



Terms of Reference

Consultancy Title	Technical Consultancy for updating the CBDRM guidelines in urban area
Location	Hanoi and Hue city
Contract duration	from signing contract date – September 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 world's most climate-vulnerable countries, with around 45 million people at risk from increasingly severe and unpredictable hazards such as typhoons, floods, droughts, heatwaves, and landslides. Annual disaster losses average USD 2.4 billion (about 1.5% of GDP¹), threatening development gains despite economic growth.

The Climate Resilient Cities project in Vietnam is designed to enhance the adaptive capacity and resilience of vulnerable urban communities against climate-related shocks and stresses. The project will focus on Hue, a city in central Vietnam, functioning as an important urban hub. Hue city faces severe climate threats, making it highly relevant for resilience-focused interventions and offers strong potential for replication and scaling up to other provincial-level cities across the country that share similar urban, socio-economic, and environmental contexts. The project aims to achieve three main outcomes: (i) Strengthen Climate Information and Early Warning Systems, (ii) Implement inclusive, risk-informed, and accountable climate-related disaster resilience plans, and (iii) Promote climate-adaptive practices at scale.

2. OBJECTIVES/PURPOSES

The overall objective of this consultancy is to develop practical, context-appropriate urban CBDRM guidelines and tools, and to support their application in Hoa Chau Ward to strengthen disaster risk management planning and implementation.

Specific objectives are to:

- Assess existing CBDRM guidelines, DRR planning approaches, and financing mechanisms, and identify necessary adaptations for urban contexts.
- Analyze urban-specific risk characteristics, governance arrangements, and infrastructure dependencies affecting CBDRM.

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

- Develop a practical, step-by-step urban CBDRM guideline and toolkit, including CBDRA methodology and DRR planning templates.
- Integrate actionable financing and resource mobilization strategies into CBDRM processes.
- Pilot the guidelines through CBDRA facilitation and DRR plan development in Hoa Chau Ward.
- Strengthen capacity of NDPC and stakeholders through structured training and facilitation.

3. SCOPE OF WORK/RESPONSIBILITIES

The assignment will be conducted in four phases:

Phase 1: Inception and Framework Development

- Develop detailed methodology, work plan, and analytical framework.
- Prepare data collection tools and stakeholder engagement plan.
- Validate approach with CRS and partners.

Phase 2: Review and Urban Analysis

- Review CBDRM guidelines, DRR policies, and frameworks.
 - Conduct a literature review and develop an overall analysis of guidelines on Community-Based Disaster Risk Management (CBDRM), DRR plans, and existing policies and frameworks on CBDRM in Vietnam, and especially typical urban areas and the types of disasters affecting these areas.
- Analyze urban risks, governance systems, and infrastructure dependencies.
 - Carry out surveys and consultations in the urban areas within the project area.
- Assess disaster risk financing mechanisms and applicability.
 - Conduct an overview analysis of resource and financing mobilization mechanisms for disaster prevention and response in urban areas, including social protection schemes and external funding sources.
 - Provide an overview of disaster risk financing mechanisms in Vietnam.
 - Explore a diverse portfolio of financing instruments to support climate-resilient development, spanning ex-ante (pre-disaster/risk reduction), ex-post (post-disaster/recovery), and innovative financing approaches. Prioritize a balanced mix of domestic and external funding sources, while actively leveraging climate-specific financing mechanisms.
 - Propose concrete and actionable measures, steps to mobilize and institutionalize diverse financing sources (domestic and external) and instruments (ex-ante, ex-post, and innovative) as a part of the CBDRM guidelines for urban area.

Phase 3: Development of Guidelines and Tools

- Develop step-by-step urban CBDRM guidelines and toolkit.
- Produce CBDRA methodology adapted to urban settings.
- Develop DRR planning templates and financing integration guidance.
- Develop CBDRM guidelines for urban areas and DRR plans tailored to the disaster context and specific characteristics of urban settings.
 - Detailed guidance on steps and methods which can help local government officials at the ward level, related sector agencies, mass organizations, the private sector, other urban CBDRM practitioners, and local people carry out community-based disaster risk management (CBDRM) in urban areas.
- CBDRM training and CBDRA
 - Following the development of the guidelines, facilitate an urban CBDRM/CBDRA for related stakeholders in the targeted urban area.

- Develop training facilitation guide using CRS provided format for the training based on developed contents and methodology.
- Prepare training materials (hand-outs, text, slides, reference document, video/clips...) for distribution during the training
- Develop simple pre-test and post-test (no more than 1 page)

Phase 4: Pilot, Training, and Finalization

- Facilitate CBDRA and DRR plan development in Hoa Chau Ward.
- Deliver training to NDPC and stakeholders.
- Refine guidelines based on field testing. Conduct the hand-on session of practicing CBDRA, development of NDPC plan to project ward.

4. DELIVERABLES AND TIMELINE

- Inception Report: The report shall include detailed methodological approach and analytical framework; the work plan with timeline and milestones; data collection tools (interview guides/templates) and stakeholder engagement plan. These contents must be agreed upon by the CRS project teams and its partner before the consultant commences implementation of the assignment.
- Urban CBDRM Assessment Report: The report shall present the assessment results, including a review of existing CBDRM policies and practices; analysis of urban risk characteristics and governance systems; identification of limitations, and gaps in CBDRM and DRR planning in urban areas; assessment of opportunities, constraints, and limitations in mobilizing resources and financing for CBDRM and DRR activities; implications for development of guidelines.
- Draft CBDRM Guidelines and Toolkit for Urban Areas:
 - Step-by-step CBDRM process tailored to urban areas
 - CBDRA methodology adapted to urban contexts
 - DRR planning templates and tools
 - Roles and responsibilities of stakeholders
 - Financing and resource mobilization module
 - Practical checklists and implementation guidance
- Training Pilot Outputs (Hoa Chau Ward):
 - CBDRA results and documentation
 - Ward-level DRR plan
 - Summary of lessons learned and implementation challenges
- Revised Training Package:
 - Facilitator guide (CRS format)
 - Training slides and participant materials
 - Pre- and post-test tools
 - Training report including participant feedback
- Final Urban CBDRM Guidelines and Report:
 - Final revised guidelines incorporating feedback
 - Final DRR plans
 - Summary of pilot and validation results
 - Recommendations for scaling and institutionalization
 - Executive summary highlighting key actions
- Deliverables in Vietnamese are outlined below in *Table 1*, along with their responsible party and the estimated working is 40 days from May - September 2026.

Deliverable	Deadline
Inception Report	5 days after signing contract
Urban CBDRM Assessment Report	to be defined in approved work plan
Draft CBDRM Guidelines and Toolkit	to be defined in approved work plan
Training Pilot outputs	to be defined in approved work plan
Revised Training package	To be defined in approved work plan
Final Urban CBDRM Guidelines and Report	5 September 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 consultant(s) will possess the following preferred qualifications and experience:

- Master in Earth Science and Technology, Agriculture, Water Resources, Environment, Hydrology, Meteorology, Disaster Management or related fields.
- Minimum 10 years of experience in disaster risk management, CBDRM, guideline development.
- Extensive experience in carrying out training/facilitating CBDRM/CBDRA sessions, urban resilience or urban CBDRM will be an asset and received special consideration
- Understanding government DRR policies, programs and guidelines related to CBDRM particularly urban issues.
- Sound knowledge and skills in mainstreaming gender into CBDRM/CBDRA process
- Strong knowledge and good practical experience in CBDRM implementation, monitoring and evaluation
- Experience working with NDPC, DMC and DRM government body
- Having experience working with NGOs, and UN agencies is an advantage
- Having good quantitative and qualitative data analytics skills;
- Excellent analytical and writing skills.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders;

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_rfp1@crs.org*
- *Submission deadline: **09 June 2026***
- For any clarification requests, please contact: thi.nguyen@crs.org, and Cc: thuthuy.nguyen@crs.org.