



Terms of Reference

Consultancy Title	Technical Consultancy for Assessing the Existing Early Warning System to Support a Multi-Hazard Early Warning System in Hoa Chau Ward, Hue City
Location	Hoa Chau ward, Hue city
Contract duration	30 working days from signing contract. All work to be completed by August 30, 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 objective of this TOR is to assess the existing Early Warning System (EWS) in Hue City, with a focus on Hoa Chau Ward, and provide actionable, prioritized recommendations to develop an inclusive and effective Multi-Hazard Early Warning System (MHEWS) down to the commune level.

Specific objectives:

- Assess the EWS against the four pillars (risk knowledge, monitoring/forecasting, dissemination, preparedness).
- Identify strengths, gaps, and constraints including last-mile communication.

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

- Analyze stakeholder roles and coordination effectiveness.
- Validate findings through stakeholder engagement.
- Develop feasible, prioritized recommendations with an implementation roadmap.

3. SCOPE OF WORKS/RESPONSIBILITIES

The consultant will undertake a structured assessment of the existing Early Warning System (EWS) and provide actionable recommendations for the development of a Multi-Hazard Early Warning System (MHEWS) in Hue City, with a focus on Hoa Chau Ward. The work will be implemented in close coordination with CRS, VDDMA, and relevant local stakeholders.

The assignment will be carried out in four phases:

Phase 1. Inception and Framework Development

- Review relevant global frameworks and national standards for EWS and MHEWS (including WMO pillars).
- Develop an analytical framework to assess the existing EWS against the four pillars of effective early warning systems:
 1. Disaster risk knowledge
 2. Monitoring, forecasting, and detection
 3. Warning dissemination and communication
 4. Preparedness and response capacity
- Prepare a detailed methodology, including:
 1. Data collection tools
 2. Stakeholder engagement plan
 3. Site selection and sampling approach
- Validate the approach with CRS and VDDMA.

Phase 2. Desk Review and System Mapping

- Conduct a desk review of national, provincial, and city-level policies, institutional arrangements, and technical systems relevant to EWS, DRM, and climate adaptation.
- Assess the extent to which existing policies, systems, and practices align with the four EWS pillars.
- Map:
 - Institutional roles and coordination mechanisms
 - Existing technical systems (hydro-met, communication, infrastructure)
 - Data flows and decision-making processes
- Identify strengths, gaps, and areas of duplication or fragmentation.

Phase 3. Field Assessment and Stakeholder Consultations

- Conduct field-based assessments in Hue City and Hoa Chau Ward, including:
 - Key informant interviews and focus group discussions
 - Direct observation of infrastructure and communication systems
- Undertake stakeholder mapping and analysis, including:
 - Roles, responsibilities, and coordination effectiveness
 - Inclusiveness and accessibility of early warning services (with attention to vulnerable groups)
- Assess the effectiveness of:
 - Warning dissemination channels (including last-mile connectivity)
 - Community understanding and response capacity
- Document current practices and validate findings with stakeholders.

Phase 4. Analysis, Validation, and Recommendations

- Conduct a gap analysis comparing the current system to MHEWS good practice.
- Identify priority gaps, constraints, and opportunities.

- Facilitate a validation workshop with key stakeholders to:
 - Present preliminary findings
 - Validate key issues and assumptions
 - Identify locally relevant solutions
- Develop a set of **practical, prioritized recommendations** for strengthening the EWS into a functional MHEWS, including:
 - Institutional and governance improvements
 - Technical and infrastructure needs
 - Communication and last-mile delivery systems
 - Capacity strengthening priorities
- Ensure recommendations are:
 - Context-appropriate
 - Feasible
 - Phased (short-, medium-, long-term where possible)

4. DELIVERABLES AND TIMELINE

The consultant will produce the following deliverables in Vietnamese. All deliverables should be concise, clearly structured, and decision-oriented.

1. Inception Report

Content:

- Refined methodology and analytical framework (aligned with EWS pillars)
- Detailed work plan and timeline
- Data collection tools (interview guides, checklists)
- Stakeholder engagement plan
- Risks and mitigation measures

2. Consultation and Field Assessment Summary

Timing: After completion of fieldwork (date aligned with agreed work plan)

Content:

- Summary of consultations conducted (participants, locations)
- Key findings from stakeholder inputs
- Preliminary observations on system functionality and gaps
- Key issues requiring validation

3. Draft Assessment and Gap Analysis Report

Content:

- Assessment of existing EWS against the four pillars
- System mapping (institutional, technical, communication flows)
- Gap analysis (current vs. desired MHEWS state)
- Key constraints and enabling factors
- Initial recommendations

4. Final Assessment Report and MHEWS Recommendations

Content:

- Executive summary (key findings and priority actions)
- Consolidated assessment findings
- Validated gap analysis
- Prioritized and actionable recommendations, including:
 - Network/system design considerations
 - Technology and infrastructure needs (with indicative costing where feasible)

- Strengthening of last-mile communication systems
- Governance and institutional arrangements
- Capacity building and training priorities
- Suggested implementation roadmap (phasing and sequencing of actions)

5. Validation Workshop and Presentation

Timing: Before finalization of report

Outputs:

- Presentation of findings and recommendations
- Facilitated discussion and feedback
- Summary of validated points and adjustments made

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

Deliverable	Deadline
Inception Report	within 10 days after contract signing
Consultation and Field Assessment Summary	Defined in approved work plan
Draft Assessment and Gap Analysis Report	Prior to workshop as defined in approved work plan
Validation workshop and presentation	Prior to report finalization as defined in approved work plan
Final Assessment Report and MHEWS recommendation	No more than 30 work days after the contract signing. All work must be completed by August 30 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 will possess the following preferred qualifications and experience:

- Master/bachelor's degree in Earth Science and Technology, Agriculture, Water Resources, Environment, Hydrology, Meteorology, or related fields.
- Minimum 5 years of experience in disaster risk management, climate change, or observation and monitoring system development.
- Sound understanding of early warning systems, flood forecasting mechanisms, and basic principles of impact-based trigger development.
- 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 with tentative work plan
- 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.

Submission deadline: **Thursday, 18 June 2026.**

For any clarification requests, please contact: thi.nguyen@crs.org, and Cc: thuthuy.nguyen@crs.org.