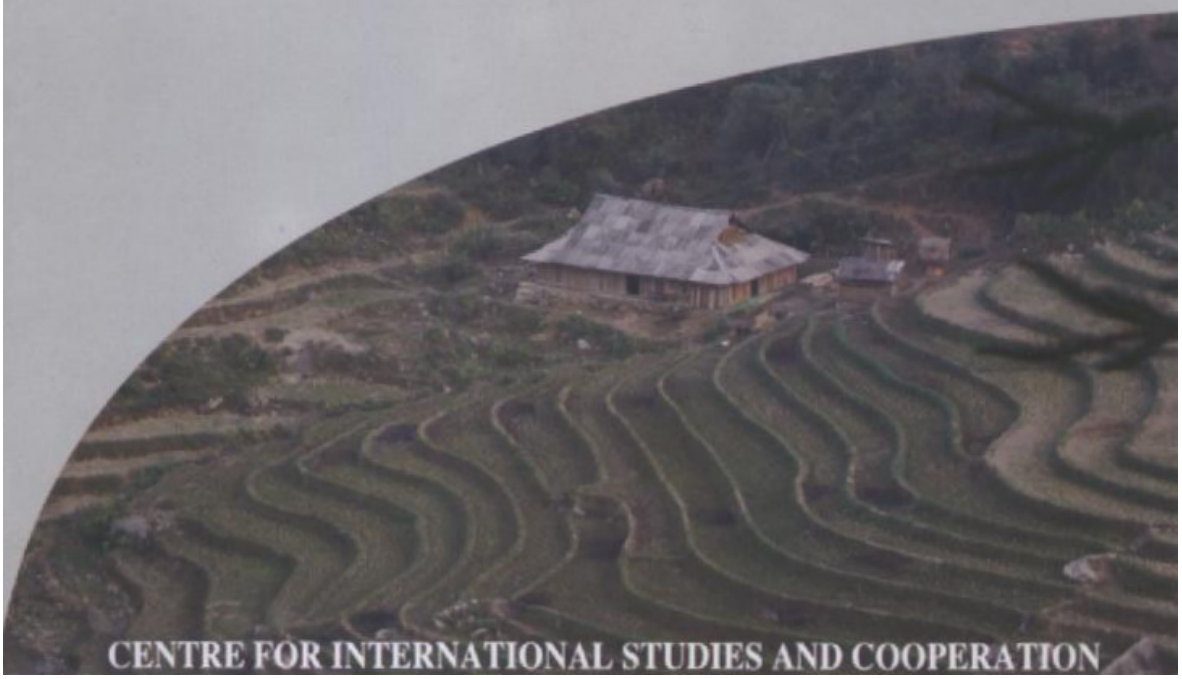
JOINT ADVOCACY NETWORKING INITIATIVE
IN VIETNAM (JANI)

FRAMEWORK ON

COMMUNITY BASED
DISASTER RISK MANAGEMENT
IN VIETNAM



CENTRE FOR INTERNATIONAL STUDIES AND COOPERATION

Joint Advocacy Networking Initiative in Vietnam
(JANI)

FRAMEWORK ON

COMMUNITY BASED DISASTER RISK MANAGEMENT IN VIETNAM

Centre for International Studies and Cooperation

FOREWORD

It is commonplace that traditional approaches to community development, poverty reduction and disaster management focus on practices of government and non-governmental organizations providing direct goods, services, infrastructure to the poor and target communities. While that type of support is necessary, it is not enough to build the success, effectiveness and sustainability of development work, not to mention empowerment of targeted populations. Therefore, communities and development practitioners always strive to seek new approaches for sustainable development.

The approach promoted under Community-based Disaster Risk Management (CBDRM) is to build people's capacity of coping with disaster risks and reducing their vulnerability thereby developing safer and more resilient communities. These approaches have been recognized and widely practiced by various community groups, national and international organizations and government departments for over two decades in South East Asia countries. In Vietnam, CBDRM was first introduced by some international NGOs in 2000 and has soon become popular for many disaster risk reduction projects and programs implemented by NGOs and government organizations. Especially, in the context of climate change worsening the complicated nature and severity of disasters, it is very critical for communities and development organizations to adopt innovative approaches like CBDRM.

To increase the success of disaster risk reduction programs and promote CBDRM practices in Vietnam, a consortium of 14 international NGOs and national organizations have participated in the ***Joint Advocacy Network Initiative (JANI)***. This project has been supported by European Commission's Humanitarian Aid Office (ECHO) since 2007. One of the major recommendations of the previous phase of JANI was that CBDRM practitioners in Vietnam should come up with a consolidated CBDRM framework that systemizes diverse CBDRM guidelines and methodologies in Vietnam.

Therefore this documentation has been developed, through a consultative process, reviewing and consolidating of existing CBDRM materials and methodologies in Vietnam. The document will serve the purpose of a theoretical and practical base reference for CBDRM practitioners at national and provincial level in implementing disaster risk management. The idea behind preparing this documentation is to facilitate CBDRM practitioners, including government and non-government agencies, to effectively implement natural disaster management programs in Vietnam.

The obvious limitation of this documentation is that it cannot address all information needs of CBDRM practitioners or serve as a practical manual for training in the field. The CBDRM framework is formed during the stage when many projects are consolidating and standardizing their own methodologies. The document presents a common understanding of CBDRM and lists a set of practical tools and resources on CBDRM in Vietnam. It serves as an orientation and reference document. Practioners will need to update this information along with new sources as CBDRM practices change and further develop to adapt to the diverse natural, socio-economic and cultural characteristics and settings throughout the country of Vietnam.

ACKNOWLEDGEMENT

The publication of this Framework on Community-based Disaster Risk Management in Vietnam demonstrates the level of cooperation that International Non-Governmental Organizations involved in the Joint Advocacy Network Initiative Project in Vietnam have achieved in sharing development experiences and transferring knowledge to other stakeholders. The Framework has been completed at an important turning point in CBDRM programming where the key stakeholder in the disaster risk management sector, the Government of Vietnam, is presently examining ways to scale-up these practices at the national level. This document provides a reference on how new programs can build on the ten years of experience that a number of organizations have acquired in CBDRM practice and from that starting point replicate the approach on a wider scale, adapt to new contexts or contribute new methods, tools and innovations.

The completion of this document was made possible by the openness to sharing materials, and lessons learned by all Joint Advocacy Network Initiative members, along with their active contributions on how to conceptualize the Framework. There were good participation and cooperation of experts from bilateral projects funded by WB and JICA. The Disaster Management Centre in the Ministry of Agriculture and Rural Development has also provided guidance on developing the structure and content of the document.

The CBDRM framework has been developed under the consultation of Do Van Nguyet, Ta Quynh Anh and other colleagues in Live & Learn Vietnam. We would like to thank them for their commitment to filtering through the enormous amounts of materials, and arriving at a method for systematization. We would also like to acknowledge the efforts of Nguyen Dang Nhat, Disaster Management Program Coordinator of CECI-Vietnam for leading the initiative and ensuring its completion.

This publication has been funded by the European Commission Humanitarian Office through the JANI project. We would like to thank ECHO for this financial contribution as well as for the constant support and encouragement that they have provided to developing and sharing CBDRM practice in Vietnam through the DIPECHO program.

Disasters in Vietnam continue to take lives and wreak tremendous economic losses which are particularly devastating for the poor. Much more efforts are needed to provide people with the skills, equipment and systems that will support them to better protect themselves and their property from disasters. JANI's efforts to systematize CBDRM practice is also our call to continue to invest in this form of capacity development at the grassroots level in order to foster safer and more disaster resilient communities across Vietnam.

Kathleen McLaughlin

Regional Director – Asia

Centre for International Studies and Cooperation (CECI)

INTRODUCTION TO THE FRAMEWORK

OBJECTIVES

The development of **the CBDRM framework** systemizes diverse CBDRM guidelines and methodologies in Vietnam. The document serves the purpose of orientation and reference for CBDRM practitioners at national and provincial level for better disaster risk management.

TARGET AUDIENCES

It is expected that the document will be used by various stakeholders in disaster management at national and provincial levels in Vietnam.

Broadly speaking, target audiences of this document include:

- Government organizations
- I/NGOs
- Vietnam Red Cross
- Donor agencies, and
- Other stakeholders working on disaster management and community development in Vietnam.

METHODOLOGY

The following approaches and steps were adopted while developing the document:

- Review of existing CBDRM training materials, guidelines, and manuals in Vietnam and other countries.
- Discussions with CBDRM practitioners (NGOs, bilateral projects, government organization staffs) about the content and level of information required for the framework.
- Workshops and meetings on CBDRM framework development.
- Field visit to CBDRM projects.

CONTENT AND STRUCTURE

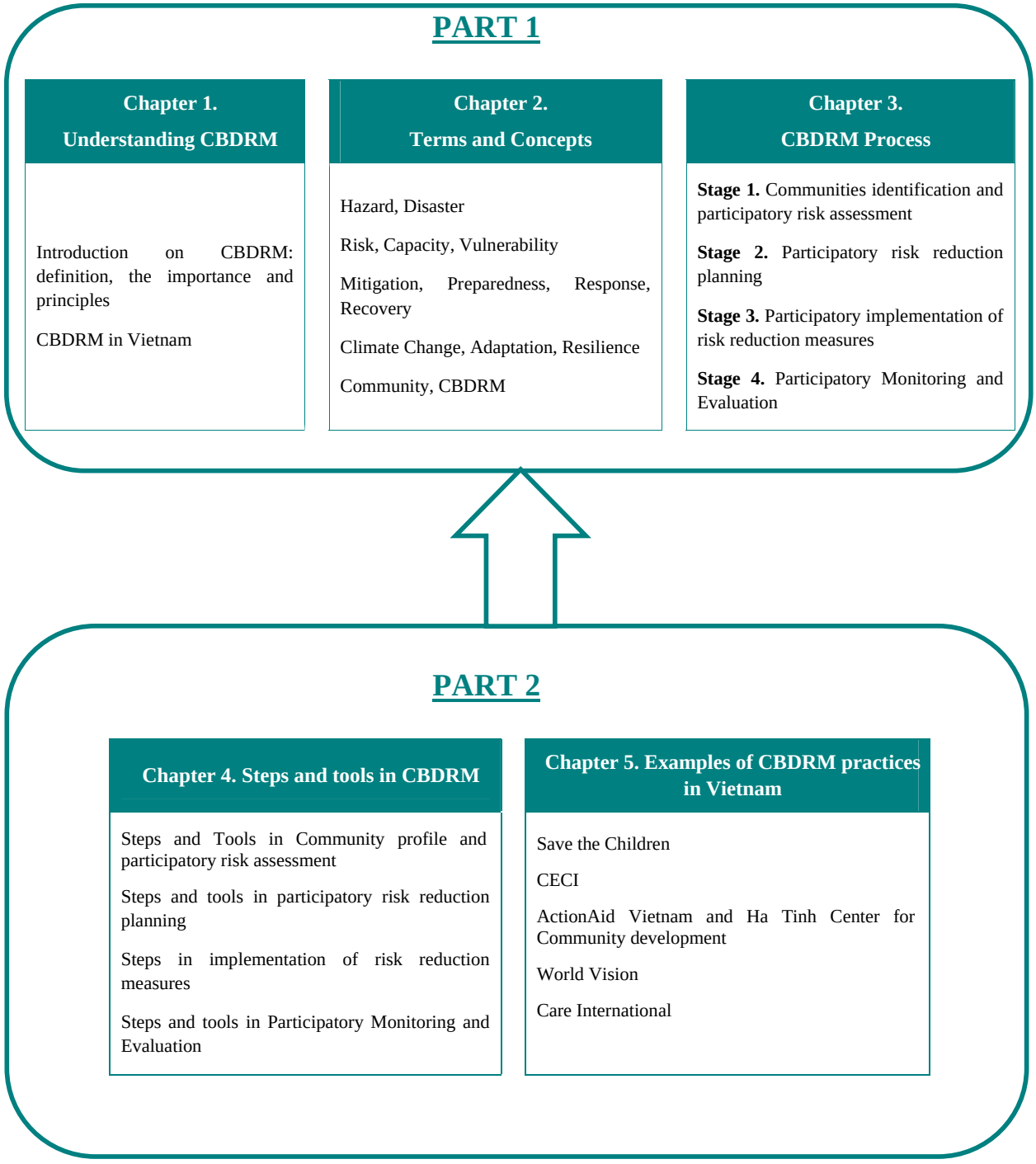
The CBDRM framework is organized as a theoretical and practical reference. The document consists of 2 main parts with the following content and structure (Picture 1):

The first part covers the common understanding of what is CBDRM. It will answer the following questions:

- What is CBDRM? Why should community members participate in disaster risk management?
- How has CBDRM been applied in Vietnam?
- What are CBDRM principles?
- How is CBDRM process implemented?

And the second part is intended as a review of CBDRM practices in Vietnam for readers. Part 2 also provides diverse tools and applications of CBDRM to support the core theory in part 1.

Picture 1. Structure of CBDRM Framework



ABRREVIATION

ADPC	Asian Disaster Preparedness Center
ADRA	The Adventist Development and Relief Agency
CBDRM	Community-based Disaster Risk Management
CECI	Centre for International Studies and Cooperation
DRR	Disaster risk reduction
DWF	Development Workshop France
ECHO	European Commission's Humanitarian Aid Office
IFRC	International Federation of Red Cross and Red Crescent Societies
ISDR	International Strategy for Disaster Reduction
JANI	Joint Advocacy Network Initiative
NDMP	Natural disaster management partnership
M&E	Monitoring and Evaluation
MARD	Ministry of Agriculture and Rural Development
MONRE	Ministry of Natural Resources and Environment
MPI	Ministry of Planning and Investment
NGO	Non Government Organization
NLRC	The Netherlands Red Cross
PVA	Participatory Vulnerability Assessment
SRC	Spanish Red Cross
VDRC	Village Disaster Risk Committee
VNRC	Vietnam Red Cross Society
WHO	World Health Organization

TABLE OF CONTENTS

PART I. ORIENTATION OF CBDRM.....9
CHAPTER 1. UNDERSTANDING CBDRM..... 140
1.1 INTRODUCTION TO CBDRM..... 10
1.1.1 Community-based Disaster Risk Management..... 10
1.1.2 Importance of the Community in CBDRM..... 15
1.1.3 Core principles of CBDRM..... 15
1.2 CBDRM IN VIETNAM..... 18
1.2.1 Disasters in Vietnam..... 18
1.2.2 CBDRM in disaster management in Vietnam..... 19
CHAPTER 2. BASIC CONCEPTS AND TERMS IN CBDRM..... 217
CHAPTER 3. CBDRM PROCESS..... 225
3.1 Community profile and participatory risk assessement..... 26
3.2 Participatory risk reduction planning..... 28
3.3 Participatory implementation of disaster risk reduction activities..... 29
3.4 Participatory monitoring and evaluation..... 30
PART II. SUPPORTING MANUAL FOR CBDRM..... 28
CHAPTER 4. RECOMMENDED STEPS AND TOOLS IN CBDRM..... 33
4.1. PARTICIPATORY RISK ASSESSMENT..... 30
4.1.1 Recommended Steps..... 30
4.1.2 Recommended tools for participatory risk assessment..... 351
4.2. PARTICIPATORY RISK REDUCTION PLANNING..... 39
4.2.1 Recommended steps..... 39
4.2.2 Risk reduction measures..... 40
4.2.3 Tools for participatory risk reduction..... 41
4.3. PARTICIPATORY IMPLEMENTATION OF RISK REDUCTION MEASURES47
4.4. PARTICIPATORY MONITORING AND EVALUATOION..... 48

4.4.1 Recommended Steps 48
4.4.2 Methods and tools in participatory M&E 48
CHAPTER 5. CBDRM EXAMPLES IN VIETNAM 51
5.1 Save the Children 52
5.2 Centre for International Studies and Cooperation_CECI 50
5.3 ActionAid Vietnam and Ha Tinh Center for Community Development 55
5.4 World Vision 58
5.5 CARE International 60
ANNEXES 62
1. List of CBDRM trainers 63
2. List of CBDRM projects and organizations 63
3. Directory of CBDRM materials 65

Picture 1. Structure of CBDRM Framework 5
Picture 2. Disaster Management Cycle 10
Picture 3. Hazard Zones in Vietnam 18
Picture 4. CBDRM process 21
Picture 5. Summary of Vulnerability Capacity Assessment Tools - Red Cross 183

Table 1. Core principles of CBDRM 17
Table 2. Frequency of hazards in Vietnam 18
Table 3. Summary of commonly used tools in participatory risk assessment 36
Table 4. Methods and tools in Hazards – Vulnerability – Capacity Assessment 37
Table 5. Vulnerability and Risk assessment Matrix 38
Table 6. List of Disaster Risk Reduction Measures 40
Table 7. List of Structural and Non-Structural Measures 37
Table 8. Logframe 42
Table 9. Gantt Chart 42
Table 10a. Action plan form 1 (Source: Save the Children) 42
Table 10b. Action plan form 2 (Source: Vietnam Red Cross) 42
Table 11. Household Disaster Risk Reduction Plan (Source: World Vision) 43
Table 12. Safer commune plan 40
Table 13. Safer school plan 50
Table 14. M&E indicators 50

PART I

ORIENTATION OF

COMMUNITY-BASED DISASTER RISK MANAGEMENT

Chapter 1: Understanding CBDRM

Chapter 2: Basic concepts and terminologies in CBDRM

Chapter 3: CBDRM process

The first part covers the common understanding and guide of CBDRM. It will answer to the following questions:

- What is CBDRM? Why should community members participate in disaster risk management?
- How has CBDRM been applying in Vietnam?
- What are CBDRM principles?
- How is CBDRM process implemented?

CHAPTER 1

UNDERSTANDING CBDRM

Chapter 1 introduces the basic background on CBDRM, its definition and the guiding principles for CBDRM in Vietnam.

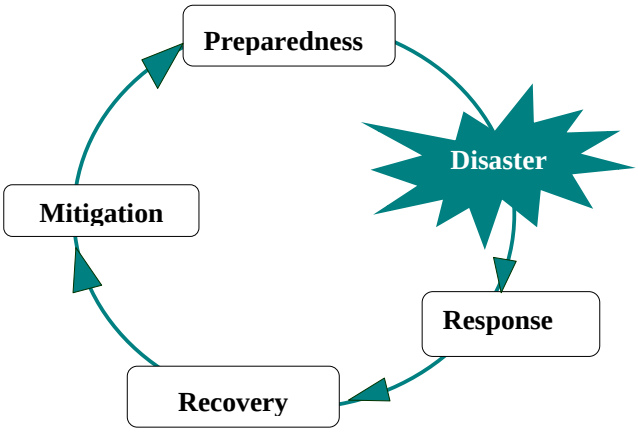
1.1 INTRODUCTION TO CBDRM

1.1.1 Community-based Disaster Risk Management (CBDRM)

The importance of community-based approaches has been recognized since long in promoting a culture of safety through reducing local vulnerabilities and building capacities. These approaches have been practiced by various community groups, national and international organizations and government departments for over two decades in South East Asian countries. While national, provincial and local authorities have an important role to play in disaster risk management, it is the active participation and involvement of communities at the grassroots that makes the real difference. Because the community is involved in the whole process, their felt and real needs as well as inherent resources are considered. Problems will be addressed with appropriate interventions, and probabilities for huge loss of life and properties will be minimized.

Community-based disaster risk management (CBDRM) is a process in which at-risk communities are actively engaged in the identification, analysis, treatment, monitoring and evaluation of disaster risks in order to reduce their vulnerabilities and enhance their capacities[1]**.** This means that people are at the heart of decision making and implementation of disaster risk management activities. Capacities of local people are enhanced to help them assess the situation, identify risk reduction measures and implement them. Risk reduction measures include mitigation and preparedness activities before a disaster occurs as well as response and recovery activities during and after the disaster (*Picture 2*).

Picture 2. Disaster Management Cycle [2]



The CBDRM approach emphasizes the active involvement of communities in all phases of disaster risk management. The involvement of most vulnerable social groups is considered as paramount in this process, while the support of the least vulnerable groups to them is necessary for successful implementation. In CBDRM, local and national governments are involved and supportive.

1.1.2 Importance of community in CBDRM

Through CBDRM, the community is not only the beneficiary but also the main actor in every step of the risk management process. The involvement of the community is important to ensure these values[3]:

- The information collected will be more relevant and will reflect the opinions and realities of community members, particularly the vulnerable and poor.
- The capacity (self confidence, knowledge, skills like: team work, making plan, etc.) of the entire community to deal with hazards will be developed
- Outsiders (experts, consultants, government officers, etc.) will understand better about community.
- Disaster management and community development activities and programs will achieve better, more practical and effective results.
- Community life will become more stable and sustainable.

1.1.3 Core principles of CBDRM

Based on practices of CBDRM in Vietnam and other countries, the following are the core principles that should guide every step and activity in CBDRM process in any location (*Table 1*).

a. The centrality of the role of community in CBDRM

- The community is not only the primary beneficiary but also the key actor (planner, implementer, partner and leader) of disaster risk management. The community is empowered to have meaningful participation in the whole process of disaster risk management: assess the risks, develop a plan, select and implement disaster mitigation measures, and monitor and evaluate disaster risk management activities.[4]

b. Priority should be given to the most vulnerable people

- The CBDRM process must be built upon the interest of the most vulnerable members of the community, including women, children, the elderly, people with disability, people with HIV/AIDS, etc. while addressing the concerns of other stakeholders.
- The most vulnerable people have chance to participate in disaster management activities at local

level, they are supported in activities to both reduce vulnerability and promote their own responsive capacity to disasters.

- CBDRM must be gender-sensitive and ensure the full participation of women during the whole disaster management process. [5]

c. Recognition of different perceptions on risks, vulnerabilities and capacities

- *For the awareness on risk:* All people see the danger of risk in their own community. However, each has his/her own perception of risk, we need to respect and recognize the diversity.
- *For the vulnerabilities and capacities:* Different individuals, families and groups in the community have different vulnerabilities and capacities. These are determined by age, gender, class, occupation (sources of livelihoods), ethnicity, language, religion and physical location, etc.[6]

d. Application of multi-sectoral and multi-disciplinary approaches

- CBDRM brings together many local communities and even national stakeholders for disaster risk management to expand its resource base. Besides, organizations and individuals outside the community play a key role in supporting and guiding local people in disaster management activities. Throughout CBDRM process, all possible measures should be taken to establish and strengthen links and partnerships between the community, NGOs, and governmental agencies at various levels.
- A wide range of approaches to disaster risk management is employed. The approaches may include both structural and non-structural measures, such as education, health, water and sanitation, agro-forestry, environment protection, infrastructure, etc; modern technology and indigenous knowledge, etc. [7]

e. Integration of disaster management into local development process

- Disasters are viewed as unmanaged development risks and unresolved problems of the development process. CBDRM should lead to a general improvement of the quality of life of the vast majority of the poor people and of the natural environment. Disaster risk management interventions are to be conceived as the part of a long-term development process that seeks to reduce poverty, social inequity, and environmental degradation. [8]

f. CBDRM as an evolving and dynamic framework

- Lessons learned from practices continue to build into the theory of CBDRM. The sharing of experiences, methodologies and tools by communities and CBDRM

practitioners continues to enrich the practice.

- CBDRM is a dynamic framework to adapt to specific hazards and communities. [9]

g. Disaster risk reduction is the highest aim

- The primary content of disaster management activities revolve around reducing vulnerable conditions and the root causes of vulnerability. The primary strategy is to increase a community's capacities, resources and coping strategies in order to avoid the occurrence of disasters in future. [10]

h. CBDRM should take into account global emerging issues.

- CBDRM is an evolving framework and builds towards solving future problems such as climate change, and epidemics.
- In Vietnam, over the past 50 years, the annual average temperature has increased about 0.5-0,70C, sea level has risen about 20cm. Climate change is making natural disasters, especially typhoons, floods, and droughts more severe. [11]

Table 1. Core principles of CBDRM

Core principles of CBDRM

a. The centrality of the role of the community in CBDRM
b. Priority should be given to the most vulnerable people.
c. Recognition of different perceptions of risks, vulnerabilities and capacities.
d. Application of multi-sectoral and multi-disciplinary approaches.
e. Integration of disaster risk management into local development processes.
f. CBDRM as an evolving and dynamic framework.
g. Disaster risk reduction is the highest aim.
h. CBDRM takes into account global emerging issues, such as climate change, and epidemics.

1.2 CBDRM IN VIETNAM

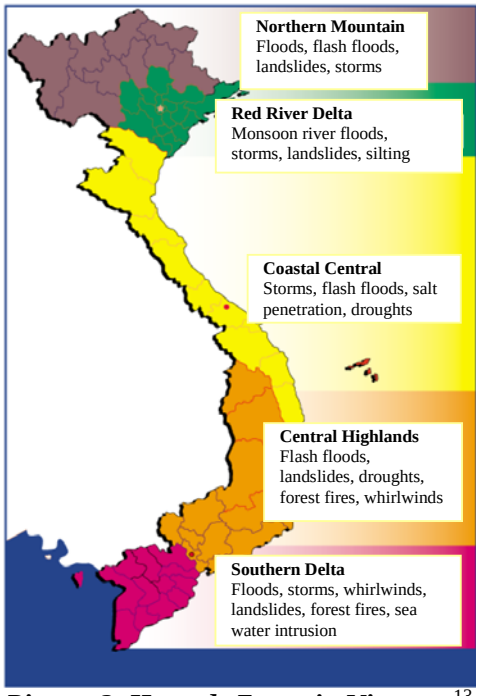
1.2.1 Disasters in Vietnam

Vietnam is located in a monsoon tropical region, one of five storm beds in Asia - Pacific region that regularly faces various types of natural disasters. In recent years, natural disasters have increasingly grown up in terms of frequency and severity, causing serious loss in terms of human and property, socio-economic and cultural infrastructure and environmental damage. Climate change, rapid industrialization and urbanization compound the problem leaving communities more vulnerable to the effects.

Due to the geographical characteristics, every region in Vietnam faces high frequency of floods and storms (*Table 2*). And there are different hazards taking place in each region (*Picture 3*).

Table 2. Frequency of hazards in Vietnam[12]

High frequency	Avarage frequency	Low frequency
Flood	Hail and rain	Earthquake
Typhoon	Drought	Technological accident
Inundation	Landslide	Frost
Erosion	Fire	
Sea water intrusion	Deforestation	



Picture 3. Hazards Zones in Vietnam [13]

Particularly, climate change is expected to increase the frequency of unexpected extreme weather events. Different study models have forecasted that Vietnam will be one of countries in the world to be worse hit by rising sea levels caused by climate change.

- ***Temperature***: In the last 50 years (1958 - 2007), the annual average temperature in Vietnam increased about 0,5-0,7^{0}C. Annual average temperature for the last four decades (1961 - 2000) is higher than that in the previous 3 decades (1931- 1960). Vietnam climate change scenario in 2009 forecasted that by the end of the 21st century, the temperature would increase about 1,6-3,6^{0}C in the north, 1,1-2,6^{0}C in the south compared to that in 1980-1999. [14]
- ***Cold fronts***: Anomalous events taking place recently was the extremely and damaging cold surge lasting consecutively 38 days during January and February 2008 in northern Vietnam, causing a lot of losses to agriculture production.[15]
- ***Sea level***: Data from tidal gauges along Vietnam coasts show that sea level rise was at the rate of about 3mm/year during the period 1993-2008, which is comparable with the global tendency. Vietnam climate change scenario in 2009 forecasted that the sea level rise would increase about 28-33cm at the middle of the 21st century and about 65-100cm by the end of the 21st century compared to that for the period of 1980-1999.[16]

1.2.2 CBDRM in disaster management in Vietnam

Strengthening disaster management remains a priority of the Government's development agenda. The Comprehensive Poverty Reduction and Growth Strategy (2002) set one of its objectives to "*Establish and enlarge the safety net for the poor, the people damaged by disaster, reduce the risk of vulnerability*". In 2007, the government of Vietnam launched the National Strategy for Natural Disaster Prevention, Response and Mitigation which provides guiding principles, goals, targeted areas, key measures and priority programmes for disaster management, response and mitigation. The strategy has shown the Government's commitment in integrating CBDRM, which stipulates "*the community participation in formulating legal documents, in planning, managing and monitoring the implementation of programs, projects at local level*".[17]

For a long time, disaster management in Vietnam often concentrated on structural measures, such as dams, dyke construction, and on providing emergency response and rescue activities after the occurrence of disasters. On the other hand, the traditional "top-down", one-off response approach has limited capacity and ability to make coordinated response and in mobilizing resources to assist disaster-hit communities.

Experience and evidence from successful community-based projects inside and outside Vietnam illustrate the need for innovative approaches that involve the active participation of local people at the village level, whose very lives are at stake when disasters strike. It is the community's central role which helps to minimize the negatives consequences of disasters.

CBDRM activities were carried out in Thua Thien Hue and Quang Tri provinces since 2001 by the Center for International Studies and Cooperation and World Vision. Since then, community capacity building for better natural disaster preparedness has attracted the attention of Government, the donor community and NGOs. CBDRM projects/ programmes implemented in various areas in Viet Nam greatly contributed to reducing vulnerabilities and increasing community capacity for natural disaster prevention and mitigation. The CBDRM approach promotes community participation and ownership and encourages communities and government to take a proactive approach to managing risks of natural disasters.[18]

The National Strategy for Natural Disaster Prevention, Response and Mitigation to 2020 demonstrates the high priority placed on natural disaster prevention and mitigation with focus on non-structural measures like community-based disaster risk management measures. The strategy puts disaster preparedness and forecasting as its foremost objectives, shifting focus from the traditional emphasis on disaster response and relief. The strategy therefore recognizes the need for a more integrated, holistic approach to disaster risk management, linking it broader development and planning policy at national, regional, provincial and local levels. A number of major initiatives at different stages of development are likely to have a significant impact on the disaster management environment in Vietnam in the coming years[19]. Particularly, the Government of Vietnam has recently approved the national program on Community Based Disaster Risk Management (CBDRM) with the objectives to establish CBDRM initiatives in 6,000 most vulnerable communes and villages throughout the country in 12 years from 2009 to 2020[20]. It is a very significant step in promoting and multiplying CBDRM practices throughout the country.

CHAPTER 2

BASIC CONCEPTS AND TERMS IN CBDRM

This chapter describes key concepts and terms often used during the CBRDM process. To promote a common understanding on this subject for use of the public, authorities and practitioners, most concepts and terms are internationally defined concepts introduced by the International Strategy for Disaster Reduction - ISDR in 2009. These concepts are:

- **Hazard, Disaster, Natural disaster, Risk**
- **Capacity, Vulnerability**
- **Mitigation, Preparedness, Response, Recovery, Relief**
- **Climate Change, Adaptation, Resilience**
- **Community, CBDRM**

This document also use the phrase disaster risk management as a general overarching term for all disaster related activities including mitigation, preparedness, response and recovery.

Hazard

A dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. [21]

Disaster

A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.[22]

There are “natural” and “human-made” disasters. Natural disasters, or "Acts of God", according to conventional wisdom, are unpredictable and unpreventable. Many disasters, although triggered by natural events such as floods and earthquakes, are increasingly man-made. [23]

Risk

The combination of the probability of an event and its negative consequences.[24]

Capacity

The combination of all the strengths, attributes and resources available within a community, society or organization that can be used to achieve agreed goals.[25]

Vulnerability

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.[26]

Mitigation

The lessening or limitation of the adverse impacts of hazards and related disasters.[27]

Mitigation measures can range from physical measures (building dykes and safe houses, etc.) to legislation (restricting people building houses on the side of dyke) to non-structural measures (training, public awareness, consultation and training for crop diversity).[28]

Preparedness

Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.[29]

Preparedness activities attempt to minimize the impact of a disaster such as capacity building of organizations in the community to better undertake early warning, search and rescue, evacuation and relief operations, the development of and implementation of disaster preparedness plans; stockpiling equipments and supplies for immediate mobilization, preparation of communication system in emergency and public awareness programmes.[30]

Response

The provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.[31]

Response activities include: providing emergency aids to affected people, temporary shelter, search and rescue, providing food and non food relief, health care, repairing of essential services, psychosocial interventions, etc. and other activities to reduce the extent and consequences of the damage.[32]

Recovery

The restoration, and improvement where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors.

Recovery measures include: supporting in house reconstruction or repair, setting up essential services, recovering key social economic activities, etc. [33]

Relief

This includes activities that are undertaken during and after a disaster to assist affected people like: search and rescue, providing food and non food relief, health care, repairing of essential services, and psychological interventions. [34]

Climate change

A change in the state of the climate that can be identified (e.g., by using statistical tests) by changes in the mean and/or the variability of its properties, and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes or external forcings, or to persistent anthropogenic changes in the composition of the atmosphere or in land use. [35]

In short, climate change is "*A change in the climate that persists for decades or longer, arising from either natural causes or human activity*." [36] Climate change has become a global issue at the forefront of public concern in the last two decades. Many believe that it is one of the greatest threats to the development process in every corner of the world, with Vietnam being one of the most affected countries.

Adaptation to climate change

The adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities. [37]

Resilience

Capacity to maintain social and economic activities or structures in the face of climate change. [38]

The concept of resilience has received greater attention, especially after the Hyogo Framework for Action was published by ISDR in 2004, its main goal being: "To increase the resilience of nations and communities to disasters".[39]

Community

Community is a group of people living in the same geographic area, sharing resources together, and having the same interests. A sense of community builds social cohesion and facilitates governance systems. [40]

CBDRM

A process of disaster risk management in which at risk communities are actively engaged in the identification/analysis, planning, implementation, monitoring and evaluation of disaster risks in order to reduce their vulnerabilities and enhance their capacities.[41]

***CBDRM** builds safer communities, in which local people, particularly the most **vulnerable**, are aware of **disaster risks** and have **capacity** to protect themselves, families, properties, their life and production from negative effects of **hazards**. As a result, risks are reduced and hazards do not escalate into **disasters**.*

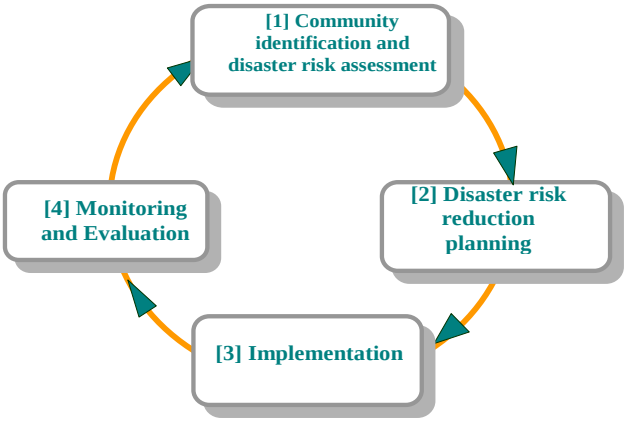
CHAPTER 3

CBDRM PROCESS

Different CBDRM practices in Vietnam use different steps on disaster management depending upon their objectives, type of organizations, disasters and locations. Agencies, whether governmental, non-governmental, local or national apply different procedures. However, while examples and approaches vary, it is agreed that disaster management activities should be carried out in a cycle. From the point of view of vulnerable communities, they are concerned about what they do "before", "during" and "after" a disaster. And CBDRM practitioners often follow a process to plan and implement disaster management activities.

Taking full account of such concerns and diversity, this chapter introduces CBDRM processes through the different stages in Project Cycle Management.

Picture 4. CBDRM cycle



Activities in each stage grow out of the preceding stage and lead to further action. Together, the sequence builds up a planning and implementation system. These steps are suggested as a standard guide, which can be flexibly adapted to different settings. Some activities can overlap or take place at the same time. What is most important is that the core principles of CBDRM are kept (*Table 1*).

In the following session, each stage is presented with its purpose, expected results and key principles and core content. Recommendations for steps and tools to implement at each stage are described in chapter 4 and 5 of part 2 in the CBDRM framework.

Stage 1

COMMUNITY PROFILE AND PARTICIPATORY RISK ASSESSMENT

Purpose

- To identify and profile the community and collect general background information about the community and hazards.
- The community will assess, analyze and rank disaster risks, hazards, vulnerability and their capacity.

Expected results:

- The community and vulnerable groups are identified.
- Information about the community and local hazards, disaster risks, vulnerability, and capacity is collected.
- The community will have better understanding of the community's development circumstances and the context upon which disasters will impact.
- The community will understand better about their capacity in coping and reducing disaster risks.
- Contact and relationships between the community and related stakeholders will be built.

Principles:

- Information is collected and analyzed with the active participation of the community. In which priorities are given to vulnerable groups' concerns, including women, children, the elder, people with disability, people with HIV/AIDS, etc.
- Build capacity for local community during risk assessment stage.
- Risk assessment includes climate change and other global issues in local environment [42]

Main content:

- When identifying and selecting the community, there are several criteria for selection, such as: most disaster prone area; most vulnerable to a particular hazard; least served by the government and/or NGOs; poor areas and additional considerations such as possibility of replication or spread effects of the program to neighbouring communities, presence of existing development projects, etc.
- Participatory disaster risk assessment includes Hazards, Vulnerability, Capacity assessment and people's Perceptions of Risks. [43]
- ***Hazard assessment:*** is the process that community members identify and analyze which hazards or threat may affect the community.

  Hazard Assessment helps identify possibility of appearance, the frequency, scale and time of different hazards may occur that cause specific damages to people, organizations, households and

community, means, services, livelihoods, incomes and economic activities, etc. [44]

- ***Vulnerability assessment:*** community members analyze the factors of risks that underly their vulnerability and the root causes of these factors.

  Vulnerability assessment analyzes aspects of physical, social/ organization, and attitude/motivation. The process of vulnerability assessment takes into account differences between men and women; children, youth and the elderly; the poor and wealthy households. [45]

- ***Capacity assessment:*** community members identify people's coping strategies for preparedness, mitigation and emergency response in order to mitigate the effects of hazards as well as to ensure their sustainable livelihoods through: (1) Learning from the experience of local people regarding previous hazards; (2) Analyzing the resources (human, materials, organizations, equipments) that are available in the community and looking at their usages.

  Capacity assessment analyzes aspects of physical, social/organization, and attitude/motivation. [46]

- ***People's Perception of Risk:*** aims to better understand different conceptions within the community with respect to the risks related to different factors (social, economic, demographic, cultural, etc.) affecting the lives of community members.[47]

$$\text{Disaster Risks} = \frac{\text{Hazards x Vulnerability}}{\text{Capacity}}$$

Recommended steps and tools for risk assessment are introduced in 4.1 of Chapter 4.

Stage 2

PARTICIPATORY RISK REDUCTION PLANNING

Purpose:

- To develop a disaster risk reduction plan through a participatory process with the targeted community,
- Integrate disaster risk reduction into local development planning

Expected results:

- A disaster risk reduction plan is made by the community.
- Resources are effectively mobilized (human, physical, finance, etc.)
- The community, government agencies and related stakeholders identify disaster risk reduction measures, which meet the needs of local people and reflect socio-economic plans.

Principles:[48]

- Ensure plan to be built on community risk assessment results, must be realistic and local relevant.
- Ensure grassroots democracy with full participation of community members, particularly vulnerable groups.
- Plan should be specific and continually reviewed and updated.
- Integration of community disaster risk reduction plan into socio-economic plan of commune/district and higher level, which reflects the clear roles and responsibilities of government agencies, related organizations and the beneficiaries.

Main content:

A community disaster risk reduction plan covers the following aspects: [49]

- Background information (current situation of socio-economic, livelihood, infrastructure, living water/sanitation and health, etc.);
- Situational Analysis and summary of assessment results of hazards risks, vulnerability and capacity;
- Objectives (objectives should be specific, measurable, attainable, realistic, and time-bound);
- Risk Reduction Action Plan (Time frame, Resources needed within and outside communities needed, Responsibility; Beneficiaries, etc)
- Risk Reduction measures include structural- and non-structural activities to implement before, during and after a disaster.

Integrate and mainstream CBDRM into the commune/district plans: During the CBDRM planning process at community level (village), these plans will be shared, reported and discussed for the integration into local development plans at commune and district level.[50]

Recommended steps and tools are introduced in 4.2, Chapter 4.

Stage 3

PARTICIPATORY IMPLEMENTATION OF DISASTER RISK REDUCTION ACTIVITIES

Purpose:

- The purpose of this step is to enable vulnerable communities to take leadership in reducing disaster risks faced by them. The community participates in implementing and monitoring activities with effective support and assistance from governmental agencies and outside stakeholders.

Expected results:

- Disaster risk reduction plans are effectively implemented, achieving good results.
- Community participate in implementing activities.
- Effective use of resources mobilized from inside and outside the community.
- Risk reduction activities are implemented and monitored with good support and coordination from stakeholders.
- Implemented activities help to reduce community's vulnerability and enhance their capacity to cope with disaster risks, in contribution to poverty reduction, living condition improvement and local development process.

Principles:

- Ensure good coordination and active participation of the community and related agencies.
- Ensure transparent and accountable implementation process to both communities and stakeholders.
- Use methods and tools that are acceptable to various sub-groups in the community, given their cultural context.[51]

Main content:

- From disaster risk reduction plan in the previous stage, resources (human, finance, technical resources, etc.) will be allocated and coordinated to ensure the effective and timely implementation.

Recommended steps and tools for implementation are introduced in 4.3, Chapter 4

Stage 4

PARTICIPATORY MONITORING AND EVALUATION

Purpose:

Participatory monitoring and evaluation (M&E) is to review the progress and support the decision-making and management system. Participatory monitoring has the following purposes:

- To know whether or not implemented activities achieve the planned objectives. What can be done to better achieve the planned objectives?
- To measure the process of achieving objectives, performance, efficiency and impacts.
- To develop a feedback system that encourages regular learning and sharing among communities and stakeholders for better implementation in the future.

Expected results:

- Disaster risk reduction measures are implemented effectively, and in a timely manner.
- Accountability is applied and helps to improve the management and decision-making system.
- Community members' skills in planning, problem solving, and decision making are built up. For government agencies and related stakeholders, qualitative information and feedback systems are obtained to provide information on the progress and results of activities. They also gain a greater understanding of the factors or conditions that affect their project, reasons for successes or failures and why alternatives may be tried.

Principles: [52]

- Ensure the meaningful involvement of community members, government agencies and related agencies, right from the stage of setting M&E indicators.
- Participatory M&E should emphasize practical or experiential learning and encourage regular sharing and feedback among stakeholders on process and results.
- Participatory M&E empowers communities, building their capacity and creating local ownership.
- Participatory M&E should be flexible and adaptive to fit local circumstances and needs.

Main content:[53]

Monitoring:

- Monitoring is the systematic collection and analysis of information as a project progresses. It is a continuous process to check how activities are progressing, whether the project is on track or not, and if responsible persons doing are their tasks properly.
- Monitoring helps organizations track achievements by a regular

collection of information to assist timely decision making, ensure accountability, and provide the basis for evaluation and learning.

Evaluation:

- Evaluation is the comparison of actual results to planned objectives in order to assess whether the objectives have been achieved or not, or whether the activities of the project are successful or not.
- Evaluation often looks at: effects to the beneficiaries, effectiveness, relevance, sustainability and replication of the activities. Evaluation activities are periodic (annually, mid-project, end-of-project, post-project)
- M&E could use different methods depending on quantitative (numbers and charts) and/or qualitative indicators (people's knowledge, attitude and behaviour).
- The evaluation process needs to provide reliable and trustworthy information, offering provides inputs and lessons learnt for the decision-making process of communities and related agencies.

Steps and tools in participatory monitoring and evaluation are introduced in 4.4, Chapter 4

PART II

SUPPORTING MANUAL FOR

COMMUNITY-BASED DISASTER RISK MANAGEMENT

FRAMEWORK

Chapter 4: Recommended steps and tools in CBDRM

Chapter 5: Examples of CBDRM in Vietnam

Part I of this documentation introduces orientation for CBDRM framework, and Part 2 is intended as a review on CBDRM practices in Vietnam for readers. The second part also provides diverse tools and application of CBDRM to support the core theory in part 1.

CHAPTER 4

RECOMMENDED STEPS AND TOOLS IN CBDRM

Part I of this document introduced a CBDRM framework. This process requires flexible and continuous steps depending on specific context. Hence, this chapter provides suggested steps and recommended tools and reference for each stage of the CBDRM process. These references are collected and consolidated from CBDRM manuals, guidelines and resources in many disaster management projects and programs in Vietnam and other countries in South East Asia.

A practitioner will then select tools, suggestions and references that fit local needs and objectives of their projects and programmes.

4.1 RECOMMENDED STEPS AND TOOLS IN PARTICIPATORY RISK ASSESSMENT

4.1.1 Recommended Steps

Preparation steps:

- ***Identify and profile the community:***

To get started with the disaster risk management process, vulnerable communities could request assistance, or agencies in disaster management could identify them through a set of criteria.

Criteria for the prioritization of vulnerable communities may include the following: most disaster prone area; most vulnerable to a particular hazard; poor and remote areas; least served by the government and/or NGOs; and additional considerations such as possibility of replication or spread effects of the program to neighbouring communities, presence of existing development projects or community partners, etc.[54]

- ***Establish contact and relationship with stakeholders***

It is an important preliminary step in any planning process, especially when outsiders are involved. It usually involves introductory meetings and initial contacts with government organizations, related stakeholders and local community.

Depending on different projects, locations and levels of project implementation that there are different stakeholders, for example:

- Commune/District/Provincial Committee(s) for Flood and Storm Control (CFSC) (include: representatives from government authorities, mass organizations, Red cross, etc.)
- Facilitators (villages, communes, etc.)
- Local people (includes community-based groups)
- Other stakeholders (vulnerable groups, etc.)[55]

- ***Collect available information about the community profile with the active participation of people:***

Basic elements of a community profile will include the following:

- Socio-economic information,
- Livelihoods activities,
- Spatial characteristics,
- Vulnerable households and groups, identifying hazards,
- Stakeholder identification, etc.

Information could be obtained from libraries, government offices,

universities, research centres, and secondary data in reports, maps.[56]

- ***Preparing for organizing***

This stage will prepare human resources and an organizing structure for the coming stages.

An assessment team is established with the participation of local people. It is necessary to train the assessment team on skills to work with the community (how to organize a village meeting, facilitate group discussions, facilitation) and knowledge of participatory risk assessment tools**.**[57]

Conduct Assessment of Hazards, Vulnerability, Capacity and people's perceptions of Risks:

Information is collected though community meetings, interviews, focus group discussion. Assessment tools are shown in 4.1.2

Collate assessment results and share with communities:

After the field assessment, the team organizes a village meeting with all villagers to keep them informed and to get feedback. In this meeting, identified risks will be ranked by communities themselves.

Results from risk assessment will be inputs for risk reduction planning and help to provide indicators for M&E to evaluate changes in vulnerability and capacity of the community. These should be shared among communities, local government agencies and other stakeholders.[58]

4.1.2 Recommended tools for participatory risk assessment

Below is the list of most commonly-used tools for assessment of hazard risks and the community situation (Table 3 & 4). There are examples of tools used by VNRC and DWF (Picture 4 and Table 5).

Depending on specific needs and locations, CBDRM practitioners could use other additional tools, such as Gender Resource Mapping; Wealth ranking, or Livelihoods Analysis.

Table 3. Summary of commonly used tools in participatory risk assessment [59]

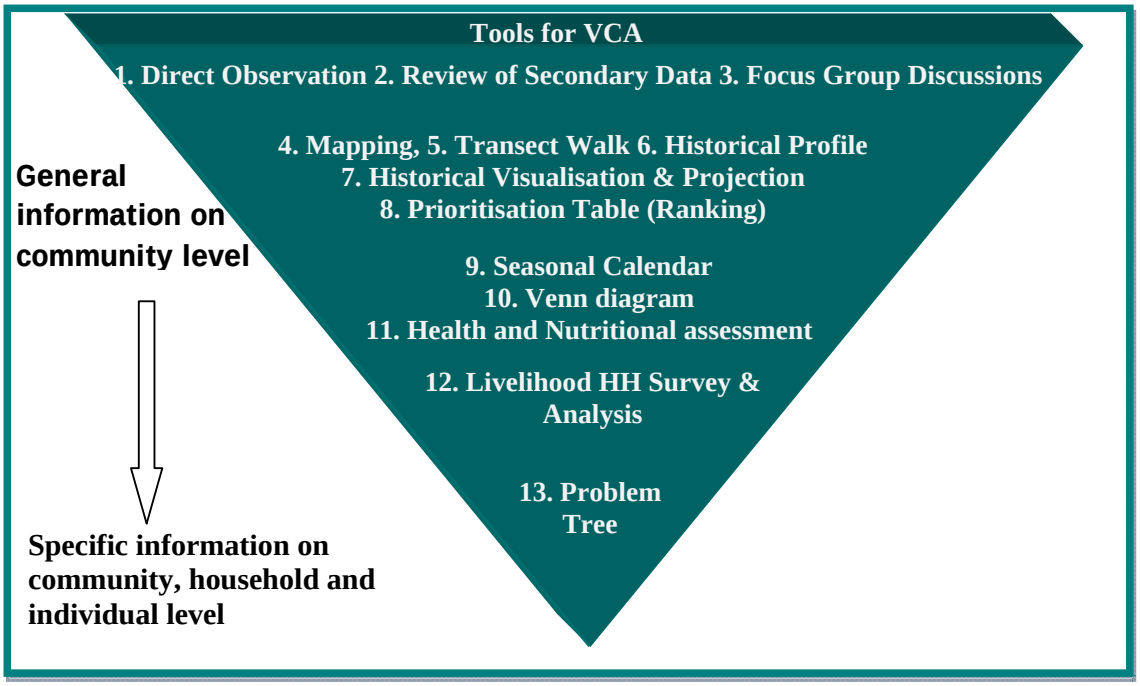
No.	Tools	Purpose/Expected results
1	Historical Profile	To collect relevant information about past events in order to help local people to be more aware of the changes that occurred in their community
2	Hazard assessment matrix	To systematize information regarding the properties of the community's hazard exposure.
3	The hazard map	To make a spatial overview of the main features of an area and to identify the hazards, factors in risk, safe areas; available resources can be used in disaster management.
4	Transect walk	To get a picture of zones of danger, sites of evacuation, land use zones, and seek problems and opportunities in disaster management.
5	Hazard and seasonal calendar	Identify periods of stress, hazards, diseases, debt, and vulnerability; identify what people do in these periods, when do they have time for community activities, what are their coping strategies; and identify gender specific division of work in times of disasters and normal times.
6	Problem tree	To identify local major problems/ vulnerabilities as well as root causes and effects that needs to be prioritized.
7	Livelihoods analysis	To understand livelihood strategies, behaviour, decisions and perceptions of risk, capacities and vulnerabilities of households from different socio-economic backgrounds.
8	The Venn diagram (Institutional and social network analysis)	To identify organizations/groups/individuals (local and outside), their role/importance and perceptions that people have about them, especially activities related to disaster prevention and response.
9	Ranking	To identify issues and understand community's concerns and priorities and to encourage problem solving through discussion and ranking problems and solutions.
10	HVCA matrix	To get a complete picture about the vulnerabilities and capacities of the community in order to find out suitable coping strategy.

Table 4. Methods and tools in Hazards – Vulnerability – Capacity Assessment [60]

No.	Methods/Tools	Hazards	Vulnerability	Capacity
1	Direct observation	√	√	√
2	Secondary data collection	√	√	√
3	Group discussion	√	√	√
4	Semi-structured interviews	√	√	√
5	The Hazard Map	√	√	
6	Transect Walk	√	√	√
8	Historical Profile	√	√	√
9	Ranking	√	√	
10	Hazard and Seasonal Calendar	√	√	√
11	The Venn diagram (Institutional and social network analysis)			√
12	Health and nutrition assessment		√	√
13	Livelihoods analysis		√	√
14	Problem trees		√	
15	Gender resource mapping			√
16	Household wealth ranking		√	

***Example*: Vulnerability Capacity Assessment Tools developed by VNRC**

Picture 5. Summary of Vulnerability Capacity Assessment Tools - VNRC[61]



***Example*: Vulnerability and Risk assessment Matrix of DWF_ Project "Prevent typhoon damage to housing, central Viet Nam".**

Table 5. Vulnerability and Risk assessment Matrix

Risk: from 0 (zero probability) to 5 (high probability)

Nguy cơ thiên tai *Risk for Disaster*		Con người *Human being*				Cơ sở hạ tầng công cộng *Collective infrastructure*						Cơ sở hạ tầng kinh tế *Economic infrastructure*					Công trình công cộng *Public facilities*		Nhà ở *Housing*			Khác *Others*
		Trẻ em *Children*	Người lớn *Adult*	Người già *The old*	Người khuyết tật *Disable*	Giao thông *Road*	Thủy lợi *Irrigation*	Bờ sông *Banks*	Mạng lưới *Networks*			Nông nghiệp *Agriculture*	Nuôi trồng thủy sản *Aquaculture*		Chăn nuôi *Breeding*	Khác *Others*	Bán kiên cố *Semi-solid*	Kiên cố (2 tầng) *Solid (2 storeys)*	Tạm bợ *Temporary*	Bán kiên cố *Semi-solid*	Kiên cố *Solid*	
									Nước sạch *Fresh water*	Điện *Electricity*	Điện thoại *Telephone*		Nuôi trồng *Breeding*	Đánh bắt *Fishing*								
Bão lớn (bão năm 1985) *Cyclone (like1985)*																						
Bão hàng năm *Annual storm*																						
Lụt *Flooding*	<1m																					
	1<2m																					
	>2m																					
Lũ quét *Flash flooding*																						
Hạn hán *Drought*																						
Cháy *Fire*																						
Dịch bệnh *Eepidemic diseases*																						
Khác Others ...																						

4.2 RECOMMENDED STEPS AND TOOLS IN PARTICIPATORY RISK REDUCTION PLANNING

4.2.1 Recommended steps

Set vision and objectives

Facilitate discussion about the dream for a "safe community" from the point of view of community members. This is the stage where community members, authorities and other stakeholders negotiate and agree about what they want to achieve in the disaster risk management process. [62]

Identify disaster risk reduction and climate change mitigation measures

After the vision and objective setting exercise, community members identify and prioritize measures to reduce vulnerability and increase capacity that will help attain their vision of a safe community and planned targets.

Each activity can be identified with: activities to implement before – during – after a disaster, or structural and non-structural measures, groups of activities: early warning, capacity building, child protection, livelihoods, water and sanitation, environment, and evacuation/ temporary shelters. [63]

Develop plan/action plan

Main content of a plan: Background information (current situation of socio-economic, livelihood, infrastructure, living water/sanitation and health.); Situational Analysis and summary of assessment results of hazards risks, vulnerability and capacity; objectives; Risk Management Action Plan (Time frame, Resources needed within and outside communities needed, Responsibility); Beneficiaries, etc. [64]

Examples of risk reduction plans are illustrated in 4.2.3 and 4.2.4.

Integrate and mainstream CBDRM into commune/district plans

The CBDRM planning process takes place through a participatory process at the village level. After village plans are developed they are compiled and used as the basis of commune level CBDRM plans. The commune planning process involves a series of meetings with village representatives to formalize the plans' overall objectives. The resources (human, time, finance, etc.) within and outside the commune for the implementation of the plan are identified. Commune targets are also collectively identified based on village priority lists.

Similarly integration steps into district plans include: Commune leaders report on recently completed and on-going projects and on next year's proposed priority projects; district sectoral officials make comments/additions/corrections to commune reports and proposed projects; they prioritize commune

proposed projects, and prepare district proposed project lists based on commune priority list). [65]

4.2.2 Risk reduction measures

From risk assessment results, communities can identify appropriate disaster risk reduction measures. These measures include:

- Measures for before, during and after disasters
- Structural and non-structural measures

Table 6. List of Disaster Risk Reduction Measures before, during and after disasters [66]

Before a disaster	During a disaster	After a disaster
· *Infrastructure:* upgrading, repairing and disaster proofing houses, public buildings, dykes and other important infrastructure to be disaster-resilient · *Communication system:* Development of early warning systems, communication systems, rescue and evacuation. · *Policy and strategy:* Development of related policies, development of action plan on disaster prevention and mitigation annually. · *Support livelihoods activities:* development of crops and harvest calendar to avoid disasters; change to safer production choices. · *Training and awareness raising:* establishment of rescue team and simulation; equipment of knowledge on disaster and capacity building on disaster preparedness for communities. · *Other disaster preparedness activities:* storage of supplies such as seeds/harvest above flood levels, stocking food, water and medical supplies.	· *Emergency response:* activate emergency response plan; mobilize search and rescue teams. · *Evacuation:* evacuation of people to safe places; assistance to elderly, children and disabled to reach safety. · *Health care:* health, food relief. · *Environment and sanitation:* ensure clean water and sanitation.	· *Recovery support after disaster to ensure basic services for communities:* temporary houses, health care, water and sanitation and hygiene, transportation, productions, etc. · *Improvement of infrastructure:* repair, improvement of dyke, bridges, roads, etc. · *Communication:* awareness raising, disease prevention and hygiene

Table 7. List of Structural and non-structural measures [67]

Structural measures	Non - Structural measures
The infrastructure implemented in village/commune level: · Flood/drought control: small scaled river bank improvement, water system, irrigation, · Water and sanitation · Transportation: improvement of inter-village roads, bridges, · Houses: shelters, village house in combination with shelter, improvement of temporary houses, building houses to cope with storms, · Schools: building of day care center, kindergarten, · Health: building or improvement of health care center · Communication means: improvement, equipment of loud speaker system, radio, hand speakers	· Storing for communities: food and water, drugs, contingency fund, etc. · Health and sanitation: trainings on health and disease in disasters, filtering water, Cloramin B, waste treatment · Livelihoods: consultation and training for crop diversity, agricultural extension, livelihoods diversity, micro credit, etc. · Communication systems and disaster prevention planning: hazard maps for flood and vulnerable areas; early warning system for communities, etc. · Equipments: telephone (including mobile phones), boat, life vest, radio, etc. · Capacity building for communities: evacuation plans, trainings for village staff and rescue team, communication planning, education programme integrated into disaster management for students, training and awareness raising for community and schools

4.2.3 Tools for participatory risk reduction

Below are lists of tools in planning, including logical framework (LogFrame), GANTT chart and Action Plan. These planning tools help to develop a more logical and structured plan to support M&E.

- **LogFRAME**

LogFrame is a popular tool for project planning, monitoring and evaluation. It is a table summarizing main elements of one project and their logic linkages (inputs, activities, outputs, objectives, indicators, and means of verification).
The LogFrame requires the involvement of stakeholders in setting objectives and designing activities to be specific, feasible and meet the needs of stakeholders. During implementation the LogFrame serves as a useful tool to review progress and take corrective action. *(Table 8)*

- **GANTT Chart**

The Gantt chart provides a graphical illustration of a schedule that helps to plan, coordinate, and track specific tasks in a project. (*Table 9*)

- **Action Plan**

Action plan typically includes deciding who is going to do what and by when and in what order, with how much resources, for an organization/a project to reach its strategic goals. (*Table 10a and b*)

Table 8. Logframe

Objectives level	Indicators	Means of verification	Risks and Assumption
Goal			
Objectives			
Outputs 1. …			
Activities 1. …			

Table 9. Gantt Chart

	Schedule (week/month)			
Tasks				
1				
2				
...				

Table 10a. Action plan form 1 *(Source: Save the Children)*

Project's name:				
Task	**Responsibility/ Supporter**	**Begin**	**End**	**Resources**
1				
2				
…				

Table 10b. Action plan form 2 *(Source: Vietnam Red Cross)*

Commune:		**District:**		**Province:**	
DISASTER PREPAREDNESS PLANNING			**FROM.... TO.....**		
No.	**Activities**	**Responsibility**	**Duration**	**Resources**	**Notes**
1					
2					
….					

Examples about planning forms

Below are examples of planning formats used in several CBDRM projects. With the diversity of CBDRM practices in Vietnam, this part will introduce planning formats for different target groups and at different levels, including:

- Household Disaster risk reduction Plan (Table 11)
- Safer village/commune plans (Table 12)
- Safer school plan (Table 13)

Table 11. Household Disaster Risk Reduction Plan *(Source: World Vision)*

1

Name of householder:……

Hamlet:……

Commune:…….

I. General information

- Family lives in hazardous areas (frequent occurrence of floods, typhoon, etc.), and annually physical losses due to …….
- Family has …….. members

Includes:

+ …….healthy people at the age of 16-60
+ …….Elderly over 60 years old
+ …….Children under 15 years old
+ …….Disable people

- Occupation: ……..
- Economic situation: starvation ☐; middle income ☐; well of ☐
- House situation: Solid house ☐; slum ☐; one off house ☐
- Means used for disaster preparedness.....

2

II. Disaster risk reduction plan:

Task	Responsibility	Duration
A. Before disaster		
…….	…….	…….
B. During disaster		
…….	…….	…….
C. After disaster		
……	…….	…….

Table 12. Safer commune plan *(Source: NDRMP, Link:* ***http://www.ccfsc.org.vn/ccfsc/index.asp?module=1005&sid=NDMP&mnid=0&pubdid=190#b****)*

PART 1: COMMUNE PROFILE

Overview of Hazards, Risks, Vulnerabilities, Capacities, Socio-Economic Factors, Infrastructure in Priority Commune

COMMUNE_____District_____ Province_____

Date:_____ Name of facilitator: _____

Total Number of Villages: _____
Total Number of HHs: _____ / _____ persons

1. GENERAL SOCIO- ECONOMIC INFORMATION OF THE COMMUNE

1.1. Population

Population	Total	Male	Female
Total population of village			
Working population			
Children in school age <18			
Female-Headed households			
Ethnic minorities			
People needing assistance in case of disaster: Minors, Elderly, Disabled			

1.2. Land use

No	Type of land	Area (m2)	Remarks
1.	Residential land		
2.	Agriculture land		
3.	Aquaculture land		
4.	Lagoon cultivation		
5.	Other		

1.3. Education

Education level	Total		Total (%)	
	Male	Female	Male %	Female %
Illiterate				
Primary				
Secondary				
Above Secondary				

1.4. Main Economic activities / Sources of income

Economic Activities	% (Household)	Income %	Remarks
Agriculture			
Aquaculture			
Fishery			
Others			

1.5. Income level and Living conditions

Population with land for cultivation: _____% Landless: _____%

Poverty level

Below poverty line: _____% of total population (According to DOLISA standards)

Vulnerable population and poverty level

Ethnic groups	Female headed households		% Below poverty line	Minors, Old and/or Disabled people needing assistance	
	Hs	People		M	F
Kinh					
Ethnic groups					

1.6. Infrastructure

- Electricity system (nearest distance to electricity supply; % HHs with electricity)
- Water and sanitation facilities
  - (% HHs with water: _____; % HHs with family latrines_____)
- Irrigation system:
- Public buildings as potential shelters in case of disasters:
- Environment hygiene:
- Local housing situation (solid houses: ____ %; temporary houses____ %)
- Transportation:
  - means of transportation: bicycles, buses, boats,...

1.7. Transportation system

- nearest distance to main road: _____ km
- means of transportation in case of evacuation: bikes, buses, boats, ...
- concrete roads: _____ km
- earth roads: _____ km

1.8. Communication means

In case of disaster (warning, preparedness, evacuation...)

- telephones:
- public load-speakers:
- radios:
- two-way radio:

2. VULNERABILITY ASSESSMENT

2.1. KEY NATURAL HAZARDS

- What are the key hazards? Typhoons? Flood? Flash floods? Drought?
- What geographical areas of the village/commune are particularly affected?
- When do they strike? ND Annual cycle

Natural Disasters	Starting (month)	Ending (month)	Duration	Observations
Typhoons				
Floods				
Flash floods				
Droughts				
Others				

2.2. NATURAL DISASTERS IMPACT

Year	Natural Disasters	People dead	People injured	Total of houses damaged	Total estimate damage (VND)	Agricultural areas affected (%)
Major disaster before 1999						
1999						
2000						
2001						
2002						
2003						
2004						
TOTAL						

2.3. KEY VULNERABILITIES AND POPULATIONS AFFECTED

- What are particular vulnerabilities of different segments of the population to NDs when they occur?
- Who in the community is particularly vulnerable and why?
- How are women vulnerable? Men? The young? The old?

HEALTH- WISE

- What are the health risks/problems associated with natural disasters for Women? Men? Children? Elderly? Livestock?

Period	Popular disease	Rate of women infected (%)	Rate of man infected (%)	Rate of children infected (%)	Note
During disaster					
After disaster					

3. CAPACITY ASSESSMENT AND DISASTER MITIGATION

3.1. PRIOR DM SUPPORT

- What DM Support is received by the villagers from local authorities and/or other stakeholders in the last three years to help realize the proposed solutions?

3.2. DM TRAINING

Year	Training content	Duration	Organizer/ Support Provider	People trained	
				M	F
2001	E.g. CBDM awareness raising, etc				
2002					
2003					

- What types of training and DM support are needed to help the community realize its preparedness and mitigation proposals? Identify resource needs, TA expertise.

3.3. DM PROJECTS

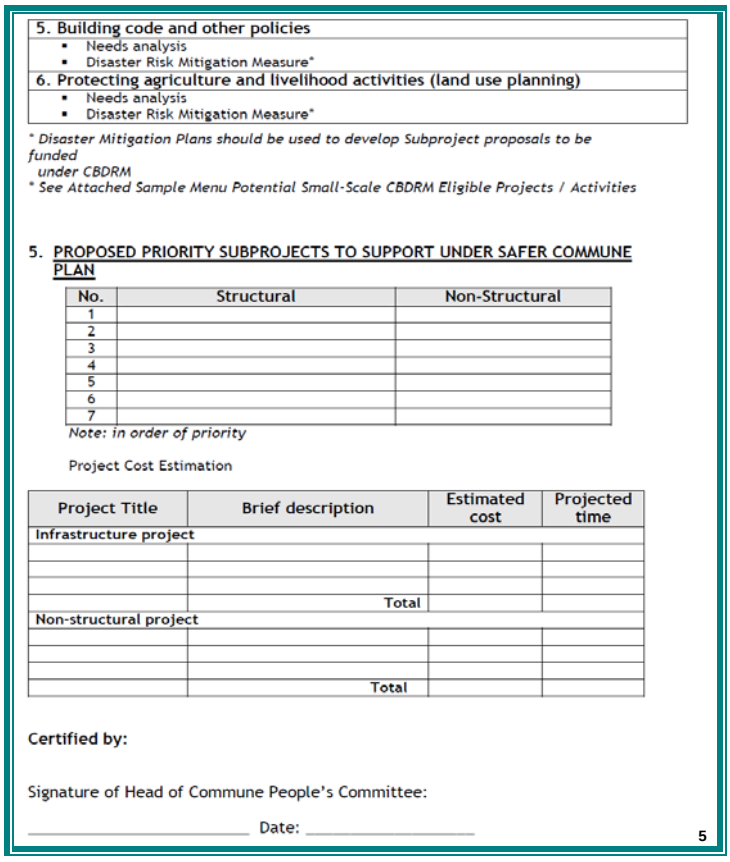
Name of projects	Planned and proposed for support	Implemented since (year)	Aid / Support Provider

PART 2: SAFER COMMUNE PLAN

4. PROPOSED PREPAREDNESS AND MITIGATION MEASURES

- What DM activities/initiatives could be made to reduce the vulnerabilities identified and help the community to prepare for and mitigate the effects of natural disasters?
- What action needs to be taken by the village/commune in order to initiate, manage and monitor the proposed DM activities (DM Plans)

1. Emergency response
▪ Description of the Requirements (needs analysis) based on PCV Assessment ▪ Disaster Risk Mitigation Measure*
2. Infrastructure
▪ Needs analysis ▪ Disaster Risk Mitigation Measure*
3. Land use plan
▪ Needs analysis ▪ Disaster Risk Mitigation Measure*
4. Water and Sanitation facilities
▪ Needs analysis ▪ Disaster Risk Mitigation Measure*



5. Building code and other policies
▪ Needs analysis ▪ Disaster Risk Mitigation Measure*
6. Protecting agriculture and livelihood activities (land use planning)
▪ Needs analysis ▪ Disaster Risk Mitigation Measure*

** Disaster Mitigation Plans should be used to develop Subproject proposals to be funded under CBDRM*
** See Attached Sample Menu Potential Small-Scale CBDRM Eligible Projects / Activities*

5. PROPOSED PRIORITY SUBPROJECTS TO SUPPORT UNDER SAFER COMMUNE PLAN

No.	Structural	Non-Structural
1		
2		
3		
4		
5		
6		
7		

Note: in order of priority

Project Cost Estimation

Project Title	Brief description	Estimated cost	Projected time
Infrastructure project			
	Total		
Non-structural project			
	Total		

Certified by:

Signature of Head of Commune People's Committee:

_____ Date: _____

5

Table 13. Safer school plan *(Source: World Vision)*

DISASTER PREPAREDNESS PLAN FOR PUPILS

School: …… District: ……. Commune:……

Months	Hazards/Disasters	Tasks need to be done before the occurrence of the disaster	Tasks need to be done during the occurrence of the disaster	Tasks need to be done after the occurrence of the disaster

4.3 RECOMMENDED STEPS AND TOOLS IN PARTICIPATORY IMPLEMENTATION OF RISK REDUCTION MEASURES

Recommended steps

Identify/consolidate community disaster management committees:

It is necessary to create or strengthen appropriate community organization committees clear responsibilities for disaster management. A wide range of organizations built on people's participation include: a committee of an existing community organization, a disaster volunteer team, a community organization, a project management committee, a network of community organizations for disaster management, etc. [68]

Build Capacity:

It is essential to enhance knowledge and build skills for community and stakeholders. Capacity building includes:

- For disaster management committees: improving knowledge and skills in participatory project management, financial management, resources mobilization, facilitation, organizing.
- For search and rescue team: knowledge and skills in organizing search and rescue logistics, using equipment, practices for conducting safe search and rescue, and first aid.
- For communities, particularly vulnerable groups: increase disaster risk awareness and enhance their capacity to prepare for, cope with and mitigate the adverse effects of disasters. [69]

Mobilize and allocate resources:

This step should involve the mobilizing and allocation of human, physical/material, natural and financial resources to ensure the implementation of disaster risk management measures. Technical and financial resources can be mobilized from external partners and stakeholders. [70]

Manage implementation procedures/ regulations:

It is necessary to put in place a transparent process of tendering and procurement of necessary material, such as civil work contracting and bidding. Besides, procedures for capacity building and awareness raising activities must be agreed and clearly documented.[71]

4.4 PARTICIPATORY MONITORING AND EVALUATION

4.4.1 Recommended Steps

Design M&E plan and set up the M&E system includes identifying what information needs to be collected given available human and financial resources, how will this information be collected, who will collect, analyse, and use the information. Setting up the M&E system with a participatory approach builds stakeholders' understanding about the project and starts creating a learning environment.

Collect data and information

Select appropriate methods and tools to gather information, qualitative and quantitative and individual versus group-based. Such as formal surveys, structured or semi-structured interviews, group discussions, direct observation and case studies. The choice of method depends on the nature and scale of the project, the type of information required, and the frequency, ease and cost of collection.

Analyze data

Process, consolidate and analyse qualitative and quantitative data. This requires data cleaning, organising and coding to prepare the data for analysis.

Document, communicate and share findings: This includes reflecting critically (on experience and information) to improve action. Lessons are drawn and best practices are shared with various stakeholders within communities, government, and NGOs to promote the CBDRM process and approach.

4.4.2 Methods and tools in participatory M&E

Participatory M&E helps stakeholders evaluate the performance of CBDRM activities. The basis to decide what to monitor and evaluate, is to go back to the objective of the activities/plans/strategies that have been implemented and see how this was done

Some basic M&E methods can be applied depending on quantitative and/or qualitative indicators. Quantitative indicators can be measured and be related to quantity under numbers and charts. Qualitative indicators can not be measured by numbers but information is gathered through materials such as minutes of community meetings, observation or group discussion reflecting people's knowledge, attitude and behavior. Examples about M&E methods are:

Observation and participant observation, Interviews with key persons, Focus Group Discussions, Questionnaires and surveys, Monitoring with specific indicators.[72]

Direct observation:

- This is the most popular tool to collect useful and update information from observation. From direct observation, the evaluator could use results as inputs to develop realistic decisions for improving the situation or as assumptions for deeper investigation. Observers will ask herself or himself: "What do I see?" or "What do people do?", "Is the planned activity happening". Direct observation is also called "participatory observation".

Interviews with key persons:

- The evaluator(s) ask key persons (someone who is expected to know more than the average person about what is happening, or who understands or can explain it better) a number of questions about what is happening, and why it is happening (or not happening)

Focus group discussions:

- This method uses a small group of people to gather information, clarify some issues or collect opinions over one topic. Focus groups are also used to build consensus. This method is very useful in M&E for collecting opinions about changes, the quality of the services delivered by some providers and helps to address areas for improvement.

Questionnaires and surveys:

- This method is used to get information from a large group of people by asking the same questions and often uses analytical tools for data processing. Participants will fill in the questionnaires themselves or there is one facilitator to give the question and note down the answers.

Monitoring with specific indicators:

- For this method, the M&E person collects data on specific items. The purpose is to get information about these specific data for the whole local area, or to get it for different stages (e.g. before and after the project was implemented).

Depending on using indicators for M&E or not, there are also some popular participatory M&E methods and tools.

LogFrame

From the LogFrame, there will be indicators for monitoring and evaluation (*Table 14*).

Most Significant Changes (MSC) [73]

The most significant change (MSC) technique is a form of participatory M&E, in which many stakeholders are involved both in deciding the sorts of change to be recorded and in analysing the data. MSC focuses on monitoring intermediate outcomes and impact.

The method uses one simple question to collect stories about most significant changes: "*Looking back over the last*

period [month, quarter, etc.], what do you think was the most significant change in [particular domain of change]? Domains of change include changes in: living conditions of local people, capacity of government officers and other stakeholders, people or the areas of work the project has addressed. Answers are stories of who did what, when and why it is significant. When a group is involved in MSC, the next question could be: *"Among all changes, what is the most significant change"*

Recommended steps for conducting MSC contain at least these following steps:

- Introduce MSC to a range of stakeholders and foster interest and commitment to participate (local people, community management committees, project staff, government officers, etc.). And discuss to define the domains of change and reporting period.
- Record, document, report and feedback these stories to related stakeholders.
- Collect stories about significant changes with above questions.
- Related stakeholders select the most significant stories, according to defined domains of change and agreed criteria. Stories are analysed and reviewed through levels of authority.

Table 14. M&E indicators

Indicator	Data collecting methods	Frequency
Inputs		
Outputs		
Outcomes		
Impacts		

CHAPTER 5

CBDRM EXAMPLES IN VIETNAM

Practices of CBDRM in Vietnam are rich and diverse in different locations, for different target groups and promoted by different government and mass organizations and NGOs. In the previous phase of JANI, the documentation on "CBDRM good practice examples" was developed to share good experiences and lesson learnt from various members. Visit the link below for further study and contact about each case study:

http://www.ccfsc.org.vn/ndmp/?module=1005&sid=NDMP&mnid=73&pubdid=171.

This chapter introduces examples of CBDRM, with a particular focus on processes in various locations and with various target groups and types of disaster in Vietnams:

- CBDRM example from Save the Children targeting children in Yen Bai, Thanh Hoa, Tien Giang
- CBDRM example from CECI on safer commune planning process in Lao Cai, Kon Tum and other provinces
- CBDRM example from ActionAid Vietnam and Ha Tinh Community Development Center in Ha Tinh.
- CBDRM example from World Vision in Quang Ngai
- CBDRM example from Care International on draught in Binh Dinh

5.1 Save the Children

Project "Continued strengthening of community capacity in child-focused disaster preparedness and response" at Yen Bai, Thanh Hoa, Tien Giang.

Children in the project areas were actively involved throughout the project cycle and directly participated in some project activities including: the project launch; children meetings; training courses; Information, Education and Communication (IEC) campaigns held at schools and in communities; small scale mitigation works; and child-led components of the Hazard-Vulnerability-Capacity Assessment (HVCA) process.

When developing the project proposal, children were placed at the center of all project activities, as beneficiaries, participants, implementers and evaluators of the project when possible:

- Children met and elected who would represent them as key participants in the project. At the primary and secondary schools, children had meetings and voted for their representatives. Participation was voluntary and was done in agreement with parents and teachers. It was ensured that participation did not interfere with any schooling results or any other child rights or benefits. From each commune a core group of 10 boys and 10 girls from grade 3 to 9 were appointed.
- Children in the core group were given information on Child Rights, disaster risk reduction and HVCA to enable them to participate and lead some of the project activities. Children in project areas benefited from 20 training courses and many other child focused activities. Through these training courses and meetings the capacity and confidence of the children increased. The children were encouraged to express their needs during emergencies and their ideas for dealing with these.
- There were lots of activities to prepare both children and adults (including disaster management practitioners, local authorities, and community people) to work together on the HVCA process. This was the most critical activity because during the HVCA analysis children could speak directly with adults about their needs and concerns during emergencies. This included what children wanted adults to do to protect them from disaster risks and how children could use their skills and abilities to contribute to project activities.
- Children were put as the centre to participate in monitoring and

evaluation whenever possible. Children were key project informants during the evaluation and provided the best assessment of project achievements. During the evaluation, meetings with children were organized so that evaluators could determine the knowledge children had gained from the project, their understanding and their benefits from the project.

Some risk assessment tools with children's participation include:

- Children draw profile maps or community maps with identified basic information such as location of houses, public spaces, roads, and disaster areas.
- Field trips are organized for children to collect information to draw risk maps and community resources.
- Children analyse experiences on disasters to realize the importance of experience of community members on disaster prevention in the future.
- Children analyse findings, using collected information to set priorities for issues related to disasters at community level.
- Draw risk map and resources map for the community. The maps built up by the children have information useful to them such as where safe places are, what places are most risky and what routes they must avoid during disasters.
- Cross check information on the map. This step will help enhance the role of children as they have the chance to present and exchange information about the community, and explain their activities to adults. Moreover, when adults look at maps built by children, they can have positive and serious thoughts on using that valuable information. They can even ask children to develop other maps.
- Sharing information with the community (notice board to show the maps or distribute copies of the map in public places so that all people can see them).

5.2 Centre for International Studies and Cooperation (CECI)

Safer community planning process

The Safer Community Plan is an integrated plan for the whole community in which solutions for disaster and risk mitigation are prioritized. The planning process is formulated following the bottom-up approach in every stage such as evaluating, planning and implementation of sub- projects on livelihood improvements and infrastructures. The goal of this cycle is to empower communities to make decisions based on their own priorities to mitigate risks and improve the socio-economic situation. The approach of the Safer Community Plan has been piloted in diverse locations and has shown to be effective in rural and urban as well as mountainous and coastal areas.

Step 1- Training at provincial, district and communal level on CBDRM for stakeholders;

Step 2- Identifying core trainers at community level, assessing their training skills, capacities and training needs;

Step 3- Training for trainers on CBDRM, training techniques of participatory approach and practice;

Step 4- Trainers implementing training on CBDRM at community level for authorities and community representatives.

Step 5- Formulating a Safer Community Plan for a period of 3-5 years and developing an action plan for the first year. It is approved in a commune meeting with contribution, feedbacks and comments of community. After that, the Safer Community Plan is submitted for review to ensure its coherence with the commune plan. Then, establish a community facilitator group to participate in the implementation and monitoring process of the Safer Community Plan.

Step 6- Sharing results on Safer Community Plan at commune level and cross-checking with the socio-economic development plan of the district. Based on the priority setting and the proposed activities, funds for activities will be allocated. The district will decide to allocate fund depending on annual financial plan and its resources as well as on mobilizing external resources.

Step 7- District and Commune People's Committee will finalize these documents for approval, analyzing feasibility, assessing environmental impacts and related steps to implement activities.

Step 8- Activities will be implemented with a close monitoring and support of district and commune authorities and community facilitator group. Community members will also receive training on implementation and maintenance of these sub-projects.

5.3 ActionAid Vietnam and Ha Tinh Center for Community Development

Project: **Building resilience of vulnerable communities living in disasters prone communes in Ha Tinh province**

Selecting the most vulnerable communities

- The beneficiaries were selected through a participatory and consultative process conducted by the communities, ActionAid and the local partners. Selection criteria were most disaster prone area and areas where there are many vulnerable people live.
- The project paid a special attention to child protection activities in disaster prone areas. Priorities were also for other vulnerable groups such as the elderly, people with disability, single-female-headed households and poor people.
- Schools in the project areas were one main factor in the CBDRM process.

Mobilizing community participation

- With the objective of develop a CBDRM model, project activities focused on maximizing the participation of the community through the establishment and running of community-based institutions such as Village Disaster Risk Committee (VDRC) at village level. VDRC played a significant role in mobilizing community to participate in project activities. The participation of the residents was not only being informed but communities were also the key stakeholder in assessment, planning and decision making processes.

Conducting Participatory Vulnerability Analysis (PVA)

- One of the activities with high community participation was the Participatory Vulnerability Analysis (PVA). The PVA process was conducted in all targeted villages with the participation and final decision made by community. This activity was run by community facilitators at the beginning and then by community members, in which the facilitators only facilitate. This was to assure that the PVA and implementation of the plan are the results of the community itself.
- PVA aims to mobilizing community participation and voices from local people, in which the residents are able to recognize and systemize the risks, dangers and typical natural disasters as well as the capacity and resources and their availability in emergency.

This activity will also help research on traditional response mechanisms and methodologies to improve and enhance these mechanisms. The final outcome will be the village-based natural disaster mitigation plans. The plans were built by the community and implemented with the monitoring and evaluation of VDRC to minimize disaster impacts to the community.

- To implement this step, a range of participatory tools were used by facilitators. Such as: Social map, Hazard map, Seasonal calendar, Institutional and social network analysis/Stakeholders Diagram (Venn Diagram), Problem trees and Solution trees, SWOT, Historic Profile, Resource map, Hazard matrix, etc.

Disaster risk reduction (DRR) Planning

The final product of the PVA was village DRR plans. Based on PVA results, the community facilitators discussed with the community residents to draft the DRR plan. The process was as follows:

- Identifying DRR measures: Together with community facilitators, community members discussed about mitigation measures for building a safe community; resources required for implementing these measures, capacity needed inside and outside the community, costs and time frame.
- Planning: based on the agreed measures, the CBDRM plan was built.
- Community feedback: after the village disaster mitigation plan built from the PVA, VDRC and facilitators conducted several community feedbacks on the plan for completion. The final plan should be implemented by the community itself under the facilitation and support from VDRC.

Implementation

- Tasking: the DRR plan should be implemented by the whole community and related institutions, namely VDRC and Rescue Teams at village level. VDRC will try to integrate the action plan into local social and economic development plan for implementation and for financial support from the commune authority, it will perform the leadership roles. Rescue team should bear responsibility for search and rescue tasks during emergency.
- Mobilizing community: VDRC should bear the responsibility to mobilize all agencies and organizations as well as

community members to take part in the implementation of their DRR action plan.

- Capacity building: to enhance and build capacity for community institutions to cope with natural disasters, the project focused on providing necessary knowledge and skills for Rescue Team and VDRC. Such as: Search, rescue, first aid, psychological care skills, clean water and sanitation after disaster, evacuation area management, etc. Besides, the project also supported equipments such as boats, ships, life vests, hand loudspeakers, torch, electric generator, etc. These equipments were provided not only to rescue teams and VDRC, but also to vulnerable groups living in high disaster prone areas.
- Schools in project area should be provided with knowledge and skills to mitigate disaster risks through disaster education integrating into school curriculum, trainings for teachers and school's rescue team.
- Monitoring and review: VDRC facilitated a CBDRM process review session on periodical basis (monthly, quarterly…) by inviting all stakeholders to take part in to evaluate what have been done and not done and why not for better implementation.
- Making adjustment: Based on what have been done and some findings of the stakeholders and VDRC during the implementation that there are some activities are not relevant, VDRC should make adjustments for the plan via participatory meeting with the community.

Monitoring and evaluation

- Process monitoring: VDRC and all stakeholders of the community at all level defined how to monitor all the action plan implementation. From this activity, problems arose will be identified, changes will be recognized and lessons learnt will be achieved during the process of implementation of action plan
- Effect monitoring: VDRC should be fully responsible for this activity to see whether the effects in relation to objective are achieved.
- Evaluation: VDRC and all stakeholders from the community should take part in the evaluation to see to what extent the objectives are achieved based on the action plan.

Final output of the CBDRM process

The final objective of this process is to ensure the resilience of communities living in disaster prone areas are built up, contributing to sustainable community development.

5.4 World Vision

Project: **"Reducing Flood and Storm Vulnerability in Quang Ngai Province", sponsored by AusAID, in Quang Ngai province (2 districts Mo Duc and Duc Pho).**

The participatory planning process for risk mitigation during disasters is the core feature of this project. This cycle includes 5 main stages: (1) Set up a network of facilitators at village level,; (2) Enhance capacity on disaster management for this network; (3) Develop plans to mitigate disasters risks for households; (4) Develop plans to mitigate disasters risks at village level; (5) Formulate plans to mitigate disasters risks at the commune level.

Stage 1- Set up a network of facilitators at the village level. Selection criteria includes age (22-55); ability to read and write; voluntary, enthusiastic, active participation in community and social activities; members of beneficial households or in community groups; equal representation of women and men.

Stage 2- Enhance capacity on disaster management for collaborator network at village level, including 3 main activities:

- **Training for village facilitators** on knowledge and skills of CBDRM**,** basic knowledge on flood models (frequency, model, flood graphs, etc.), community reporting skills.
- **Contest of best disaster mitigating facilitator** in the whole project area. Candidates will be examined on knowledge and skills based on such criteria as: lesson plan, teaching methodologies, and problem solving. The goal of the contest is to review and to enhance capacity for village facilitators to build a sustainable collaborator network on disaster mitigation after the end of project.
- **Presentation at class** at the facilitator's community. Some facilitator can be asked in the initial period of project to participate as a supporter or facilitator for coaching and peer-review with those who are less confident.

Apart from the above activities, the collaborator network can be recalled annually on their knowledge. Besides, capacity building activities related to flood prevention and adaptation as well as disaster mitigation, facilitators will also be trained on other knowledge and skills such as: community development, communication, presentation, etc.

Stage 3- Develop household disaster risk mitigation Plans. Organize training with focus on poor households in the vulnerable areas and village authorities. The output of this stage is that each household will develop their own household disaster risk mitigation plan. The project also provides a poster on "Measures that adults need to do to protect their children during the flood season". The plan and the poster will be brought home and put on the wall for them to keep in mind and follow steps mentioned in the plan (what to do before, during and after disasters) to prepare well for prevention and adaptation for the family's lives and assets.

Stage 4- Formulate disasters risk mitigation plan at the village level. Organise a meeting at the village with the participation of the village CFSC (including commune's leadership representatives, facilitators, head of the ward, vice leader of the ward, head of organizations, medical care, etc.). The meeting provides updates of basic knowledge on disasters risks. The participants will draw a hazard map of their village and take into account lessons from household plans before identifying core issues that can be integrated into the commune plan and ensure the linkage between households and village plans following the cycle of disaster - before, during and after disasters. After the plan is finalized, the project will offer financial support to print this plan on a mega board (1.5x2.0 m) and put the hazard map into a frame. This plan and map will be hung at public places such as the village house. This is the public place where villagers often organize community meetings or event. Thus, they can read and be aware of the plan content to ensure close cooperation with village authorities to actively prevent disasters impacts at the village. This is also a good way for communications. Apart from that, the plan and the hazard map are also shared at village meetings or through the loud speaker system. However, after a period of time, if irrelevant information is found, each village will organize a meeting to mobilize the participation of the village CFSC for discussion and agreement on any revision or update.

Stage 5- Formulate a disaster risk mitigation plan at the commune level. Once the entire village finalizes their own plans, a planning workshop at commune level is organized for integration into the commune plans. Under the instruction of the Project Officer and the district Red Cross Officers and support of the village facilitator, participants will together discuss and agree on a hazard map at the commune level. This map will demonstrate the most vulnerable areas and safe areas for evacuation.

Apart from the communal hazard map, more importantly, the participants gather to develop disaster risk mitigation plans at commune level with consultation, selection and integration from village plans. The commune plan will cover 2 parts: (1) for the worst situation and (2) for the most likely disaster occurrence. In order to work with these two assumptions, participants need to anticipate a critical situation as well as reflect their experience from past disasters. Measures need to be taken into account before, during and after disaster for analysis, covering issues such as: farming, fishing and forestry, infrastructures, social welfares, vulnerable area, rescue and research team and facilities, and budget.

Promoting the integration process will help reduce the impact of disasters risks on socio- economic development activities, as well as minimize the disaster risks caused by socio-economic development.

5.5 CARE International

Project: **"Drought preparedness and mitigation to support communities to sustainably live with recurrent droughts"**

Technical support team is mobilized to take part in project activities, including M&E focusing on awareness raising, training and technical advice on agriculture and livestock related to efficient water source usage:

- Identify technical support team, including Farmers' Union, Women's Union and Red Cross, Livestock development center, Seedling center.

Identification of the target audience:

- Criteria for target audience is established and agreed with participation of local people and stakeholders, covering the most vulnerable groups of people including the poor, hungry, disabled, elderly, women and children

Establishment of Drought Mitigation Action Team:

- 15 members of the Action Team will be identified with the participation of local authority representatives, mass organizations and local people in each commune.
- Criteria for member selection is agreed by the community in which active members and those who have capacity to mobilize community participation.

Organize capacity building programmes on planning, PRA tools for members of the Action Team:

- Drawing on the output of previous projects on CBDRM held by CARE in Binh Dinh province, Red Cross play the role as the trainer for members of the Action Team in each commune.
- Training covers background knowledge on drought mitigation, drought impacts on lives and production of local community, participatory assessments skills and participatory planning skills.

Secondary data collection:

- The project team will obtain a good understanding of the challenges, issues and problems relating to drought and its' affects on water consumption as well as the general trends in its development. This will be done through a review of existing documents, technical studies and stakeholder participation using participatory methods.

Drought mitigation action plan formulation:

- The drought mitigation action plan will be prepared by members of each commune with the participation of local people, including vulnerable groups, to maximize their coping strategies to live with recurrent drought – before and after a drought.
- The local drought context will be assessed alongside local skills; capabilities; and structures; ways to protect the environment from over-exploitation, pollution and degradation, and forest fires will be reviewed, affect of drought on people's health, local capabilities and resources
- Vulnerable groups of people's needs and coping strategies will be given special attention, especially on control over the factors of production – level of vulnerable people's access to and control over land and capital
- The DMAP will pay special attention to gender-sensitive decisions.

Action plan sharing and integration into provincial plans:

- The draft plan will be submitted to DARD for inclusion into the provincial annual socio-economic plans.
- The DMAP will be printed for each household, disseminated in village meetings and broadcasted on the local loudspeakers.

Other cross-cutting interventions to support Drought mitigation action plans include:

- Drought tracking using GIS system held by DARD.
- Technical experts conduct participatory assessment to identify issues of agriculture and livestock production related to water resource usage and map out the risks faced by local people. Issues need to be paid attention include: crop efficient water use and drought tolerance ; crops and cropping options in drought; control over the factors of production – level of access to and control over land and capital; leadership roles of women and men in decision-making surrounding cropping; markets for agricultural produce and other less dependent water livelihoods; incentives for farmers to change to crops with high return on water and are drought tolerant; erosion protection measures; tree planting; drought feeding and management of stock; animal health in drought; understand the relationship between water, soils and livestock; manage livestock grazing; compositing (link to cropping activity)
- Awareness raising, capacity building, demonstration on best practice on agriculture and livestock related to efficient water resource usage.
- Vocational training for the youths to minimize their dependence on agriculture and livestock production to reduce the high demand of water resource in drought.

ANNEXES

Since CBDRM was implemented in Vietnam, national and international organizations, projects and programmes have been developing a various number of models and a good database of information and documentation. There are around 100 CBDRM documents, guidelines and manuals for government officers, Red Cross staff, communities, trainers, teachers and students, and other stakeholders in different regions and areas. In order to provide good references for various information needs, the framework provides several CBDRM examples and information sources.

Among good information sources, CCFSC has developed a website on disaster management in Vietnam **http://www.ccfsc.org.vn**. This website is a large database on disaster management in Vietnam, including DRR in Vietnam project summaries, reference documents on CBDRM as well as training and communication documents on disaster risk management. The menu of reference documents in this website is continuously updated and improved. Individuals, organizations working on CBDRM can access these documents easily.

1. List of CBDRM trainers

Please access the following website for the list of CBDRM trainers: **http://www.ccfsc.org.vn/CBDRM/index.aspx?ctl=trainer**

2. List of CBDRM projects and organizations

For the list of CBDRM projects in Vietnam, please access the link below:

http://www.ccfsc.org.vn/CBDRM/index.aspx?ctl=project&cd=1

In which, for detail information on CBDRM projects according to regions:
http://www.ccfsc.org.vn/ccfsc/index.asp?module=660&sid=NDMP&mnid=9

For detail investment information of disaster risk reduction projects in Vietnam:
http://www.ccfsc.org.vn/matrix/HTML/BaoCao.aspx?ReportID=Map

Below are the list of several popular CBDRM practicioners in Vietnam, particularly JANI members and related organization building this framework.

No	Organization	Contact
1	ActionAid and Ha Tinh Center for Community Development	Dao Ngoc Ninh Emergency Program Coordinator Email: **ninh.daongoc@actionaid.org** Tel: 84-4 0915343701 Le Van Dinh Manager of Ha Tinh Center for Community Development Emai: **dinh.hccd@gmail.com**
2	ADPC	Aslam Perwaiz Project manager Email: **aslam@adpc.net** 66 (02) 298 0682-92 Pham Thi Ngoc Hien Email: **ngochiengl@gmail.com**
3	CARE	Duong Van Hung Project manager- JANI Email: **dvhung@care.org.vn** 84 43 7161932
4	CECI	Nguyen Dang Nhat Disaster Mitigation Programme Coordinator Email: **dangnhat259@gmail.com** 84-43 7628426
5	DWF	Guillaume Chantry Project Coordinator Email: **guillaume.chantry@dwf.org** +84 54 384 82 31
6	IFRC (International Federation of Red Cross	Dang Van Tao Disaster Management Programme Manager

	and Red Crescent Societies)	Email: **tao.vandang@ifrc.org** 84-4 9422983
7	NLRC (The Netherlands Red Cross)	Tran Tu Anh Programme Coordinator Email: tran.tuanh@nlrc.org.vn 84 4 39425573
8	SRC (Spanish Red Cross)	Marta Alejano Representative Email: maralmo@cruzroja.es Tel: 84 4 39423146
9	Oxfam International	Bui Viet Hien Humanitarian Programme Officer Email: hienbv@ohk.org.vn Nguyen Thi Hoai Phuong Humanitarian Programme Officer Email: nhphuong@oxfam.org.uk
10	Save the Children	Nguyen Van Gia Sector Head - Emergency Email: gianv@savechildren.org.vn Le Thi Bich Hang Programme Manager – Emergency Response Email: lbhang@scuk.org.vn Tel: 84.4.35735050
11	VNRC (Vietnam Red Cross Society)	Nguyen Thi Thu Ha Email: vnrchq@netnam.org.vn 84.4.38224030
12	World Vision	Le Van Duong National Relief & Disaster Mitigation Coordinator Email: **le_van_duong@wvi.org**
13	World Health Organization	Vu Quang Hieu MD, MPH Programme Officer Emergency and Humanitarian Action (EHA) Email: **vuh@wpro.who.int**
14	Adventist Development and Relief Agency (ADRA)	Oscar Domato Country Director Email: odomato@adravn.org.vn Pham Tien Dzung Program Officer Email: dungpt@adravn.org.vn
15	Live&Learn for Environment & Community (Live&Learn)	Do Van Nguyet CBDRM framework - Consultant Email: Nguyet.dovan@livelearn.org

3. Directory of CBDRM materials

- **CBDRM guideline and manual (assessment, planning)**

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
1.	**ActionAid International**	**PVA** Participatory Vulnerability Analysis A step by step guide for field staff	This guide is developed to assist field workers and communities to analyze people's vulnerability, draw action plans, mobilize resources and enact appropriate policies, laws and strategies to reduce their vulnerability to disaster.	Guideline	Participatory; Vulnerable Analysis	Field staffs	English
2.	**ActionAid Vietnam**	PVA and participatory disaster preparedness and mitigation planning	This material is developed to assist trainees having basic knowledge and skills to be CBDRM trainers	TOT	Risk assessment; planning; participatory	CBDRM trainers	Vietnamese
3.	**ActionAid Vietnam**	Manual on PVA	This guides how to analyze the vulnerabilities of community with specific steps, tools and approaches	TOT	Vulnerability analysing	CBDRM trainers	Vietnamese
4.	**ADPC**	Community Based Disaster Risk Management Course for Local Government Officials-participant workbook	The training material contains 4 modules with 16 training session focusing on: (1) overview of CBDRM including the process and role of government in CBDRM; (2) tools and techniques for assessment; (3) CBDRM planning. The material also provides templates for gathering information at community level	Handbook	Community based disaster risk management	CBDRM practitioners Provincial government officials Donor agencies and UN agencies	English
5.	**ADPC**	**Critical guidelines** Community based disaster risk management	The Critical Guidelines were developed through a consultative process. These will enable development practitioners to follow common principles, processes and approaches in the identification, design, implementation, monitoring and evaluation of community-based projects on disaster risk management, thus contributing to the improvement in practice.	Guideline	Community based disaster risk management	CBDRM practitioners	English & Vietnamese

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
6.	**ADPC**	Community-based disaster risk management: Field practitioners' Handbook	The purpose of the CBDRM Field Practitioners' Handbook is to help equip CBDM or CBDRM practitioners with theories and practical tools that can be applied in community work.	Handbook	Community based disaster risk management	CBDRM practitioners	English
7.	**ADPC**	Monitoring and reporting progress on community based disaster risk management in Vietnam	This material reviews the implementation status of existing CBDRM projects and programs in Vietnam	Publication	Community based disaster risk management projects/ programs	CBDRM practitioners	English
8.	**ADPC; MRC**	Training manual Capacity building on flood and storm control at commune level	This material includes 3 chapters. Chapter I is about basic concepts related to disaster management. Chapter II provides the main information on CBDRM. Chapter III guides CBDRM planning	Handbook	CBDRM	Government officers; Disaster management practitioners; Volunteers; Community	Vietnamese
9.	**ADPC; MRC**	Training manual Capacity building on flood and storm control at commune level	This material includes 4 chapters. Chapter I introduces some basic teaching skill. Other ones guide how to design lectures according to sub topic of disaster management	TOT	CBDRM	CBDRM practitioner Commune trainers	Vietnamese
10.	**CARE**	Training manual Community based disaster risk management	This material includes: Part I - basic concept on disaster management, CBDRM Part II – community based assessment and disaster risk reduction measures Part III – Disaster risk reduction planning. Integration disaster mitigation with the economic – social development of the community	TOT	CBDRM	CBDRM practitioner Commune trainers	Vietnamese

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
11.	**CECI**	Community based disaster risk management	This material provides basic theory of CBDRM (including assessment and planning)	TOT	CBDRM	Community	Vietnamese
12.	**CECI**	Capacity building for community to build a safer community	This material provides a process in which community members would do assessment and develop the disaster risk reduction plan as well	Handbook	CBDRM	CBDRM trainers	Vietnamese
13.	**Department of Dyke management flood and storm control**	Guidebook on damage assessment and needs assessment in disaster	The research's purpose: develop a completely national reporting and evaluating system that mainly focus on disaster related to water. It includes detail guideline to do an evaluation (collecting, storing, and reporting), and plan proposal for approval and using this system in all national and local level.	Handbook	Damage assessment; relief	CBDRM practitioners	English & Vietnamese
14.	**IFRC**	**What is VCA?** An introduction to Vulnerability and Capacity Assessment	This "What is VCA" guide introduces the basic ideas of Vulnerability and Capacity Assessment (VCA), and shows how it can be used by National Societies as a part of Strategy 2010 and progress towards the Federation of the Future.	Guideline	Assessment	Officials and employees of National Societies; Delegates and Delegation staff; IFRC and ICRC Staff; Donors and potential supporters of IFRC Interested	English

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
						outsiders	
15.	**IFRC**	**How to do a VCA** A practical step-by-step guide for Red Cross Red Crescent staff and volunteers	This document is intended as a simple and practical guide for National Society staff and volunteers who wish to undertake a local-level VCA, as part of their community programming strategy.	Guideline	Assessment	Red Cross Red Crescent staff and volunteers	English
16.	**IFRC**	Assessment on emergency	This material guides how to do an emergency assessment. It includes: planning, in the field, analysis and report	Guideline	Assessment	IFRC officers	Vietnamese
17.	**InWent/DWC**	Handbook: Participatory learning and action	This material provides an overview about the basic principles and approaches for participatory learning and action local level	Handbook	Participatory	Monitoring and evaluation officers; development officers	English & Vietnamese
18.	**NDRM project** **MARD/WB/JSDF/NTF**	Community Based Disaster Risk Management Project in Vietnam	The Facilitator's Guide draws lessons learned and practices form the implementation of Community Based Disaster Risk Management in Vietnam, personal experiences of the project team, commune facilitators, vulnerable communities, the CBDRM advisers and the team that prepared the CBDRM proposal.	TOT	Community based disaster risk management	- Commune Facilitators - Commune CBDRM Coordinating Committees	Vietnamese & English

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
19.	**NDRM project** **MARD/WB/JSDF/NTF**	Handbook on damage assessment and needs assessment following different phases of disaster	This material synthesizes all of the challenges that governmental organizations and CCFSC had faced to during disaster damage appraisal. The collected information will be used to make a decision for rehabilitation and development	Handbook	Disaster mitigation	CBDRM practitioners	Vietnamese
20.	**NDRM project** **MARD/WB/JSDF/NTF**	Participatory Community Disaster Risk Assessment and Safer Commune Planning Training	This is scheduled to equip project implementers, particularly Commune Facilitators, with the knowledge, tools and skills on how to understand the disaster situation of communities and assess their capacities in order to develop Safer Commune Plans that will be supported by the project	TOT	Community based disaster risk management	CBDRM trainers	English & Vietnamese
21.	**NDRM project** **MARD/WB/JSDF/NTF**	Manual on Safer commune planning	This material provides information on every step of the safer commune, the role and responsibility of stakeholder as well.	Handbook	Safer school/ Commune (Village)	CBDRM practitioners	Vietnamese
22.	**Oxfam**	Community based disaster management action planning	This is scheduled to equip CBDRM practitioners with the knowledge, tools on CBDRM	TOT	Community based disaster risk management	CBDRM practitioners	English & Vietnamese
23.	**Oxfam**	Communities are prepared to live with disasters: Oxfam's support	As part of 'Disaster Risk Reduction and Emergency Preparedness Initiative', Oxfam piloted Participatory Community Based Risk Reduction (CBDRR) projects in two districts of Ha Tinh province in central Vietnam. Oxfam has replicated this initiative in six other provinces that are most likely to be affected by disasters. The women, men and children in targeted communities of these projects have improved knowledge about disasters, and know what and how to prepare themselves to protect their lives and livelihoods.	Guideline	Disaster preparedness		English

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
24.	**Vietnam Red Cross**	Disaster prevention	Through 6 chapters, the materials provides general picture of red cross/humanity movement in Vietnam, basic knowledge on disaster mitigation including key concepts related to disaster and vulnerability and risk assessment. The material also presents guidance on raising public awareness planning and disaster prevention planning	Handbook	Disaster mitigation	Red Cross staff (from central to the grass-root level) and other collaborators	English & Vietnamese
25.	**Vietnam Red Cross**	An introduction to Disaster Management for people living at the commune level	This Manual**,** that aims to provide information on the conceptual aspects of disaster management but more importantly, practical guidance to assist people living in communities to prepare for disasters, reduce their risk to them, mitigate against their effects, etc.	TOT	Community based disaster risk management	- Commune heads - Village leaders - Staff of NGOs - Heads of households	English & Vietnamese
26.	**Vietnam Red Cross & The Netherlands Red Cross**	Introduction to Community based Disaster Management	Through 6 lessons, the materials provide key concepts related to disaster management and practical guide for community to response, mitigate the hazards including making plan for disaster prevention. The material is friendly-designed with color illustrations.	Handbook	Community based disaster risk management	Commune leaders CBDRM practitioners	English & Vietnamese
27.	**World Vision**	Community based disaster management - Trainer's guide	Aiming at raising public awareness on community based disaster management, through 7 modules the material introduces trainers with some basic concepts of disaster and CBDRM, update skills of disaster preparedness and mitigation including risk assessment and risk reduction measures, and skills of disaster response. The material also introduces about programs, services, policy, tasks and responsibility of the disaster management office at different levels of the Solomon Islands Government.	TOT	Community based disaster risk management	CBDRM Trainer	English
28.	**World Vision**	Training manual on disaster preparedness	This material provides science of disaster management and required skills, tools for collecting disaster information in the community	TOT	Community based disaster risk management	CBDRM Trainer	Vietnamese

- **Mainstreaming and integration (climate change, gender, advocacy, …)**

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
29.	**ADPC**	Guidebook on advocacy Integrating CBDRM into government policy and programming	The present guidebook aims to develop and strengthen the skills and knowledge of stakeholders on designing and implementing advocacy strategies to integrate CBDRM into policy, planning and programming of local authorities in South East Asian countries.	Handbook	Advocacy; CBDRM	Local authorities CBDRM practitioners	English & Vietnamese
30.	**CECI**	Capacity Building for Adaptation to Climate Change project: Study on Agriculture, Aquaculture and Forestry Extension Service in Thua Thien Hue Province	The agriculture and aquaculture study was conducted in the province of Thua Thien Hue, to understand and identify the current status of the extension service within the province, and to identify the needs of local producers. Extension services play a major role in providing agriculture and aquaculture support to local producers. Without access to an extension network, it is difficult for local producers to adapt their production techniques to reduce risk by mitigating the negative impacts of climate change.		Adaptation, Climate change	Provincial and national government, other agencies	English
31.	**CECI**	Capacity Building for Adaptation to Climate Change: Community adaptation fund operational manual	This material is developed in the project named: Capacity Building for Climate change Adaptation"	Guideline	Adaptation, Climate change	CBDRM practitioners	English
32.	**CECI; ADPC; IFRC**	Community based disaster management for adaptation to climate change in Vietnam Trainer's guide	This trainer's guide was designed to help you deliver the different training sessions to community members. The activities included have been specifically designed and tested to fulfil objectives of each lesson.	TOT	Community based disaster risk management; Adaptation; climate change	CBDRM Trainer	English & Vietnamese

33.	**CECI; ADPC; IFRC**	Community based disaster management for adaptation to climate change in Vietnam	This material includes 4 sections: climate change concept, adaptation and disaster management; community based disaster risks assessment; vulnerability and disaster risk reduction measures; safer village plan	Handbook	Community based disaster risk management; Adaptation; climate change	Community	Vietnamese
34.	**ISDR**	Linking disaster risk reduction and poverty reduction	This is the second publication of the Global Network of NGOs for Disaster Risk Reduction, a network of national and international NGOs and civil society organisations working on disaster risk reduction2.	Research	Disaster risk reduction	CBDRM practitioners	English
35.	**Oxfam**	Oxfam gender communication and mainstreaming for disaster management	This material is developed to disseminate basic knowledge on gender equity among communities in order to improve their awareness on this issue	Handbook	Gender, disaster management	Community	Vietnamese
36.	**Oxfam**	Oxfam gender training manual for humanitarian programme	The purpose of this materials is to provide gender knowledge for local community and general CBDRM practitioners	TOT	Community based disaster risk management; Gender	Local community CBDRM practitioners	English
37.	**Oxfam**	Humanitarian and minimum standards on emergency	This provides basic principles of humanity and human right that related to people who affected by disaster	Publication	Humanity; disaster response	CBDRM practitioners	Vietnamese
38.	**Vietnam Red Cross**	Climate change and disaster preparedness	This material includes 6 parts: (1) Introduction; (2) Vietnam preparing climate change challenge; (3) Vietnam's current and future climate; (4) Impact on livelihoods and lives; (5) Adapting to the new realities; (6) Red Cross of Vietnam as a principal partner and adaptation	Guideline	- Climate change - Disaster Preparedness	Community	English & Vietnamese

39.	**Vietnam Red Cross & The Netherlands Red Cross**	Climate Change: How to integrate climate change into community disaster preparedness training	The training module "Hazards and disasters related to Climate Change" as part of the Disaster Preparedness Manual of Vietnam Red Cross, gives detailed and good information about background climate change and it's link with disaster preparedness and the work of the Red Cross.	Guideline	Disaster preparedness; Climate change	Community	English & Vietnamese
40.	**Vietnam Red Cross & The Netherlands Red Cross**	Training module: Hazards and Disasters	This material provides knowledge on climate change, adaptation measures as well as the roles of Red Cross in the process of Disaster Preparedness	Handout	Disaster preparedness; Climate change	Community	English & Vietnamese
41.	**Vietnam Red Cross & The Netherlands Red Cross**	Introduction to Hazards and Disasters enhanced by Climate Change	This material introduces the main hazards enhanced by climate change that affect Vietnam	Handout	Disaster preparedness General climate change	CBDRM practitioners Community	English
42.	**World Vision**	Integration CBDRM into SEDP, Lang Chanh, Thanh Hoa (district and commune level)	This material guides detail method to integrate CBDRM into the local economic-social plan	TOT	CBDRM integrating	Local official	Vietnamese

- **Technical manual(techniques, construction)**

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
43.	**ADPC**	Guidelines on basic housing construction techniques to adapt with flood and storm	This is developed in order to disseminate the constructing principles against disaster risks (safer house) for Da Nang citizens	Guideline	Safer construction	Community	Vietnamese
44.	**CECI/DWF**	Capacity Building for Adaptation to Climate Change: Basic principles for Flood – Typhoon resistant construction	This document addresses the technical aspects of disaster resistant building practices and retrofitting approaches to strengthen existing houses in disaster prone areas. It is expected that local level engineers, supervisors, builders and members of the local community who are active in disaster prone areas would benefit from this document.	Guideline	Adaptation, Climate change	Engineers; community	English
45.	**World Vision**	Good experience for fishermen	This material guides useful experiences for fishers (bad whether and solutions against it)	Guideline	Experiences on how to cope with bad weathers	Fishers	Vietnamese
46.	**Vietnam Red Cross/IFRC**	Vietnam Red Cross Housing Program	Following the relief effort, the Red Cross looked for an explanation for why so many houses were lost. Their analysis showed that a few important structural elements were required to withstand the extreme weather: a good foundation, strong bracing, a static frame and good connections between the frame and the roof. Houses lacking these elements were often destroyed. It became clear that concrete poles and iron sheets were not a long-term solution.	Training materials	Safer construction	Engineers; community	English

- **Documents on specific hazards**

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
47.	**ADPC, GTZ, MRC**	Drought occurrence and its impacts in Vietnam	The material provides drought science, its impacts and solutions	Booklet	Drought	CBDRM practitioners	English & Vietnamese
48.	**DWF**	Flood and Typhoon-Resilient Homes through Cost-Effective Retrofitting	This material is a programme summary of DWF. It seeks to help reduce the impact of typhoons and floods on housing and public buildings, loss of housing being specifically a major family setback with repercussions on all other aspects of family life and development	Guideline	Flood and Typhoon		English
49.	**Oxfam in Vietnam, Graduate, Kyoto University, Japan**	Drought-Management Considerations for Climate-Change Adaptation: Focus on the Mekong Region	The aim of this study is to understand climate vulnerability and to improve resilience mechanisms through community-based risk-reduction planning in some of the areas most prone to climate risk in Ninh Thuan province. This study is regarded as a pilot initiative to increase understanding of various issues related to climate change, so that the focal areas for intervention in the risk-prone areas can be identified, and responses can be implemented.	Report	Drought		English
50.	**Vietnam Red Cross/IFRC**	Lesson learns from flood	This material includes 6 chapters: (1) lesson learnt from living with floods; (2) Search, rescue & protection; (3) needs and rescue; (4) Stable living and livelihood; (5) storing information; (6) working together	Research report	Floods	Community	Vietnamese
51.	**Vietnam Red Cross/IFRC**	Collecting Basic Information - Storms and Floods	It can save considerable time in responding to disasters, if relevant information is already available before a disaster strikes. General base line information is needed on population, poverty, and agriculture. The areas with high and low risk for floods and storms should be known in advance. The	Guideline	Storms and Floods	Red Cross staffs and interested parties	English & Vietnamese

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
			Red Cross should know what items poor people are normally using in their households. The capacity of the Red Cross and other local capacity to respond has to be assessed before the storm and flood season.				
52.	**Vietnam Red Cross/IFRC**	Need assessment in disasters - Storms and Floods	These guidelines were prepared under the Disaster Preparedness Programme of the Vietnam Red Cross Society and the International Federation of Red Cross and Red Crescent Societies (Federation). The material is based on years of experience of the Red Cross in response to storms and floods in Vietnam.	Guideline	Storms and Floods	Red Cross staffs and interested parties	English & Vietnamese
53.	**Vietnam Red Cross/IFRC**	Drought in the commune	The material provides drought information in Vietnam	Guideline	Drought	Red Cross staffs and interested parties	English & Vietnamese

- **Manual on capacity building (communication, training, first aid)**

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
54.	**ActionAid Vietnam**	Techniques and skills on rescue and research	Provide knowledge and skills of search and rescue in emergency	TOT	Search & Rescue	Search & Rescue team	Vietnamese
55.	**CECI**	Basic principles and skills on training	This material provides some basic training skills for grassroots trainers	TOT	Training skill	CBDRM trainer	Vietnamese

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
56.	**Oxfam**	Communication course	This material provides basic communication skills	Guideline	Communication		English & Vietnamese
57.	**World Vision**	Simulation on forest fire prevention	This material provides information on purposes, activities and stakeholders in simulation on forest fire prevention	Guideline (Power point)	Simulation	Community	Vietnamese

- **Document related to health**

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
58.	**ActionAid**	Guidebook: Post trauma caring for disaster victims	This handbook assists relief officers having knowledge on psychological supporting of victims after disaster	Handbook	Psychological supporting	Relief officers	Vietnamese
59.	**World Vision**	Training manual on first aid	This material includes below main contents related to the first aid: 1. Concepts, principles 2. Symptom and secondary risks of each injuries 3. Good practices on first aid 4. Injuries prevention.	Guideline	First aid	Community	Vietnamese

- **Document related to school activities**

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
60.	**ADPC; GTZ; MRC; VNMC; DDMFC**	Safe schools in flood areas	This material provides basic knowledge on floods and other disaster risks, self protection and what should be done in disaster management cycle	Handbook	Safe school	Teachers; School students; CBDRM practitioners	Vietnamese
61.	**ADPC; GTZ; MRC; VNMC; DDMFC**	Guidebook on children caring in flood areas (to be used by pre-school teachers in flood areas)	This material provides basic knowledge on floods and other disaster risks, self protection and what should be done in disaster management cycle for teacher	Guideline	Children care	Teachers	Vietnamese
62.	**Save the Children**	Training manual on child-led disaster risk reduction in schools and community	This material guides how to organize activities in order to improve children capacities in disaster risk reduction in school and community	TOT	CBDRM; child based	School student	Vietnamese
63.	**Save the Children**	Child-centered disaster preparedness and response assessment and planning	This material mentions about the main disaster in Vietnam and provides required skills for child based assessment, planning	TOT	CBDRM; child based	CBDRM practitioners; community	Vietnamese
64.	**Vietnam Red Cross**	An introduction to disaster preparedness for primary school	This material provides children and families practical steps to follow before, during and after disaster to reduce the risk of loss of lives and likelihood. The materials includes easel and basic teaching notes to provide guidance to teachers	Handbook	Disaster risk reduction	Teachers-children (grade 4 and 5) and families	English & Vietnamese

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
65.	**Vietnam Red Cross /IFRC**	Be Active to Cope with Disaster Risks since Childhood in Vietnam	This material is presentation's Dang Van Tao. It includes: (1) Vietnam hazard prone country; (2) Vietnam Red Cross and its Disaster Management programme; (3) Disaster Preparedness introduction project; (4) Initial achievements; (5) Extension; (6) Sustainability; (7) Lesson Learnt	Presentation	Disaster risk reduction	Red Cross staffs; people who interested in	English

- **Other materials**

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
66.	**ActionAid & Ha Tinh centre for community development**	Community based natural disasters preparedness material	This material provide all knowledge related to kinds of disasters and guide community how to cope with this	TOT	General CBDRM	School teachers and school students	Vietnamese
67.	**ActionAid & Ha Tinh centre for community development**	Skills and techniques for Search and Rescue	Provide knowledge and skills of search and rescue in emergency	TOT	Search and Rescue	Rescue team	Vietnamese
68.	**ActionAid & Ha Tinh centre for community development**	Community based natural disasters preparedness & mitigation and REFLECT	This material gives community members knowledge of how to prepare and cope with natural disasters in an effective way	TOT	General CBDRM	Community facilitator	Vietnamese

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
69.	**ADPC**	Advocacy Skill Training under DIPECHO Community-Based Disaster Risk Management Advocacy Network Initiative (DANI) in Vietnam	These two training courses focused on enhancing the knowledge and skills of the DIPECHO partner NGOs and various stakeholders within the DM Working Group in Vietnam on designing and implementing advocacy strategies to integrate CBDRM into policy, planning and program implementation of local and national authorities in Vietnam.	Report	Advocacy CBDRM	DIPECHO partner NGOs in Vietnam	English & Vietnamese
70.	**The Government of Vietnam**	National strategy for natural disaster prevention, response and mitigation to 2020	This document points out specific activities which are combined between infrastructure and non-infrastructure measures of Vietnam government, and list responsibilities of stakeholders as well	Policy document	National strategy for natural disaster	Government official; disaster management practitioners	English & Vietnamese
71.	**Dart, J.J. and Davies, R.J**	The Most Significant Change (MSC) Technique.	This introduces basic knowledge on MSC (what is it, how to do MSC, etc.)	Guideline	Evaluation	Monitoring & Evaluation officers	English
72.	**IFRC**	Collecting Good Practices in and Lessons Learned from Community-based DRR-Mangrove plantation of Vietnam Red Cross	This material summarise “Mangrove Plantation Project” of Vietnam Red Cross	Good Practices	Mangrove Plantation	RC staff; Government staff; Teachers; Children	English
73.	**IFRC/JPRC/ Denmark RC/VNRC**	Final evaluation: Vietnam Red Cross Mangrove and Disaster preparedness in the red River Delta and Northern coastal Vietnam	This Final Evaluation Report describes the key findings of an Evaluation team commissioned jointly by the main stakeholders of the programme namely, the VNRC, DRC, JRC and IFRC. The main objective of the Final Evaluation is to assess achievement of the DP programme in phase III (2001-2005) and to draw key lesson learned from the whole DP programme period (1994-2005) for VNRC, DRC, and Federation/JRC future	Report	Disaster preparedness	RC staff; Government staff; Teachers; Children	English &Vietnamese

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
			DP activities.				
74.	**MONRE**	Scenarios on climate change and sea water rise in Vietnam	This material provides science of climate change and sea water intrusion. This will be useful for stakeholders proposing suitable plans in the future	Report	Climate change	Government official; disaster management practitioners	English & Vietnamese
75.	**MONRE**	National Target Programme on climate change	This is a governmental document pointing out the main measures and activities against climate change	governmental document	Climate change	Government official; disaster management practitioners	English & Vietnamese
76.	**MPI**	Manual on M&E – Methods of M&E in Vietnam	This material guides how to use monitoring and evaluating tools, methods	Guideline	Monitoring and evaluation	Monitoring and evaluation officers	Vietnamese
77.	**NDMP**	Report on planning for phase III - NDMP	This material synthesize the achievements and lessons learnt from period II, and propose plan for the next period	Report	Planning; NDMP	NDMP staffs; NGOs; donors	English & Vietnamese
78.	**Oxfam Great Britain**	Disaster Preparedness and Mitigation Program	This material is a report of IEC consultant about KAP survey of the DARD project in Sa pa district, Lao Cai province.	Report	- Disaster preparedness - Disaster Mitigation	This material is a report of IEC consultant about KAP	English

No.	Organization	Name of the material	Description	Type	Main idea	Target audiences	Language
						survey of the DARD project in Sa pa district, Lao Cai province.	
79.	**Port and Airport Research Institute, Japan**	What is Deroline?	A story of earthquake and tsunami as a comic. Through of Yoshi's situation, children can learn about the signal of earthquake and tsunami and what they should do	Publication	Earthquake and tsunami	Teachers and children	English
80.	**VNRC**	Collecting Good Practices in and Lessons Learned from Community based DRR - Disaster Preparedness training to children in Vietnam	This material is summarises "Be Active to Cope with Disaster Risks since Childhood in Vietnam"	Good Practices	Disaster Preparedness	RC staff; Government staff; Teachers; Children	English

[1] AAV2; ADPC 5,6,7,9; CARE10; CECI 11,12,32,33; MARD18,20; RC26; WV28
[2] Oxfam22; MARD20,21
[3] ADPC 4,5,6,7; CARE10; CECI 11,32,33; RC 24,26; Oxfam22
[4] ADPC 4,5,6,7; CARE10; CECI 11,32,33; RC 24,26; Oxfam22
[5] ADPC 4,5,6,7; CARE10; CECI 11,32,33; RC 24,26; Oxfam22
[6] ADPC 4,5,6,7; CARE10; CECI 11,32,33; RC 24,26; Oxfam22
[7] ADPC 4,5,6,7; CARE10; CECI 11,32,33; RC 24,26; Oxfam22
[8] ADPC 4,5,6,7; CARE10; CECI 11,32,33; RC 24,26; Oxfam22
[9] ADPC 4,5,6,7; CARE10; CECI 11,32,33; RC 24,26; Oxfam22
[10] ADPC 4,5,6,7; CARE10; CECI 11,32,33; RC 24,26; Oxfam22
[11] MONRE74
[12] CECI 11,32,33; RC 24,26; CARE10
[13] Oxfam22
[14] MONRE74
[15] MONRE74
[16] MONRE74
[17] CPVN70
[18] ADPC7
[19] NDMP77
[20] NDMP77
[21] ISDR (2009)
[22] ISDR (2009)
[23] Vietnamese encyclopedia
[24] ISDR; CARE10
[25] ISDR (2009)
[26] ISDR (2009)
[27] ISDR (2009)
[28] AAV2; MARD18,20,21;
[29] ISDR (2009); CARE10
[30] AAV2; MARD18,20,21;
[31] AAV2; MARD18,20,21;
[32] AAV2; MARD18,20,21;
[33] AAV2; MARD18,20,21;
[34] AAV2; MARD18,20,21
[35] ISDR; IPCC; MONRE75
[36] ISDR; IPCC
[37] ISDR; MONRE75
[38] CARE10
[39] ISDR
[40] CARE10
[41] APDC6; CARE10
[42] ADPC 5,6,7,9
[43] CECI 11,12,32,33; RC36,37,38,65; Oxfam22; SC62
[44] CECI 11,12,32,33
[45] CECI 11,12,32,33
[46] CECI 11,12,32,33
[47] CECI 11,12,32,33; MARD18,20,21; SC62
[48] ADPC 4,5,6,7
[49] CECI 11,12,32,33; CARE10; MARD18,20,21; RC38,40,41,65; Oxfam22; WV28

[50] CARE10; MARD18,20,21; RC38,40,41,65
[51] ADPC4,5,6,7
[52] APDC4,5,6,7; MARD18,20,21
[53] MARD18,20,21; MPI76
[54] APDC4,5,6,7
[55] ADPC4,5,6,7; CARE10
[56] ADPC4,5,6,7; SC62
[57] AAV2; ADPC4,5,6,7; SC62; CARE10; Oxfam22;
[58] ADPC4,5,6,7; Oxfam22
[59] AAV2; ADPC5,6,7,9; CARE10; CECI 11,12,32,33; MARD18,20,21; RC26;Oxfam22; WV28; InWent17
[60] AAV2; ADPC5,6,7,9; CARE10; CECI 11,12,32,33; MARD 18,20,21; RC22; Oxfam22; WV28; InWent17
[61] RC26 (and other VCA materials that have been consolidating)
[62] ADPC5,6,7,9
[63] ADPC5,6,7,9; MARD18,20,21
[64] CARE10; CECI 11,12,32,33; MARD18,20,21; RC26
[65] CARE24; Oxfam22
[66] AAV2; CARE10; CECI 11,12,32,33; MARD18,20,21; RC26;Oxfam22
[67] AAV2; CARE10; CECI 11,12,32,33; MARD18,20,21; RC26;Oxfam22; WV28
[68] ADPC5,6,7
[69] APDC5,6,7; MARD18,20,21
[70] APDC5,6,7; MARD18,20,21
[71] APDC5,6,7; MARD18,20,21
[72] MARD 18,20,21, MPI76
[73] Dart, J.J. and Davies, R.J (2005) The Most Significant Change (MSC) Technique.

JANI

WORKING TOGETHER FOR SAFER COMMUNITIES AGAINST DISASTERS

ỦY BAN CHÂU ÂU
VIỆN TRỢ NHÂN ĐẠO

adpc

World Vision
Canadian Programs

actionaid

The Netherlands Red Cross

ADRA

CECI

care

Oxfam

World Health Organization

Save the Children