TERMS OF REFERENCE (TOR)

Consultancy to provide technical support

for the *Strengthening Resilient Recovery and Climate Resilience in Quang Tri, Vietnam*

Project Location: Quang Tri Province, Vietnam
Duration of Consultancy: March – December 2026
Lead Organisation: Plan International Vietnam

Implementing Partner: Quang Tri Provincial Department of Information and Communications, Quang Tri Provincial Department of Agriculture and Environment and relevant units in Quang Tri province

1. Background

Vietnam is facing increasingly severe climate risks that disrupt communities and livelihoods. The 2025 storm season in Vietnam was particularly severe and set multiple new records. It is increasingly clear that recovery to previous conditions is no longer sufficient, and that the country needs to rapidly increase its capacity for 'resilient recovery'. However, in Vietnam, the understanding of what resilience is, how to build it, and how to actively incorporate it as a principle in recovery remains weak. Strong pilot examples of new or improved recovery practices, grounded in resilience principles, are needed. These examples also need to demonstrate how to actively include overlooked and under-represented groups, such as children, youth and women; otherwise, efforts risk reinforcing existing inequalities, leaving vulnerable groups worse off.

Plan works primarily in rural and peri-urban settings in Quang Tri, with a particular focus on working with and enhancing the capacity of children and youth, especially adolescent girls and women. As one of the least developed provinces in the central region, the repeated storms and flooding of the 2025 storm season in Quang Tri, coupled with weak early warning, eroded livelihoods and capacity across communities. There is significant opportunity to conduct a deeper analysis of the event to directly inform how best to strengthen Early Warning System (EWS).

To address these challenges, Plan International Vietnam (PIV) need to recruit an experienced Consultant in order to support its goal of enhancing the resilience and adaptability of vulnerable communities through the development of a youth-led Smart Early Warning System (Smart EWS) and the integration of real-time data into the province's digital citizen application (Quang Tri-S).

2. Objectives of the Consultancy

Consultant will work closely with the current program area team, under the direct supervision of ZCRA Project Coordinator and Grants Portfolio Manager, to ensure effective implementation of

Strengthening Resilient Recovery and Climate Resilience in Quang Tri, Vietnam. This includes planning, facilitating, and monitoring project activities, as well as mobilizing target groups to achieve project objectives.

The position will be responsible for providing technical aspects, support to implement project activities to assigned area. This post is requested to work and build effective working relationship with local authorities and project stakeholders. Consultant is presentative of PIV within her/his assigned project area to work with donors other NGOs and CSOs in accordance with his/her accountabilities.

3. Scope of Work

The consultant will:

- Collaborate with project's consultants to consult with the community to identify coordinates of historical flood traces and landslide-prone areas.
- Proficiently use field GIS equipment and software (QGIS, ArcGIS) to build, process, and classify data.
- Develop community-based hazard maps for digitization, forming the foundation for a provincial-level monitoring system.
- Coordinate with the Quang Tri Provincial Department of Information and Communications and relevant units to integrate risk maps and real-time monitoring data into the "Quang Tri-S" application.
- Coordinate with relevant units in Quang Tri province to conduct hydrological surveys and select optimal installation locations for automatic rain gauge stations, water level monitoring stations, smart flood warning towers, and landslide monitoring cameras.
- Provide technical mentoring and coaching to youth groups to enable them to lead participatory mapping, PERC Light data collection, and interpretation of findings.
- Ensure youth perspectives are reflected in technical designs, SOPs, and system operation.
- Ensure Smart EWS and GIS outputs contribute to resilient recovery planning, not only preparedness. Supervise the technical installation and operation of automatic measurement equipment.
- Develop standard operating procedures (SOPs) based on simulated disaster scenarios using GIS and hydrometeorological data.
- Ensure PERC Light results are fed directly into Smart EVS design and SOPs.
- Supervise consultants to train youth and students in the use of GPS devices and smartphones to collect field data.
- Provide training to PIV project officers in Quang Trị and relevant staff on Disaster Risk Reduction (DRR), mapping, utilizing GIS devices for GIS data development, early warning systems (EWS), and basic web-based GIS applications for DRR.
- Support and guide local officials on Level 1 operation, maintenance, and basic troubleshooting for the equipment system.
- Collaborate with consultants to provide technical support to youth-led PERC Light assessments to identify the root causes of gaps in disaster response.

- Work closely with the Provincial Department of Agriculture and Environment, local digital transformation units, and stakeholders to ensure the project's consistency and sustainability.
- Monitor and report technical progress regularly to the Project Coordinator, Technical Lead for Climate change at Plan International Vietnam.
- Responsible for reporting all project assessment results, activities, and methodologies to relevant stakeholders, donors, and partners during appropriate workshops and meetings.
- Provide technical inputs for learning events (workshops, sharing with ZCRA project).
- Ensure that all project documentation and papers including partner-related financial documents are properly maintained and filed in accordance with PIV's policies and requirements.
- Be responsible for reporting, monitoring and evaluation of projects activities and financial relevance are in accordance with the requirements of areas assigned.
- Do other tasks relevant as per request and assigned by PC and Grant Portfolio Manager.

4. Deliverables

The deliverables and proposed timelines are presented in the table below. All reports will be submitted in English.

Period	**Key results and activities**
March - May 2026	• Hold meetings with all stakeholders to agree on operational direction, implementation plan, and relevant technical criteria. • Provide training on the PERC Light tool (training provided by ISET and CHNO to consultants and project team) and prepare for the PERC Light Assessment and final report handover of technical documents. • Develop capacity-building materials for project staff, youth, and partners.
May - June 2026	• Prepare ToR to recruit other consultants, participate in organizing training for youth, support youth, and advise on completing GIS datasets. • Work with stakeholders and vendors to identify a suitable Smart ESW system for the area.
July - September 2026	• Surveying installation sites for smart warning stations, supporting installation and trial operation of the Smart EWS system and pilot integrated on the App; • Finalizing SOPs (Standard operating procedures). • Coordinating with partners in Quang Tri province to integrate data into Quang Tri S.
October - December 2026	• Monitor and evaluate the operational effectiveness of early warning systems, map data, user feedback, and propose improvement measures. • Participate in reporting project results at the concluding workshop and related meetings.

Please note: The timeline may change depending on the actual situation.

5. Qualifications of Consultant

5.1 Essential

- University graduate in related fields
- Minimum of 5-year experience in disaster risk reduction (DRR) and Climate change responses (Climate mitigation and adaptation), digital transformation project
- Demonstrated record of experience in project facilitation for implementation, monitoring and evaluation
- Experience in development, establishment and maintenance and influencing in partnership with government agencies, stakeholders, mass organization at province and commune levels
- Experience in working with youth, children and communities in youth-related programs and projects.
- Experience in training, presentation and facilitation.
- Experience in project progress reporting
- Demonstrates positive attitudes towards gender equality, inclusion and girls 'rights
- Commit and contribute to an environment where children and young people feel respected, supported, safe and protected
- Never act or behave in a manner that results in violence against a child or young person or places a child or young person at risk of violence;

5.2 Technical requirement

- Bachelor's degree or higher in related fields such as Hydrometeorology, Environmental science Resource Management, Cartography/GIS, or Disaster Risk Management.
- In-depth understanding of climate change and disaster response strategies in Vietnam.
- Proficient in professional mapping software: QGIS, ArcGIS.
- Practical experience in using GIS surveying equipment and collecting field data.
- Expertise in integrating data onto WebGIS platforms or mobile applications (Apps).
- At least 5 years of experience working in community development and disaster risk reduction.
- Experience working with government agencies (Department of Information and Communications, Department of Agriculture and Environment) and specialized digital technology units.

- Understanding of resilient recovery concepts, not only DRR/EWS.
- Ability to translate technical findings into actionable recommendations for policy and practice.
- Skills in training and motivating youth and communities to participate in technical activities.
- Excellent communication skills in both English and Vietnamese.
- Problem-solving skills and the ability to work independently in remote areas.

6. Duration and Level of Effort

Activities	**Timeline**
Activity 1.1 (Youth Capacity Building): Together with other consultants to train youth to use tools like GPS devices, maps, and smartphones to collect field data, monitor flood and landslide risks, and assess local conditions.	May - June 2026
Activity 1.2 (Participatory Mapping): Organize youth-led consultations to identify historical flood levels and landslide-prone areas, then create and digitize community risk maps based on this data to serve as the foundation for the provincial monitoring system.	May - June 2026
Activity 1.3 (Hardware Installation): Support the installation of automatic equipment -such as rain gauges, water-level monitoring stations, smart flood warning towers, and landslide cameras- at high-risk locations identified through the risk maps developed in Activity 1.2.	July - September 2026
Activity 1.4 (System Integration): Coordinate with the Department of Science and Technology to integrate risk maps and real-time monitoring data into the 'Quang Tri-S' app, providing communities with easy and unified access to disaster information.	July - September 2026
Activity 1.5 (Operational Training): Provide training for rapid response teams and local communities on how to use the Smart Early Warning System, interpret data on the app, and carry out timely responses and evacuation plans based on alerts.	July - September 2026
Activity 2.1: Provide training to local youth leaders and students from the USSH on the PERC Light methodology, so that they can actively support assessments alongside project staff and local partners.	May - June 2026
Activity 2.2: Facilitate youth-led PERC Light assessments, where young leaders conduct interviews and focus group discussions to uncover the root causes of successes and gaps in recent disaster responses.	May - June 2026

Activities	Timeline
Activity 2.3: Organize youth-led advocacy workshops to present PERC findings and lead the development of Community-Based Disaster Risk Reduction (CBDRR) action plans, ensuring youth perspectives shape project design and are reflected in local disaster response plans.	October - December 2026

Please note: The timeline may change depending on the actual situation.

7. Reporting & Supervision

The consultant will report to the ZCRA Project Coordinator and Grants Portfolio Manager, Plan International Vietnam. Regular coordination meetings will be held to review progress.

8. Key Indicators to be Measured (from LogFrame)

Objective: Disaster resilience and recovery capabilities of seven vulnerable communes in Quang Tri province are enhanced.			
Outputs	**Activities**	**Indicators**	**Assumptions**
Output 1: Local youth are empowered to play a leading role in developing a Smart Early Warning System that will feed real-time data into the 'Quang Tri-S' digital citizen app	***1.1*** *(Youth Capacity Building):* Train youth to use tools like GPS devices, maps, and smartphones to collect field data, monitor flood and landslide risks, and assess local conditions.	10 local youth are trained and equipped with GPS devices to conduct field data collection and monitoring.	Local authorities remain engaged and committed to integrating EWS and real-time data into 'Quang Tri-S' digital citizen app
	1.2 *(Participatory Mapping):* Organize youth-led consultations to identify historical flood levels and landslide-prone areas, then create and digitize community risk maps based on this data to serve as the foundation for the provincial monitoring system.	At least 220 stakeholders (including 20 commune officials and 200 community members) are consulted to identify historical flood levels and map landslide-prone areas.	Youth with adequate ICT literacy skills can be recruited, retained and are available during the training and data collection period

	1.3 *(Hardware Installation):* Pilot the installation of automatic equipment -such as rain gauges, water-level monitoring stations, smart flood warning towers, and landslide cameras- at high-risk locations identified through the risk maps developed in Activity 1.2.	5 digital flood and landslide risk maps for the 5 target communes are developed and finalized.	
	1.4 *(System Integration):* Coordinate with the Department of Science and Technology to integrate risk maps and real-time monitoring data into the 'Quang Tri-S' app, providing communities with easy and unified access to disaster information.	6 smart flood monitoring towers (including rain gauges and water level stations) are installed at high-risk locations.	
	1.5 *(Operational Training):* Provide training for rapid response teams and local communities on how to use the Smart Early Warning System, interpret data on the app, and carry out timely responses and evacuation plans based on alerts.	At least 1,000 local residents in the 5 project communes are trained to use the 'Quang Tri-S' app to access the Smart Early Warning System for timely response to disaster events.	
Output 2: Institutional gaps and disaster response capacities are identified, and actionable recommendations are developed through a youth-	***2.1:*** Provide training to local youth leaders and students from the USSH on the PERC Light methodology, so that they can actively support assessments alongside project staff and local partners.	20 participants (10 local youth and 10 commune officials) across the 2 target communes are trained to facilitate and conduct PERC assessments.	Sufficient documentation is available to triangulate findings

led PERC Light assessment in Quang Tri	***2.2:*** Facilitate youth-led PERC Light assessments, where young leaders conduct interviews and focus group discussions to uncover the root causes of successes and gaps in recent disaster responses.	01 PERC Light report is finalized, providing actionable recommendations for resilience building in the two targeted communes.	Local and provincial stakeholders engage in consultations and are receptive to youth-led advocacy.
	2.3: Organize youth-led advocacy workshops to present PERC findings and lead the development of Community-Based Disaster Risk Reduction (CBDRR) action plans, ensuring youth perspectives shape project design and are reflected in local disaster response plans.	01 provincial-level final consultation workshop is organized with high-level stakeholders and government partners to advocate for joint efforts in Disaster Risk Reduction (DRR).	

9. Budget

- Estimated budget: consultant must propose all consultant fees and taxes.

10. Ethics and Child Protection

Plan is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant shall also explain how confidentiality and anonymity of participants will be guaranteed.

The PERC Light assessment will follow strict ethical standards and Plan International's safeguarding policies. Participation will be voluntary, and all data will be anonymized. Informed consent will be obtained from all respondents. The university partner will support any necessary ethical approval processes if needed.

A risk assessment will be conducted by the safeguarding focal points and the consultant before implementing the PERC Light assessment to mitigate foreseen risks for children, youths and participants in the evaluation.

The selected consultant will be requested to sign in Plan International Global Safeguarding Children and Young People policy and Anti-fraud, Anti-bribery and Corruption policy.

- Level of Contact with Children: High contact: Frequent interaction with children.

11. Management

Plan Country office will take responsible for overseeing the Consultancy services that including contract, monitoring of consultant's timeframe and expected detailed deliverables mentioned in the ToR.

The consultant will conduct and supervise the PERC Light assessment and all activites under the Output 1 and Output 2, mentioned in the item 8. *Key Indicators to be Measured*, based on the workplan and methodology agreed with Plan International Vietnam.

The PIV Technical Lead for CC & ES will be the focal person to coordinate the work plan, methodology and review all reports to ensure the reports meets technical criteria.

Plan Program Unit will provide logistic arrangement and technical/financial support during travel time as well as participating in consultation with the consultant when requires.

The consultant will take responsible for the whole process and expected deliverables which are mentioned above.

12. Application Procedure

Send the following to NhomMuaSam.Mot@plan-international.org by **23:59 PM, 27 February 2026**:

- Proposal including timeline and financial proposal (in VND)
- CV of consultant
- Examples of relevant past work

Only short-listed consultants will be contacted for interview.