

NAP GLOBAL NETWORK - COUNTRY SUPPORT HUB TERMS OF REFERENCE

Short-term Consultancy: Capacity Building on Monitoring, Evaluation, and Learning for the National Adaptation Plan Process in Viet Nam

February 2022 – August 2022

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 150 countries involved in developing and implementing National Adaptation Plans. Financial support for the Network has been provided by Austria, Canada, Germany, Ireland, 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 Process

In October 2016, the Prime Minister has issued the Decision 2053/QĐ-TTg to endorse the implementation plan for the Paris Agreement from 2020-2030 (PIPA). The Ministry of Natural Resources and Environment 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 is developing for the 10 years 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.

In 2022, the NAP will be updated to in order to implement agreements that Viet Nam has committed at COP26 including: net zero by 2050; reducing forest deforestation; methane reduction of 30% by 2030 and our social- economics development plan for the new period.

Background on the Monitoring and Evaluation (M&E) system

Article 93 of the Law on Environmental protection 2020 and NAP as well have assigned Ministry of Natural resource and Environment to develop Decision of Prime Minister on implementing the M&E System for climate change adaptation at the national level. In October 2021, the final version of M&E system has been submitted to the governmental office and has been approved.

With support from the [Green Climate Fund \(GCF\) NAP Readiness Program](#) implemented by UNDP, in 2021 activities were undertaken to review national and international best practices of adaptation M&E frameworks. This exercise produced a shortlist of recommended climate adaptation indicators to systematically monitor and evaluate the implementation progress of adaptation in close synergy with Vietnam’s NAP M&E process. This work resulted a draft of legal document that is in review for approval by the Prime Minister. The approved M&E system will be implemented by ministries, provincial governments, and municipal governments.

In order to help the line ministries and local authorities to implement M&E system, MONRE Vietnam has to develop an M&E training manual on the implementation of M&E. This manual is aims to provide:

- Instructions for the M&E indicators and source of information.
- Instructions for the M&E process for Ministries and provinces.
- Instructions for information updating and online reporting of M&E system.

Expected outcomes of the consultancy

A team of two (2) consultants will assist with implementing the NAP M&E system through the following activities.

- Development of a NAP M&E training manual;
- Design and delivery of capacity building for national stakeholders, including line ministries and local authorities, in implementing climate change legal frameworks and M&E of adaptation

The output document must include references in American Psychological Association (APA) style and must meet IISD’s quality assurance guidelines, which include a plagiarism check.

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.
- **Desk based review of literature related to the Vietnam NAP process and M&E of adaptation**
- **Consultation with line Ministries** in order to obtain activities from different sectors as well as the developing process of the M&E systems from each Ministry
- **Development of an NAP M&E training manual for national stakeholders** including line ministries, local authorities, other organizations
- **Consultations on the content of the NAP M&E training manual** to collect and integrate feedback from national stakeholders
- **Delivery of three NAP M&E training workshops** for national stakeholders
- **Preparation of reflections report** synthesizing lessons and good practices for NAP M&E and capacity building in Vietnam

Deliverables

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

Deliverables		Number of Days	Due date
1	Inception report	3	March 4, 2022
2	Outline for NAP M&E training manual for national stakeholders	3	March 25, 2022
3	Consultation with line Ministries in order to obtain activities from different sectors as well as the developing process of the M&E systems from each Ministry (minimum 5 ministries)	10	April 5, 2022
4	First draft NAP M&E training manual for national stakeholders	5	May 5, 2022
5	Workshop report for first consultation workshop on NAP M&E training manual	2	May 15, 2022
6	Second draft of NAP M&E training manual	5	May 30, 2022
7	Workshop report for (1st) training workshop	4	June 15, 2022
8	Workshop report for second (2nd) training workshop	4	July 10, 2022
9	Workshop report for third (3rd) training workshop	4	July 29, 2022
10	Final version of the NAP M&E training manual	5	August 31, 2022
11	Reflections report synthesizing lessons and good practices for NAP M&E and capacity building in Vietnam	5	August 31, 2022
TOTAL		50	

For all deliverables, a **team of two (2) consultants** – a Team Leader and a Team Member – will work **100 days** (50 days per consultant) over an estimated period of six months. The two consultants 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, geography, climate change, or other)
- Five (5) years of work experience on climate change adaptation, with preference given to experience related to NAP and monitoring and evaluation
- Previous experience working on government policy related to climate change adaptation in Viet Nam.
- Excellent conceptual understanding of climate change adaptation, monitoring and evaluation, and associated concepts.
- Strong research, analysis and writing skills.
- Strong workshop organization and facilitation skills.
- Fluency in Vietnamese and English (spoken and written).

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: February 28, 2022

Location: Hanoi