

## **NAP GLOBAL NETWORK - COUNTRY SUPPORT HUB TERMS OF REFERENCE**

### **Short-term Consultancy: Research Assistant for Adaptation Communications Drafting July 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, the United Kingdom, 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/QD-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/QD-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 24<sup>th</sup> Conference of the Parties (COP24) saw the adoption of the Katowice climate package, which contains the ‘Paris rulebook’.<sup>1</sup> The rulebook further defines<sup>2</sup> 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.

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 provide analysis of 63 provincial reports on adaptation progress in order to support a lead consultant to prepare a draft Adaptation Communication.

The elements of the draft Adaptation Communications can 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.
- 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.

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

The report 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.

### Support Activities

The assignment will involve support for a lead consultant to carry out the following activities:

- **Supporting 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.
- **Analyzing 63 provincial reports on adaptation progress** and summarizing the findings of this analysis.
- **Supporting consultation** with MONRE, other ministries, local authorities on First Draft of the Adaptation Communication, including key informant interviews and, if deemed possible within existing public health guidance, organization of one or two workshops with key stakeholders to validate the proposed methodology and first draft.
- **Facilitate the process** of preparation, design, submission and approval of required documents.

### Deliverables

The research assistant will support the lead consultant to develop following table describes the anticipated key deliverables:

Deliverables		Number of Days	Due date
1	Summary report of desk -review on key policies of climate change adaptation	3	July 30, 2021
2	Summary report outlining analysis of 63 provincial reports on adaptation progress	9	July 30, 2021
3	Summary of input information and data collected and analyzed	5	July 30, 2021
4	Support for a validation workshop report (including agenda, participants’ list, presentations, key discussion points, feedback received and a minute of the workshop)	2	August 15, 2021
5	A complete draft of the Adaptation Communication, incorporating feedback from MONRE, stakeholders and IISD	1	August 30, 2021
<b>TOTAL</b>		<b>20</b>	

For all deliverables, the estimated time requirement is **20 days** over an estimated period of three months. The consultant will work closely with the lead consultant and a member of the NAP Global Network Secretariat on all activities.

**The required qualifications are:**

- Degree in a relevant field (e.g., public policy, or other related social science discipline)
- Two (2) 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) and a daily rate in USD to: [info@napglobalnetwork.org](mailto: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:** July 14, 2021

**Start date:** July 20, 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