



Terms of Reference

Consultancy Title	Field Shelter Technical Consultant
Location	Hue
Contract duration	May – August 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, a low- middle income country of nearly 100 million people, is among the most climate-vulnerable countries in the world. 45 million people are at risk from climate-related impacts, facing multiple hazards along the country's 3,260-km long coastline, densely populated delta, extensive low-lying regions, and mountainous northern areas expose communities to a wide range of hazards including typhoons, coastal flooding, droughts, heat waves and landslides. Vietnam suffers from many different types of natural hazards with increasing intensity and unpredictability due to climate change. Vietnam's average annual disaster losses are estimated at USD 2.4 billion, almost 1.5 percent of GDP¹, undermining economic progress and human development gains despite steady growth and poverty reduction.

Natural disaster prevention, response and recovery activities have always been given great importance by the Vietnam Government 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.

In 2026, CRS Vietnam is collaborating with local partners to implement the Climate Resilient Cities project. The initiative supports climate-resilient urban home reinforcement and critical asset protection by training vulnerable and marginalized households, local masons and carpenters, and private sector actors in inclusive, user-centered, disaster-resilient practices. The project also collaborates with stakeholders, including government shelter programs to demonstrate effective techniques and approaches for urban shelter improvement.

¹ <https://www.adb.org/sites/default/files/publication/653596/climate-risk-country-profile-viet-nam.pdf>

To support this effort, CRS and its partner will recruit a field shelter consultant to support the implementation of initiative - climate-resilient urban home reinforcement and critical asset protection as a part of disaster-resilient house model for urban areas.

2. OBJECTIVES/PURPOSES

The objective of this technical consultancy assignment is to support the implementation of initiative - climate-resilient urban home reinforcement and critical asset protection via providing technical advice, and supporting a range of project implementation issues in the area of disaster shelter resilience.

3. SCOPE OF WORKS/RESPONSIBILITIES

The Consultant will coordinate closely with CRS Vietnam, specifically DRR Program Manager and other members of DRR team to conduct the following tasks:

- Provide training on flood/storm resistant techniques and capacity building of the technical support group and construction workers on the technical specification of retrofitting and repairing analysis as well as development of reports that include technical details as well as cost estimates
- Provide coaching in carrying out house vulnerability assessment, creating and presenting structural overviews for repairing and retrofitting
- Coordinate, monitor, and report on repairing and retrofitting activities performed by the construction worker groups to ensure construction quality and safety. Participate in evaluation performance and process payments
- Support the coordination, implementation, and monitoring of project activities at the field level, including technical design specifications, healthy-safe construction site, and financial requirements
- Build and maintain relationships, coordinate communication, and facilitate information sharing among the project team, implementing partners, construction workers and project beneficiaries at the community level.

4. DELIVERABLES AND TIMELINE

Estimated consultant(s) working days: 30 days from May to August 2025.

Deliverable	Deadline
Provide training on flood/storm resistant techniques and capacity building of the technical support group and construction workers	30 May 2026
Provide coaching in carrying out house vulnerability assessments, creating and presenting structural overviews for repairing and retrofitting.	20 June 2026
Report on repairing and retrofitting activities performed by the construction worker groups	31 August 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, Finance Staff, Deputy Head of Programs.

7. CONSULTANT QUALIFICATIONS:

Education and Experience

- Owns experience in construction projects with a minimum of three (5) years of which in construction supervisory capacity.
- Experience with humanitarian assistance project.
- Working experience with International or National NGOs or government agencies in recovery and reconstruction programs, especially in retrofitting is preferable while liaising with the local government will be preferred.
- Experience in providing training on flood/storm-resistant shelter techniques and supervising, managing the quality of fast-track project of site development and repairing/construction project.

Personal Skills and Requirements

1. Observation, active listening and analysis skills with the ability to make a sound judgment
2. Attention to details, accuracy, and timeliness in executing assigned responsibilities
3. Proactive, results-oriented and service-oriented with the ability to work in a challenging and demanding environment
4. Good relationship management skills and the ability to work closely with local partners and community members
5. With strong integrity and ethical conduct

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
 - ✓ 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 outlining 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.
- ✓ Minimum 2 references.
- Proposals should be duly signed and submitted to Catholic Relief Services (CRS) via email at: thuthuy.nguyen@crs.org
- Submission deadline: **17 May 2026**