 - 10:00	<ul style="list-style-type: none"> Introduction to the GCF Project and Component 3 activities Share experiences in implementing the GCF Project 	Trainers and Participants	Boards, A0 paper, colour cards, markers, tape
10:00 - 10:15		Break		
5	10:15 - 10:45	<ul style="list-style-type: none"> Introduce an overview of CBDRM/A and its relevance to the GCF Project 	Trainers and Participants	A0 paper, colour cards, markers
6	10:45 - 11:30	<ul style="list-style-type: none"> Introduce the TOF (6-day training and assessment program at the commune level) Questions and answer period about the CBDRM/A implementation process 	Trainers and Participants	Boards, A0 paper, colour cards, markers, adhesive tape, projectors
11:30 - 13:30		Lunch break		
13:30 - 13:45		Warm-up - Review		
7	13:45 - 15:45	<ul style="list-style-type: none"> Introduce methods of community-based disaster risk assessment and data collection (with samples from the GCF Project) 	Trainers and Participants	Report samples
15:45 – 16:00		Break		
8	16:00 - 17:00	<ul style="list-style-type: none"> Introduce risk information analysis: purpose, main contents, sample of risk analysis Input from participants 	Trainers	Boards, power point slides, and pens
17:00 - 17:15		Review of the day		
Day 2				
7:30 - 7:45		Warm-up - Review		

TT	Time	Activities	Performer	Logistics
9	7:45 - 8:45	<ul style="list-style-type: none"> Introduction to, and practice with the disaster/climate change risk assessment Tools 1-3 <ul style="list-style-type: none"> Tool 1: Available Information Tool 2: Disaster history Tool 3: Seasonal Calendar Question and answer period 	Trainers and Participants	Boards, A0 paper, colour cards, markers, tape
10	8:45 - 9:45	<ul style="list-style-type: none"> Introduction to, and practice with the disaster/climate change risk assessment Tools 4-6 <ul style="list-style-type: none"> Tool 4: Disaster risk map Tool 5: Strengths and weaknesses Tool 6: Assessment of climate disaster risk Question and answer period 	Trainers and Participants	Boards, A0 paper, colour cards, markers, tape, projectors
9:45 - 10:00		Break		
11	10:00 - 11:30	<ul style="list-style-type: none"> Introduction to, and practice with the disaster/climate change risk assessment Tools 7-9 <ul style="list-style-type: none"> Tool 7: Ranking Tool 8: Cause analysis and solution Tool 9: Solution synthesis and solution implementation Question and answer period 	Trainers and Participants	Boards, A0 paper, colour cards, markers, tape
11:30 –13:30		Lunch break		
12	13:30 - 14:30	<ul style="list-style-type: none"> Introduction to the GCF Project database, and CBDRA software, information collection and synthesis requirements 	Trainers and Participants	Boards, pens, power point slides, and data from part A of commune reports
13	14:30 - 15:15	<ul style="list-style-type: none"> Representatives of participating PPMUs share experience during the implementation of CBDRM activities under GCF project Question and answer period 		
15:15 - 15:30		Break		
14	15:30 - 17:00	<ul style="list-style-type: none"> Practice with data entry using GCF Project tools Development of CBDRA/M report 	Trainers and Participants	Report form
Day 3				
15	7:30 - 8:30	<ul style="list-style-type: none"> Instructions for the use of risk information package, and it's instruction manual Question and answer period 	Trainer	Boards, pens, power point slides
16	8:30 - 9:00	<ul style="list-style-type: none"> Guiding the process of integrating CCA and DRR into SEDP 	Trainer	Boards, pens, power point slides
9:00 - 9:15		Break		
17	9:15 - 10:30	<ul style="list-style-type: none"> Practice integrating DRR/CCA into the SEDP. 	Trainers and Participants	Boards, power point slides
18	10:30 - 11:30	<ul style="list-style-type: none"> Presentations from participants 		Boards, power point slides
11:30 –13:30		Lunch break		
19	13:30 - 14:30	<ul style="list-style-type: none"> Planning for the implementation in communes 	Trainers and Participants	Draft provincial plans

TT	Time	Activities	Performer	Logistics
20	14:30 - 15:30	<ul style="list-style-type: none"> Group discussion amongst participants on provincial/district plans 	Trainers and Participants	Slides and exercises
15:30 - 15:45		Break		
21	15:45 - 16:30	<ul style="list-style-type: none"> Discussion on ways forward 	Trainers and Participants	Boards, pens, power point slides
22	16:30 - 16:45	<ul style="list-style-type: none"> End-of-training evaluation 	Trainers and Participants	Evaluation form
23	16:45 - 17:00	<ul style="list-style-type: none"> Close 	Provincial representatives of UNDP	

APPENDIX 2
DRAFT TOF TRAINING WORKSHOP AGENDA
Training and community assessment on CBDRM/A in 21 communes of 21 coastal provinces

A- 3-DAY TRAINING ON DISASTER RISK MANAGEMENT

Time	Content	Main implementation
Day 1		
7:30 - 8:00	<ul style="list-style-type: none"> • Registration • Training opening 	Commune leaders
8:00 - 8:30	<ul style="list-style-type: none"> • Introduction of trainers and participants • Development of classes rules • Introduction of the goal of the course • Knowledge assessment • Review of commune data recorded in parts A and B of their reports 	Trainers and participants
8:30 - 9:30	<ul style="list-style-type: none"> • General introduction to the GCF Project and CBDRM requirements • Identification of safe housing, sustainable mangrove forest management, and gender considerations in disaster prevention 	Trainers and participants
9:30 - 9:45	Break	
9:45 - 10:45	<ul style="list-style-type: none"> • Introduction to climate change/disaster risk concepts and terminology • Introduction of basic information on climate change (causes, expressions, impacts and solutions, adaptation and mitigation) 	Trainers and participants
10:45 - 11:30	<ul style="list-style-type: none"> • An overview of CBDRM assessment (steps, contents, and tools) 	Trainers and participants
11:30 - 13:30	Lunch break	
13:30 - 13:45	Review - warm up	
13:45 - 15:30	<ul style="list-style-type: none"> • Introduction and guidance on CBDRM/A assessment of climate change scenarios (purpose, content of assessment and assessment tools) • Instructions on, and practice with the assessment tools 	Trainers, commune team members
15:30 - 15:45	Break	
15:45 - 17:00	<ul style="list-style-type: none"> • Review of Tool 1 and 2: Disaster history that the commune has compiled in parts A and B of their reports (based on information required in Table B1 of the reporting form) 	Trainers and participants
Day 2		
7:30 - 7:45	Warm-up - Review	
7:45 - 8:45	<ul style="list-style-type: none"> • Guidance and practice with Tool 3: Seasonal Calendar and practices 	Trainers and participants

Time	Content	Main implementation
8:45 - 10:00	<ul style="list-style-type: none"> ● Guidance and practice with Tool 4: Disaster risk mapping (identify key areas experiencing natural disasters and climate change according to climate change scenarios) 	Trainers and participants
10:00 - 10:15	Break	
10:15 - 11:30	<ul style="list-style-type: none"> ● Review Tool 5: Strengths and weaknesses in DRR work summarized by the commune in parts A and B of their reports (based on required information in tables B12 and B13 of the report form) 	Trainers and participants
11:30 - 13:30	Lunch break	
13:30 - 16:00	<ul style="list-style-type: none"> ● Review Tool 6: Disaster Risk and Climate Change Risk Summary (based on part C of the commune reports, tables B15 and B16) 	Trainers and participants
16:00 - 17:00	Questions and answers, sum up activity of the day	
Day 3		
7:30 - 7:45	Review - Warm up	
7:45 - 8:45	<ul style="list-style-type: none"> ● Guidance and practice with Tool 7: Commune Climate Change and Disaster Risk Ranking ● Discuss the gender analysis using the dashboard 	Trainers and participants
8:45 - 9:45	<ul style="list-style-type: none"> ● Guidance and practice with Tool 8: Analysis of the causes and solutions for each commune, and specific solutions for men and women (based on section D1 of the report) 	Trainers and participants
9:45 - 10:00	Break	
10:00 - 11:30	<ul style="list-style-type: none"> ● Instruction and practice of Tool 9: Solution synthesis and solution implementation ● Synthesis of disaster risk and priority ranking (based on section D2 of the report) ● Solution synthesis (based on section D3 of the report) 	Trainers and participants
11:30 - 13:30	Lunch break	
13:30 - 14:30	<ul style="list-style-type: none"> ● Instructions for GCF Project reporting ● Introductions of a sample DRR plan ● Guidance on integrating DRR content into local SEDP 	Trainers and participants
14:30 - 15:15	<ul style="list-style-type: none"> ● Revision of knowledge/skills learned ● Knowledge evaluation 	Trainers and participants
15:15 - 15:30	Break	
15:30 - 17:00	<ul style="list-style-type: none"> ● Agreement on the assessment schedule ● Assignment of field assessment tasks and guidance to the commune assessment team ● Preparations for taking the assessment into communities 	Trainers and participants
	<i>End of 3 days of training</i>	

B- 3-DAY PROGRAM TO ASSESS DISASTER RISK AND CLIMATE CHANGE

Time	Content	Main implementation
Day 1		
7:30 - 11:00	VILLAGE CLUSTER 1 <ul style="list-style-type: none"> ● Introduction to GCF Project and objectives ● Discussion to identify high risk areas for each type of disaster on the map and verify Table 1 ● Introduction to climate change (screening of climate change video provided by the Project) <ul style="list-style-type: none"> ○ Discussion on the manifestation of climate change, the causes of climate change, and adaptation solutions ● Use the climate change scenario maps to identify areas of potential risk under the climate change scenarios, and verify Table 2 (Summary of information on the commune Climate Change scenario) ● Conduct climate change risk and disaster risk rankings (Tool 7) and engage in gender analysis validation discussion ● Divide group into 4 sub-groups to practice application of tools ● Resume 1 large group to verify the information and discuss any additions of relevant information to Tool 3 ● Divide into 3 groups to perform a cause analysis and discuss solutions (Tool 8) <p>* Training leaders to evaluate group meetings for future experience</p>	Assessment team, trainer and facilitators And members of village cluster 1
11:30 - 13:30	Lunch break	
13:30 - 17:00	VILLAGE CLUSTER 2: Repetition of activities performed for village cluster 2 (Assessment team, trainer and facilitators and members of village cluster 2)	Assessment team.
Day 2		
7:30 - 17:30	<p>*Technical support group to synthesize information for draft report</p> <ul style="list-style-type: none"> ● Compare and review information from sessions with village clusters 1 and 2. If there are data differences, discuss with commune leaders to agree on corrections ● Synthesize the seasonal calendar tool and map of disaster risk and climate change risk (including the opinions of villagers of clusters 1 and 2) ● Synthesize information from Tool 6 (C1-C16 of the report) ● Create a summary of disaster and climate change risks (compiled from the Technical Assistance Group, village cluster 1, and village cluster 2) ● Synthesize the gender analysis with verified additional information from village cluster 1 and village cluster 2 	Assessment team, trainer and facilitators

Time	Content	Main implementation
	<ul style="list-style-type: none"> ● Synthesize information from Tool 8 (Table D1), including additional information from village cluster 1 and village cluster 2 ● Combine information on high-ranked disaster and climate change risks and solutions ● Grade and rank solutions according to their priority order (Table D2) ● Discuss solution implementation activities (Table D3) ● Review Excel table and draft report on disaster risk assessment and climate change risks according to the GCF Project form (Word table) 	
Day 3		
7:30 - 11:30	<ul style="list-style-type: none"> *The Technical Support team to complete the report to submit to commune leaders and related departments ● Approve the draft report with the entire evaluation team (Review parts A-D of the report) ● Prepare documents for the meeting with the commune leader: <ul style="list-style-type: none"> • Presentation of the 6-day activity in the commune (with photos) • Summary of the evaluation report • Print results of Tables D1, D2 (Tools 8 and 9) and send to commune leaders to review in advance of the afternoon's meeting ● Continue to finalize the report (Excel and Word documents) after consulting with the group ● Continue to improve the evaluation toolset to include in as a report appendix ● Review the commune DRR plan ● Review the SEDP plan (with incorporated DRR content) 	Assessment team, trainer and facilitators
13:30 - 17:00	<ul style="list-style-type: none"> * The Technical Support team to report the results to the commune leaders ● Introduce the composition and purpose (Commune Technical Assistant [TA] Team Leader) ● Present the results of the 6-day activities in communes (Trainers) ● Briefly present the assessment report, with special emphasis on risk reduction solutions that need to be included in the commune SEDP plan (Team Leaders) ● Engage in group discussion ● Conclusion of the exercise (Commune Leaders) ● Close 	Assessment team, trainer and facilitators

APPENDIX 3

TASKS OF THE TRAINERS

Task of the key TOT and TOF trainers

The trainer will perform the following tasks / activities:

- Review project reports for lessons learned and recommendations from previous years;
- Cooperate with provincial trainer and facilitator in working with provincial and commune officials to collect basic data using the assessment report form (Sections A, B), and to identify types of disaster risk maps and commune background information prior to implementing the training on CBDRM and community-based assessment;
- Propose specific training plans for each commune, including information on training contents, required training, and preparation contents;
- Cooperate with provincial trainer and facilitator to liaise with the Commune People's Committee and the Commune Technical Support Group to arrange and organize training courses planned by UNDP and the respective province;
- Conduct TOT and TOF training courses as assigned by the consultancy firm;
- Report and update the consultancy firm on difficulties, issues, and necessary solutions to ensure successful commune training courses in a timely manner;
- Provide technical assistance to the support team and the community group following the GCF Project implementation process, during the training on CBDRM/A, and through the process of preparing reports on disaster risk assessment in communes;
- Draft and develop a complete CBDRA report on CBDRA software;
- Finalize the report based on the comments of the consultancy firm and UNDP;
- Participate in meetings with the UNDP, and provincial, district, and commune representatives and the consultancy firm to discuss the training results, information packages, and results of commune database information collection;
 - Make necessary recommendations as needed;
 - Discuss with the locality on the replication of these activities with the provincial trainers in the following years;
- Participate in regular technical meetings (directly or online) with the consultancy firm and UNDP team to share difficulties throughout the training process, and potential solutions.

Training and assessment methods

The approach to community training must adhere to the social requirements and the objectives of the Project, including but not limited to the following:

- Gender requirement: trainings should be composed of up to 50% of female trainees and community participants
- Comprehensive rights-based approach: training courses need strong participation and/or consultation with vulnerable groups such as the poor, people with disabilities, children, the elderly, and ethnic minorities
- Environmental and cultural considerations: training should consider Indigenous cultural factors and experiences, and promote principles of environmental protection and a respect for natural resources

APPENDIX 4
List of Acronyms

CCA	Climate Change Adaptation
CBDRA	Community-based Disaster Risk Assessment
CBDRM/A	Community-based Disaster Risk Management/Assessment
CPC	Communal People Committee
CPMU	Central Project Management Units
DARD	Department of Agriculture and Rural Development
DMWG	Disaster Management Working Group
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
GCF	Green Climate Fund
MARD	Ministry of Agriculture and Rural Development
MONRE	Ministry of Natural Resource and Environment
MoC	Ministry of Construction
MOU	Memorandum of Understanding
MPI	Ministry of Planning and Investment
NDPC	Natural Disaster Prevention and Control
PPMUs	Provincial Project Management Units
SEDP	Socio-economic development plan
UNDP	United Nations Development Program
TOR	Term of Reference
TOT	Training of Trainers
TOF	Training of Facilitators
VNDMA	Viet Nam Disaster Management Authority
VNRC	Vietnam Red Cross
WB	World Bank
WU	Women Union