



## Terms of Reference

<b>Consultancy Title</b>	Development of Cash-for-Work Guidance in Crisis Response
<b>Location</b>	Hanoi, Vietnam
<b>Contract duration</b>	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 Program has a diverse funding base in the sectors of Disabilities, Mine Action, Disaster Risk Reduction (DRR) and Disaster Risk Management (DRM), and Community-based Climate Change Adaptation (CCA).

#### Project Summary

Vietnam is regularly facing acute onset emergencies in different parts of the countries, resulting from cyclones, flooding, or other localized events. As the ongoing negative effects of climate change are realized, Vietnam will continue to be vulnerable to increasing extreme weather events. One of the most effective ways to prepare for these probable emergencies is through development of disaster preparedness plans, implementation of disaster risk reduction programming and increasing the knowledge and skills of staff and partners on emergency response.

As part of CRS strategy, the CRS Asia Region launched EMPOWER Asia as the region's primary mechanism for investing in strengthening the capacity of strategic partners to deliver high-quality humanitarian assistance and to play leading roles in humanitarian responses. Under the Empower ASIA project, Vietnam CP is supporting the strategic partner to demonstrate strengthened organizational structures and capacities on emergency response.

The purpose of this Terms of Reference (TOR) is to outline the tasks and responsibilities of the Consultant(s) to provide support to CRS/Vietnam program to develop Cash-for-Work Guidance in emergency context.

The period of the consultancy is estimated to be 12 days of a duration between 10 September 2025, and 30 September 2025.

## 2. OBJECTIVES/PURPOSES

The objective is to develop the Cash-for-Work Guidance in emergency context.

The developed guidance will be used for training for relevant staff of CRS and strategic partners in order to (i) Provide targeted households timely, flexibly support, meeting their basic needs; (ii) Stimulate local market recovery through cash circulation; and (iii) Strengthen stakeholder's capacity in cash for work in emergency context in line with international best practices and Vietnamese regulations.

The developed guidance may include the following contents with CFW Implementation Steps, Process and templates:

- **Overview of Cash-for-Work in Emergency Contexts:** Concept, objectives, and guiding principles of CFW in humanitarian response.
- **Planning:** Assessing appropriateness and feasibility; ensuring accountability and gender sensitivity; considering timing/seasonality; wage setting; logistics and safety; and communication/equipment needs.
- **Implementation:** Targeting and selection of beneficiaries; technical supervision and monitoring of activities; and payment procedures.
- **Monitoring and Accountability:** Mechanisms to ensure transparency, feedback, and learning throughout the program.

## 3. SCOPE OF WORKS/RESPONSIBILITIES

The consultant(s) will undertake the following activities:

- Collect and review the related materials/information on the cash for work in emergency context.
- Develop the outline and draft the Cash-for-Work Guidance in emergency context, which are in line with CRS strategies and suitable with CRS/Vietnam programs as well as Vietnam Government requirements.
- Consult with CRS/Vietnam and related partners on the developed guidance.
- Revising and finalizing the guideline.

## 4. 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 consultant(s) will take active role to conduct the assignment with the tentative time frame as follows:

No.	Activity	Estimated days		Timeline
		Team leader	Team member	

1	Collecting and reviewing the related materials/information on the cash for work in emergency context	2	2	Activities are expected to take place in September 2025 with the final report received by end of September 2025
2	Consolidating and developing the Cash-for-Work Guidance Outline	2	1	
3	Drafting the the Cash-for-Work Guidance	6	6	
4	Revising the guidance based on the comments of experts and CRS	1	1	
5	Finalizing the guideline	1	1	
	<b>Total</b>	<b>12 days</b>	<b>11 days</b>	

## 5. DELIVERABLES:

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

- A Cash-for-Work Guidance in emergency context in Vietnamese including CFW Implementation Steps, Process and templates.

## 6. LOGISTICAL SUPPORT:

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

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

## 7. 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), and other related partners.

## 8. CONSULTANT QUALIFICATIONS:

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

- 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 CBDRM, resilient housing programs, is highly desirable.
- Proven experience in liaising with local authorities, especially with VDDMA, will be considered a strong asset.
- Have a strong understanding of the institutional structure, legal framework, and operational procedures of the Government of Vietnam, particularly in areas related to disaster risk reduction, Cash and voucher program, housing, construction, and social protection.
- Demonstrable experience in producing high-quality, credible assessment, evaluations, guidance, SOP development.
- Good knowledge of government's reports of the natural disaster prevention and control, especially damage statistics and assessment.

## **9. 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

## **10. ETHICAL CONSIDERATIONS:**

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

## **11. 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](mailto:vn_rfp2@crs.org).

**Closing date for submission:** by 7<sup>th</sup> September 2025