



Terms of Reference

Consultancy Title	Content Development for International Day for Disaster Risk Reduction and ASEAN Day for Disaster Management – 13 th October 2025
Location	Hanoi, Vietnam
Contract duration	By 30 September 2025

1. BACKGROUND

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

CRS has been operating in Vietnam since 1994. In partnership with government and communities, CRS implements programs in 9 provinces/cities in Vietnam. The Vietnam Country Program has a diverse funding base in the sectors of Disabilities, Mine Action and Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation (CCA).

Project Summary

Located in the tropical monsoon zone—one of Asia-Pacific region's five major "cyclone centers"—Vietnam is highly exposed to natural hazards due to its geographical location, diverse topography, geology, and other natural conditions. Consequently, Vietnam ranks among the five countries most severely affected by natural disasters and climate change. Each year, the country experiences a wide range of disasters, causing significant loss of life and damage to assets.

Among the sectors most impacted is shelter, which is frequently affected by floods, landslides, typhoons, and storm surges. This reality highlights a growing need for disaster-resilient housing solutions in disaster-prone regions. Over the years, the Government of Vietnam has made considerable efforts in disaster risk reduction, prevention, response, and recovery. Notably, Program 553 (formerly Program 1002) – "Improvement of Community Awareness and Community-Based Management of Natural Disaster Risks until 2030," issued under Decision No. 553/QĐ-TTg on 6 April 2021 – has contributed significantly to advancing disaster management in the country.

The International Day for Disaster Risk Reduction (IDDRR) was established in 1989 following a call by the United Nations General Assembly to promote a global culture of risk awareness and disaster reduction. Observed annually on 13 October, the day recognizes global and community efforts to reduce disaster risks and underscores the importance of building resilience. ASEAN Day for Disaster Reduction and the ASEAN Day for Disaster Management are also observed on 13 October, further emphasizing the importance of collective efforts in disaster risk reduction across Southeast Asia.

To support the organization of the **International Day for DRR and ASEAN Day for Disaster Reduction and the ASEAN Day of Disaster Management on October 13, 2025**, CRS seeks a qualified and experienced consultant(s) to develop content aligned with the day's objectives covering the theme of disaster-resilient shelter.

2. OBJECTIVES/PURPOSES

The objective is to develop the content for the organization of the International Day for Disaster Risk Reduction - October 13, 2025 including disaster-resilient shelter.

3. SCOPE OF WORK/RESPONSIBILITIES

Developing overall agenda, content and script for the ceremony of the International Day for Disaster Risk Reduction and ASEAN Day for Disaster Management 2025, with the theme of "Every Day Counts, Act for Resilience Today" including Disaster-Resilient Shelter.

Developing the detailed agenda and content for following sub-activities:

- Contest on development and delivery of lectures on DRR-CCA including disaster-resilient shelter;
- A dance competition titled "Dance Storm - Tide over Triumph" is being held for students at the Hanoi National University of Education to promote awareness and preparedness for natural disasters including disaster-resilient shelter;
- Forum "Future teacher being equipped with DRR-CCA covering disaster-resilient shelter";
- Competition "Ring the gold bell" on DRR-CCA focusing on disaster-resilient shelter;
- Contest "Rebirth after the Storm – Connecting memories, entrusting the future";
- The meeting commemorating the International Day for Disaster Risk Reduction and ASEAN Day for Disaster Management 2025 with the theme: Every Day Counts, Act for Resilience Today including disaster-resilient shelter.

4. DELIVERABLES AND TIMELINE

The consultants will work with CRS Vietnam DRR & CCA Program Manager (PM) 2, who will lead on overseeing the work and supporting the consultants as needed.

The consultants are expected to deliver the following deliverables during the contract period:

No.	Activity	Deliverables	Estimated days for 02 Consultants	Timeline
1	Conducting the assessment of previous years’ contents, this year’s thematic direction, and emerging trends in Vietnam to develop the inception report	Start-up report	1	Activities are expected to take place in September 2025 with the final report received by end of September 2025
2	Consulting with related partners and developing overall agenda, content and script for the ceremony of the International Day for Disaster Reduction and ASEAN Day for Disaster Management 2025, with the theme of Every Day Counts, Act for Resilience Today covering Disaster-Resilient Shelter	The overall agenda, content and script for the ceremony	2	
3	Developing the detailed agenda and content for following sub-activities:	The detailed agenda and content for six mentioned sub-activities	2	
3.1	Contest on development and delivery of lectures on DRR-CCA focusing on disaster-resilient shelter			
3.2	A dance competition titled "Dance Storm - Tide over Triumph" held for students at the Hanoi National University of Education to promote awareness and preparedness for natural disasters focusing on disaster-resilient shelter		2	
3.3	Forum “Future teacher being equipped with DRR-CCA focusing on disaster-resilient shelter”.		2	
3.4	Competition “Ring the gold bell” on DRR-CCA focusing on disaster-resilient shelter.		2	
3.5	Contest “Rebirth after the Storm – Connecting memories, entrusting the future”		2	
3.6	The Meeting commemorating the International Day for Disaster Risk Reduction and ASEAN Day for Disaster Management 2025 with the theme Every Day Counts, Act for Resilience Today including Disaster-Resilient Shelter		2	
4	Final report in English (10 pages max) comprises of following key sections: Objectives and scope of the assignment, Key Highlights and Outcomes, Lessons Learned and Recommendations.	Final report	2	
Total			17	

5. LOGISTICAL SUPPORT:

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

- Available project documentation including approved project design, reports, IEC materials.
- Travelling is not anticipated for this assignment

6. MAIN CONTACTS AND WORKING RELATIONSHIPS:

Key Working Relationships:

Internal: DRR/CCA Program Manager and team members, MEAL team, Administrative and Finance staff.

External: Vietnam Disaster and Dyke Management Authority (VDDMA), Local partner staff, teachers and students of universities.

7. CONSULTANT QUALIFICATIONS:

CRS is seeking the consultant to undertake this assignment. It is anticipated that the following skills and experience will be represented:

- Having master's degree on irrigation, disaster management/climate change; or related fields; and at least 10 years of experience in disaster management, policy development regarding disaster prevention.
- Demonstrated experience in organizing communication events/activities or training related to DRM/CCA.
- Have at least 02 consultancy contracts related to disaster prevention and control or climate change adaptation/related field in Vietnam, preferably relate VDDMA under the Ministry of Agriculture and Environment.
- Having experiences working with state agencies, UN agencies or INGOs in Vietnam, especially on the field of disaster management.
- Excellent oral communication skills and the ability to deliver high quality written documents in Vietnamese.

8. EVALUATION CRITERIA:

The selection of the consultant will be based on the following criteria:

- Relevant qualifications and experience:
 - ✓ Demonstrated academic background, technical competencies, and prior experience relevant to the assignment.
- Technical proposal:
 - ✓ Demonstrates a solid understanding of the Terms of Reference
 - ✓ Presents a coherent and context-appropriate approach aligned with the required consultation and approval processes

- ✓ Includes a clear and detailed work plan with specific roles and responsibilities for all members of the consultancy team
- ✓ Proposes a realistic and feasible timeline for completion
- Financial proposal:
 - ✓ Presents a budget that is reasonable and commensurate with the scope of work and consultants' experience
 - ✓ Cost-effectiveness of the proposal, including justification of key cost items
- Overall Value and Competitiveness:
 - ✓ The final selection will consider the combined quality of the technical and financial proposals and their overall value for money

9. ETHICAL CONSIDERATIONS:

All activities will adhere to ethical standards, ensuring informed consent, confidentiality, and sensitivity to the needs of target groups.

10. APPLICATION PROCEDURE:

Interested parties are requested to submit your application, including:

- Technical proposal
 - A concise technical proposal including the tentative work plan (8 pages maximum)
 - CV(s) demonstrating relevant capacity and experience.
 - Business license (if any)
 - Company profile (if any)
- Financial proposal: Propose consultant fee with a detailed breakdown of the daily rate in Vietnam dongs and including PIT/VAT.

Method for submission:

Application should be duly, stamped (if any) and submitted to CRS at: vn_rfp2@crs.org.

Closing date for submission: by 7th September 2025