



## Terms of Reference

<b>Consultancy Title</b>	Technical consultant(s) on developing disaster-resilient shelter manual – How to build and reinforce shelter safer
<b>Location</b>	Hanoi, Vietnam
<b>Contract duration</b>	May – July 2026

### 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 and Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

#### Project Summary

Vietnam is one of the highly disasters affected countries. Increase in the number of the disaster annually in Vietnam, losses in the housing sector and infrastructures are inclining and affecting low income, vulnerable and socially excluded families the most who are exposed to higher frequencies of disasters.

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/QD-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.

From 2022 to 2025, CRS Vietnam, in collaboration with its partner, developed the Community-led Housing Preparedness, Recovery & Reconstruction Guideline to help standardize shelter practices. Disaster-resilient safe house models and related guidelines have been tailored Vietnam.

CRS and its partner would like to recruit a team of expert consultants to develop a Disaster-resilient shelter manual – how to build & reinforce shelter safer. This manual will guide local government authorities and Community Emergency Response Teams (CERTs) on building and reinforcing shelters to enhance disaster resilience before disasters occur. This effort is part of a broader initiative to eliminate temporary shelters and ensure access to safe, disaster-resilient housing.

### 2. OBJECTIVES/PURPOSES

The overall objective of this TOR is to develop a comprehensive, practical and user-friendly “Disaster-resilient shelter manual – how to build & reinforce shelter safer” based on existing governmental guidance and good practices of humanitarian organizations. The manual will support community emergency response team (CERT),

local government authorities at commune/ward level to carry out the safe shelter component before disasters occur.

### 3. SCOPE OF WORKS/RESPONSIBILITIES

The consultancy will focus on the following aspects:

#### 1. Desk Review

- Gather and synthesize background information on existing related shelter materials available and being used in Vietnam and other countries in the region to understand their advantages and disadvantages as well as their relevance for revision and expansion. The materials should include (i) disaster resilient features of affordable housing solution and temporary shelter, (ii) other DRR, gender, and climate change related documents, (iii) Government's DRR and CBDRM manual.
- Consultation meetings with internal and external stakeholders.
- Document the finding matrix, including themes, and recommendations for the manual outlines.

#### 2. Development of Manual Outlines

- Analyze the finding matrix to develop the manual outlines.

#### 3. Development of “Disaster-resilient shelter manual – how to build & reinforce shelter safer”

- Coordinate and consult with experts and relevant agencies to develop a comprehensive, practical and user-friendly manual, which can be easily tailored to the diversified needs in variant activities with different awareness raising purposes, and target various types of audience with different interests and levels of understanding, and without overlapping with the existing materials that have been developed earlier. The manual is expected to introduce theoretical and practical knowledge on how to build and reinforce shelter safe in response to natural hazards.
- Consult from experts and relevant agencies
- Revise and finalize the manual based on the collected feedback and findings.

### 4. DELIVERABLES AND TIMELINE

- Desk Review Report: background information on existing related shelter materials available and being used in Vietnam and other countries in the region covering themes, and recommendations for the manual outlines.
- Manual Outlines (recommended): Risk and shelter safety, Hazards and vulnerability of shelter, General guidance on safe shelters, Examples of specific measures to ensure safe shelters.
  - The manual should have the possibility to be the supplementary to the most-updated government's Joint Circular on regulations on the statistics and assessment of damages caused by natural disasters, “Guidance on implementation of the CBDRM Program with a vision to 2030” and “CBDRM guidelines”.
  - The manual can be easily tailored to the diversified needs of variant communication activities with different awareness raising purposes and targeted various types of audience. The manual aims at promoting effective behavior change in building & reinforcing shelter safer in response to natural hazards and contributing to the disaster management in Viet Nam.
- A finalized Disaster-resilient shelter manual – How to build and reinforce shelter safer in Vietnamese

Deliverables in Vietnamese are outlined below in *Table 1*, along with their responsible party and the estimated working is 30 days from May - July 2026.

<b>Deliverable</b>	<b>Deadline</b>
Desk Review Report	25 <sup>th</sup> May 2026
Manual outlines	1st June 2026
Final manual	15 <sup>th</sup> July 2026

## 5. LOGISTICAL SUPPORT:

The following support will be provided by CRS:

- Access to relevant project documentation and background materials
- Transportation or travel arrangements to project sites, if applicable (Domestic flights, hotel accommodation and in-country travel, per diem and ground transportation to/from the airport from their home)

## 6. MAIN CONTACTS AND WORKING RELATIONSHIPS:

This consultancy will report to: Thi Nguyen, Program Manager II.

This consultancy will collaborate with CRS/ Vietnam Project Staff, MEAL staff, Deputy Head of Programs, Head of Programs.

## 7. CONSULTANT QUALIFICATIONS:

The team of experts should have followed experience.

<b>No</b>	<b>Position</b>	<b>Minimum Qualification</b>	<b>Preferable Experience</b>	<b>Key Tasks</b>
1.	Resilient housing expert – Team leader	Master’s degree in civil engineering or related area.	<ul style="list-style-type: none"> <li>- Minimum 10 years of professional experience in the construction sector, with a strong focus on civil engineering.</li> <li>- At least 5 years of working experience with international NGOs.</li> <li>- Proven track record of minimum 5 years technical knowledge in construction, especially disaster resilient shelter (new construction, strengthening/retrofitting).</li> <li>- Over 5 years of work experience as Team Leader</li> <li>- Good knowledge of government’s construction regulations and quality standards</li> <li>- General experience in disaster, disability &amp; gender inclusive DRR, climate change. will be an advantage.</li> <li>- Demonstrated experience with NGOs or government agencies in recovery and reconstruction programs, especially in retrofitting is preferable</li> </ul>	<ul style="list-style-type: none"> <li>- Overall responsibility with delivery of all documents (desk review report, manual outlines, and final manual).</li> <li>- Lead team including coordination within the team.</li> <li>- Take the overall lead for development of all the deliverables.</li> <li>- Develop working relationship with CRS Vietnam and other stakeholders.</li> <li>- Maintain consistency among all modules in terms of content and structure.</li> </ul>

No	Position	Minimum Qualification	Preferable Experience	Key Tasks
			<ul style="list-style-type: none"> <li>- Good knowledge of government reports of natural disaster prevention and control, especially damage statistics and assessment</li> <li>- Extensive experience in developing technical guidelines, manuals, and training materials on resilient housing design and construction. (2 sample reports in relevant fields)</li> <li>- Proven experience in delivering community-based training programs, including Training of Trainers (ToT) and Training of Facilitators (ToF) on safe and resilient housing techniques.</li> <li>- Solid project management experience, including planning, implementation, coordination, and monitoring of technical programs.</li> </ul>	
2.	Disaster Management expert - Team Member	Master's degree in disaster management/Water resources/environmental science/ social science/ climate change or related area.	<ul style="list-style-type: none"> <li>- Have 10 years of experience in natural disaster prevention and control in Viet Nam, including occasions working directly with natural disaster prevention and control agencies in Viet Nam;</li> <li>- Have experience in resilient houses</li> <li>- Demonstrated experience in implementing tasks relating to policy making and/or legal institutional reform.</li> <li>- Over 10 years of work experience of contracts or relating to DRM/Water resources; or as leadership of DRM/Water resources related agencies</li> <li>- Excellent oral communication skills and the ability to deliver high quality written reports (2 sample reports in relevant fields)</li> <li>- Demonstrable experience in producing high-quality, credible evaluations, documentation</li> </ul>	<ul style="list-style-type: none"> <li>- Support Team Leader to prepare all documents</li> <li>- Prepare relevant technical part of manual.</li> <li>- Customize relevant contents as appropriate</li> <li>- Co-facilitate workshops and other technical review meetings (if required).</li> <li>- Prepare and final check of deliverable following minimum standards. (I.e., proof reading, language, format etc.)</li> </ul>

## 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 consultant's 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 affected people and communities.

## 10. APPLICATION PROCEDURE:

Interested parties are requested to submit the proposal in English/Vietnamese:

Applications should include:

- ✓ Letter of Expression of Interest.
  - ✓ A copy of the business license (if any)
  - ✓ Company profile (if any)
  - ✓ A concise technical proposal outlining key sections and contents of the manual, tentative work plan and financial proposal presenting a detailed breakdown of the daily rate in Vietnam Dong, inclusive of applicable taxes (VAT/PIT) and any travel-related expenses, where relevant
  - ✓ Curriculum vitae (CVs), demonstrating relevant capacity and experience.
  - ✓ Example of previous similar work {weblink or portable document format (PDF)}
  - ✓ Minimum 2 references
- Proposals should be duly signed, stamped (where applicable) and submitted to Catholic Relief Services (CRS) via email at: [vn\\_rfp2@crs.org](mailto:vn_rfp2@crs.org)
  - Submission deadline: by **3 May 2026**
  - For technical clarification, please contact: [thi.nguyen@crs.org](mailto:thi.nguyen@crs.org), Cc: [thuthuy.nguyen@crs.org](mailto:thuthuy.nguyen@crs.org).