

1. BACKGROUND

Catholic Relief Services (CRS) has been operating in Vietnam since 1994. In partnership with government, social organizations and communities, CRS has been implementing programs in 13 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Emergency, Disaster Risk Reduction (DRR) and Climate Change Adaptation, Disability Inclusion and Explosive Ordnance Risk Education (EORE).

Lying in the tropical monsoon area, one of the world's five "cyclone centers" in the Asia-Pacific region, along with its geographical location, topographical, geological, and other natural conditions, Vietnam is one of the 5 countries most affected by natural disasters and climate change, causing great damage to life and assets. In the year of 2020 alone, natural disasters left 357 people dead or missing, and led to estimated economic losses of nearly 40,000 billion VND (nearly 2 billion USD). Statistics from the National Steering Committee for Natural Disaster Prevention and Control show that over the past 30 years, each year on average nearly 300 people are dead or missing, and economic losses are about 1-1.5% GDP because of natural disasters, putting an immense strain on capacities, resources and arrangements for disaster preparedness and response at the community and government (GoVN) levels.

Natural disaster prevention, response and recovery activities have always been given great importance by the GoVN and people of Vietnam, and shelter is one of the most affected sectors due to disasters such as floods, landslides, typhoon, and storm surge. There has been a growing demand for disaster-safe homes in disaster-prone regions.

The Community-based Disaster Risk Management (CBDRM) Program – National Program 553 on "community awareness raising and community-based natural disaster risk management, with a vision to 2030" (Decision No. 553/QĐ-TTg dated 6 April 2021 by Prime Minister) (previously Program 1002) is considered one of the most important long-term programs in Vietnam addressing emerging needs to prepare for natural disasters.

In 2022 - 2023, CRS Vietnam, in collaboration with Vietnam Disaster and Dyke Management Authority (VDDMA) produced the *Community-led Housing Preparedness, Recovery & Reconstruction Guideline* which represents a strong step forward in meeting a need for standardizing shelter guidelines.

In 2024, built on this foundation, CRS has developed and documented disaster-resilient safe house models through sharing the Guidelines for Disaster Risk Assessment, Community-based Post-Disaster Housing Reconstruction and Recovery, and good practices for safe house repair and reinforcement, specifically tailored for the Central of Vietnam. In 2025, CRS plans to adapt and apply these models to the Mekong Delta region.

To support this effort, CRS and its partner will recruit consultants to provide training on CBDRM and Community-led Housing Preparedness, Recovery & Reconstruction Guideline as a part of disaster-resilient safe house model for Mekong Delta.

2. OBJECTIVES

The objective of this TOR is to lead and deliver the Training of Facilitators (ToF) training on CBDRM and disaster-resilient shelter for local government and Technical Supporting Group members in Tien Giang province.

3. SCOPE AND METHODOLOGY

The consultant will be responsible for preparing and conducting a two-day ToF training to local government authorities, mass-organizations and community-based organization staff from district/commune levels. This two-day training will combine CBDRM with disaster-resilient shelter. The disaster resilient shelter guidelines

were designed to be integrated into existing CBDRM activities, especially the community-based disaster risk management/ assessment (CBDRM/A) training manuals for Mekong Delta. The training will cover knowledge and skills on community-led safe housing in the phases of preparedness, recovery and reconstruction, and participants will be able to identify and prioritize short and long-term safe shelter measures and integration of shelter concerns in the development process.

Specifically, the consultant will be responsible for the following task:

1. Pre-Training activities: Before conducting the training, the trainer will carry out the following key pre-training activities including:

- a. Collection and review of key supporting materials/information relevant to the objectives/topic of the training activity consisting of CBDRM/CBDRA, other cross cutting issues of gender, people with disabilities, and older people as well as safe shelter/disaster resilient shelter.
- b. Review and update key training material (session plan, training PowerPoints...) to the requirements/objectives of the training activity.
- c. Review and update the appropriate supporting materials for the training and reference document to hand-out to participants.
- d. Develop a simple pre-test and post-test (no more than 1 page).

2. Provide a 2-day ToF training on CBDRM and disaster-resilient shelter for Technical Supporting Group members and local government staff of Go Cong Dong, Tan Phu Dong and Cai Be of Tien Giang province

- a. Facilitate the two-day ToF training to a maximum of 30 people, with collaboration with CRS Vietnam
- b. Conduct pre-test and post-test.

3. Post training activities

- a. Analyze pre-test and post-test results.
- b. Produce ToF training report in English, following CRS Vietnam’s report template.

4. TIMELINES

The tentative time frame as follows:

No.	Activity	Estimated days for consultants	Timeline
1	Collection and update of key supporting materials/information relevant to the objectives/topic of the training activity consisting of CBDRM/CBDRA, other cross cutting issues of gender, people with disabilities, and older people as well as safe shelter/disaster resilient shelter	3 days	3 rd week of July 2025
2	Review and update key training material (session plan, training PowerPoints...) to the requirements/objectives of the training activity and develop simple pre-test and post-test (no more than 1 page).	3 days	3 rd week of July

3	Review and update the appropriate supporting materials for the training and reference document to hand-out to participants	3 days	4 th week of July
4	Conduct ToF training	2 days	4 th week of July
5	Prepare final training report and finalize the training material package	2 days	5 th week of July
	Total	13 days	

5. DELIVERABLES

The consultant is expected to deliver the following deliverables during the contract period:

- Training material package on CBDRM and disaster resilient shelter in Vietnamese including key training material disaster resilient shelter integration into CBDRM/CBDRA, other cross cutting issues of gender, people with disabilities, and older people (session plan, facilitation guide, Training PowerPoints, pre and post tests); supporting materials for the training and reference document (hand-out, video/clips, etc.).
- The ToF training report in English (15 pages max) comprises of following key sections: Objectives of the training, Methodology, Key Highlights and Outcomes, Pre- and post-assessments, Lessons Learned and Recommendations.

6. LOGISTICAL SUPPORT

The consultants will work primarily with the CRS Vietnam DRR & CCA PM 2, who will lead on overseeing the work and supporting the consultant as needed.

The following support will be provided to the consultant by CRS:

- Available project documentation including approved project design, reports, IEC and training materials used in the Central of Vietnam.
- The logistics including travelling, accommodation, training venue and participation invitation for the training course will be conducted by CRS Vietnam and its partner.

7. REQUIREMENTS

CRS is seeking a professional service provider to undertake this assignment. It is anticipated that the following skills and experience will be represented in the team:

- Hold a Master's degree in civil engineering or irrigation, dyke management, facility management, economics, rural development and have at least 10 years of service in natural disaster management.
- Demonstrated experience working with NGOs or government agencies on providing CBDRM training services, recovery and reconstruction programs, particularly in resilient housing retrofitting, is highly desirable.
- Proven experience in liaising with local authorities, especially with VDDMA, will be considered a strong asset.
- Experience in training document compilation, and organization of CBDRM/A and disaster-resilient shelter training course
- Good knowledge of government's reports of the natural disaster prevention and control, especially damage statistics and assessment.
- Good writing and analytical skills, with proficiency in written English.

8. EVALUATION CRITERIA

- Relevant qualifications and experience
- Technical proposal:
 - Good understanding of ToR.
 - Appropriate approach aligns with the requirements of consultation and approval processes.

- Clear and detailed workplan, with clear roles and responsibilities identified of the consultancy team
- Satisfactory timeline.
- Financial proposal: reasonable and relevant to experience.
- Combined technical and financial scores: Competitive.

9. ETHICAL CONSIDERATIONS

All required activities will adhere to ethical standards, ensuring informed consent, confidentiality, and sensitivity to the needs of affected people and communities.

10. APPLICATION REQUIREMENTS

Interested consultants or agencies are requested to submit the proposal in English.

- Applications should include:
 - ✓ Letter of Expression of Interest.
 - ✓ A copy of the business license (if any)
 - ✓ Company profile (if any)
 - ✓ A concise technical proposal.
 - ✓ A tentative work plan
 - ✓ Financial proposal with a detailed breakdown of the daily rate in Vietnam Dongs with VAT/PIT included
 - ✓ CVs of key personnel demonstrating relevant capacity and experience
 - ✓ 2 similar past products
 - ✓ Minimum 2 references
- Institutions and individuals interested to apply are invited to submit your applications, duly signed and stamped (if any) via email to Catholic Relief Services (CRS) at: vn_procurement@crs.org.
- Closing date for submission: **06 July 2025**.
- Only shortlisted applicants will be contacted for an interview before contracting.