

NAP GLOBAL NETWORK - COUNTRY SUPPORT HUB TERMS OF REFERENCE

Short-term Consultancy: Drafting Assistance for an Adaptation Communications March 2021 – August 2021

The National Adaptation Plan (NAP) Global Network is a multi-funder initiative that was created in 2014 to support developing countries in advancing their NAP processes, and help accelerate adaptation efforts around the world. The Network's members include individual participants from more than 140 countries involved in developing and implementing National Adaptation Plans. Financial support for the Network has been provided by Austria, Canada, Germany and the United States. The Secretariat is hosted by the International Institute for Sustainable Development (IISD).

The NAP Global Network's **Country Support Hub** provides expert advice and short-term technical support on specific issues related to the development or implementation of National Adaptation Plans.

Background on Viet Nam's National Adaptation Plan

In October 2016, the Prime Minister of Viet Nam issued the Decision 2053/QĐ-TTg to endorse the implementation plan for the Paris Agreement from 2020-2030. The Ministry of Natural Resources and Environment (MONRE) has been assigned to develop the National Adaptation Plan for period 2021 – 2030, vision to 2050. The NAP process started from 2018.

On 20th July 2020, The Prime Minister has approved the National Adaptation Plan for period 2021 – 2030, vision to 2050 (decision 1055/QĐ-TTg) which aims to minimize vulnerability to and risks of climate change by: i) strengthening resilience, the adaptation capacity of communities, economic sectors and ecosystems and ii) promoting the integration of climate change adaptation into strategies and planning. The NAP has a time horizon of a 10-year period with possible review and update by mid-term (2025) to better address the climate change issue in the country.

The NAP identifies three specific groups of tasks and solutions to address the above objectives, including: (1) Improving the effectiveness of climate change adaptation; (2) Strengthening resilience and enhancing the adaptation capacity of communities, economic sectors, and ecosystems; (3) Reducing disaster risk reduction, mitigating damage and improving readiness to respond to natural disasters and extreme climate events due to climate change. The implementation of the Plan shall require both financial, technical, and human resources.

Background on Adaptation Communications

Article 7 of the Paris Agreement calls on Parties to the UN Framework Convention on Climate Change (UNFCCC) to submit periodical submission of an adaptation communication to UNFCCC.

The 24th Conference of the Parties (COP24) saw the adoption of the Katowice climate package, which contains the ‘Paris rulebook’.¹ The rulebook further defines² adaptation communications by—among other things—noting their purpose as being to:

- Increase the visibility and profile of adaptation and its balance with mitigation,
- Strengthen adaptation action and support for developing countries,
- Provide input to the global stocktake;
- Enhance learning and understanding of adaptation needs and actions.

Furthermore, guidance on possible “elements” of an adaptation communication were formulated and included in an annex to the decision.³ It is important to note that the adaptation communication and all these elements are of voluntary nature and should not put an additional burden on countries.” To this end, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) has developed an Adaptation Communication Drafting Assistance tool to assist countries in the preparation. The consultant will apply this tool in the drafting of an Adaptation Communication for Vietnam.

Drawing on the National Adaptation Plan and the adaptation component of their Nationally Determined Contribution, through this project, Viet Nam will be among the first countries to develop an adaptation communication.

It is expected that developing the adaptation communication will be a two-phase process (see Annex A) and that this consultancy will focus on activities related to Phase 1.

Expected outcomes of the consultancy

This consultancy will result in a methodology for developing the Adaptation Communication, as well as a first draft of the Adaptation Communication based on existing documents.

The elements of this draft Adaptation Communications should include (as possible based on available information):

- Brief summary of the national circumstances relevant to adaptation actions.
- Overview of the institutional arrangements and legal frameworks concerning climate change adaptation.
- Concise summary of observed impacts, risks of climate change and vulnerabilities in Viet Nam.

¹ The “[Paris rulebook](#)” contains a set of guidelines for the implementation of the Paris Agreement

² Decision 9/CMA.1

³ Possible elements of an adaptation communication are listed in the annex of Decision 9/CMA.1.

- Synthetic analysis of national adaptation priorities, policies, plans, goals and actions.
- Summary of available formal and informal assessments of technical capacities for planning, implementing of adaptation activities and supports needed for adaptation.
- Summary of progress on implementation of adaptation actions and plans (National Strategy on Climate Change, Plan for Implementation of Paris Agreement, National Adaptation Plan, etc.), including key findings from any evaluations conducted, and any lessons learned to date.
- Concise evaluation of the cooperation on enhancing adaptation at a national, regional and international level.
- Overview of relevant information on the integration of gender considerations in adaptation plans, policies and actions.
- Summary of the ways in which local, traditional, and Indigenous knowledge have informed adaptation plans, policies and actions.
- Identification of barriers, challenges, and gaps related to the implementation of adaptation.

An Adaptation Communication Drafting Assistance tool will be provided to assist with collecting information.

The draft Adaptation Communication must be referenced in APA style and must meet IISD's quality assurance guidelines, which include a plagiarism check. As it is intended for international audiences, the Adaptation Communication will be in English.

Activities

The assignment will comprise the following activities:

- **Inception meetings with MONRE and IISD** to clarify the scope of the assignment and agree on the process.
- **Literature review of key documents, reports and other literature**, including but not limited to, the National Adaptation Plan, the Nationally Determined Contribution, and other adaptation-relevant documents provided by MONRE.
- **Development of a methodology document**, in line with guidance from MONRE, to describe the process for developing the Adaptation Communication.
- **Consultation** with MONRE, other ministries, local authorities on First Draft of the Adaptation Communication
- **Stakeholder consultations** including key informant interviews and, if deemed possible within existing public health guidance, one or two workshops with key stakeholders to validate the proposed methodology and first draft.
- **Developing a first draft of the Adaptation Communication using the GIZ AdComm-DAT tool** for review by IISD and MONRE
- **Developing a two-three page reflection document** (in English) providing advice to other countries' adaptation teams in preparing an Adaptation Communication. This document should include:

- Good practices and lessons learned on developing an Adaptation Communication;
- Suggested changes or updates to the GIZ AdComm-DAT tool.

Deliverables

The following table describes the anticipated key deliverables for the assignment:

Deliverables		Number of Days	Due date
1	First draft of methodology	3	March 12, 2021
2	Finalized methodology, with feedback from MONRE, stakeholders, and IISD incorporated	4	April 2, 2021
3	First draft of sections A to D of the Adaptation Communication	5	April 30, 2021
4	First draft of sections E to I of the Adaptation Communication	5	May 30, 2021
5	Summary of consultation with MONRE (relevant department in MONRE) on First Draft of the Adaptation Communication	4	June 30, 2021
6	Summary of consultation with other ministries, local authorities on First Draft of the Adaptation Communication	4	June 30, 2021
7	A validation workshop report (including agenda, participants' list, presentations, key discussion points and feedback received)	2	July 15, 2021
8	A complete draft of the Adaptation Communication, incorporating feedback from MONRE, stakeholders and IISD	2	July 30, 2021
9	Delivery of a short (two-three page) reflection document.	1	August 15, 2021
TOTAL		30	

For all deliverables, the estimated time requirement is **30 days** over an estimated period of three months. The consultant will work closely with MONRE and a member of the NAP Global Network Secretariat on all activities.

Reporting

For contractual matters, the consultant will report to IISD.

For technical matters, the consultant will work closely with MONRE and IISD.

The required qualifications are

- Advanced degree in a relevant field (e.g., public policy or other related social science discipline)
- Five (5) years of work experience on climate change adaptation.
- Previous experience working on government policy related to climate change adaptation in Viet Nam.
- Excellent conceptual understanding of climate change adaptation and associated concepts.
- Familiarity with the United Nations Framework Convention on Climate Change (UNFCCC) process.
- Strong research, analysis and writing skills.
- Strong workshop organization and facilitation skills.
- Fluency in Vietnamese and English (spoken and written). Strong writing skills in English are essential.

Application Process

- To apply for this consultancy, please submit a cover letter, CV (maximum 4 pages), your daily rate in USD and a proof of your daily rate (e.g., copy of a contract of at least 20 days that states a daily rate) to: info@napglobalnetwork.org
- In your application, please clearly demonstrate how you meet the criteria outlined above.

Reporting

The consultant will report to IISD and work closely in consultation with MONRE.

Application deadline: March 5, 2021

Location: Hanoi

Annex A: Two-Phase Approach to Developing the Adaptation Communication

This consultancy will focus on Phase 1.

Phase 1

- Preparation of a methodology for developing an Adaptation Communication
- Stakeholder consultations and/or validation workshop for the above methodology
- Preparation of a first draft, which should include the elements named above
- Consultation workshop on first draft of the Adaptation Communication: barriers, challenges, and gaps related to the implementation of adaptation actions in Vietnam
- Refinement of the draft, incorporating feedback from MONRE, stakeholders, and IISD

Phase 2

- Consultation workshops on draft Adaptation Communication
- Consultation workshop on evaluation of the cooperation on enhancing adaptation at a national, regional and international level
- Developing a second draft of the Adaptation Communication (reflecting feedback from IISD and MONRE, for their review), including in addition to the above elements:
 - Summary of progress on implementation of adaptation actions and plans (National Strategy on Climate Change, Plan for Implementation of Paris Agreement, National Adaptation Plan, etc.)
- Delivery of stakeholder consultations and validation workshops for the updated draft
- Developing a final draft of the Adaptation Communication (in English) incorporating feedback from IISD, MONRE, and relevant stakeholders.
- Copy editing, publishing, and printing of the Adaptation Communication