

Terms of Reference
Consultancy on signing framework contracts to provide
Disaster Risk Reduction (DRR) – Response to Climate Change (RCC) related services

I- Background

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision (WV) helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVI Vietnam) has been funded 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVI Vietnam consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%).

WVI Vietnam is operating in 4 zones: North 1 (Dien Bien and Hai Phong), Thanh Hoa, Central (Quang Tri and Da Nang) and South (Quang Ngai, Lam Dong and Ho Chi Minh city, DakNong). WVI Vietnam's Area Program (AP) usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. Beside the APs, WVI Vietnam is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

During the year, we will need consultants to carry out some activities related to DRR-RCC for several APs/Projects. Thus, we are going to hire consultants to sign framework contracts with us to cover one or all activities as details below.

II- Scope of Services

1. Conduct TOT training for community-based Disaster Risk Management/ Disaster Risk Reduction-Response to Climate Change (CBDRM/DRR-RCC): 3-5 days
2. Conduct training on Disaster, climate change risk assessment/vulnerability - capacity assessment (VCA) for community members: 2-3 days
3. Conduct disaster, climate change risk assessment/vulnerability, capacity assessment (to refer to MARD/MAE's Guideline for Implementation of CBDRM): 3-5 days
4. Facilitate the development/updating of Community Disaster Preparedness Plans/Community-based Disaster Risk Reduction Plans (CDPP/CBDRRP) and measures at different levels: 1-2 days
5. Conduct training for RRTs (CBDRM/DRR-RCC; Forecasting/Early Warning, Rescue and First aid; Damage & Loss Need Assessment/Damage & Loss Assessment [DANA/DALA]): 3-5 days
6. Conduct training on Safe School Initiative for teachers, children: 3-5 days
7. Training on Early Warning System/Vietnam Disaster Monitoring System (VNDMS): 2-3 days
8. Facilitate simulation/rehearsal: One event might take a day or a half day, but preparation might take 5-7 days

*Note: The consultant will have 0.5 day for preparation before training and 0.5 day for reporting after training.

III- Requirements for Consultants

- Bachelor degree in the relevant fields.
- Good knowledge and understanding about DRM, climate change policies, architecture and system in Vietnam, particularly CBDRM program/certification of CBDRM ToT is preferred;
- Sound experience and skills in active learning methods, particularly for adult training adults.
- Good understanding/experience with the target localities' disaster risks and disaster risk management structure is an advantage

IV- Time and location

- Depends on the need and plan of each Area Program/Project.

V- Application:

Application package includes:

- CV (Include Name, Title, Organization, contact details, relevant experience and 2 referees)
- Scan of ID card (for individual consultant)
- Scan of business registration (for company/ organization)
- Scan of relevant decrees, certificates, etc.
- Proposal for Consulting Fee (inclusive of expenses for personal meals and PIT) – **attached template.**

Note: The consulting fee should NOT include Accommodation and transportation expenses. These expenses will be reimbursed by WVV based on actual receipts with reasonable prices.

Interested consultants are invited to send the application package to the email address:
dang.thi.thao@wvi.org – Ms. Dang Thi Thao (Procurement Officer), with Subject: [HEA & DRR – CONSULTANCY]- [Consultant Name].

Deadline for application: 17:00, 26th January 2026.

Only short-listed teams will be contacted for interview.