



Terms of Reference

Consultancy Title	Consultancy for Developing questionnaires on disaster risk reduction and climate change adaptation, including safe shelter; and Organizing a communication activity for students in Dong Thap Province.
Location	Dong Thap province
Contract duration	From contract signing date – 20 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 a highly disaster-affected country. With the number of annual disasters increasing, losses in the housing and infrastructure sectors are growing and affecting the incomes and further contributing to the vulnerability and social exclusion of families who are most 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 Guidelines to help standardize shelter practices. Disaster-resilient shelter models and related guidelines have been tailored to Vietnam.

Recognizing the critical importance of educating the younger generation to build a resilient community, CRS and its partner are seeking a service provider to execute a communication activity on Safe Shelter and Safe Schools in response to natural disasters for students and parents in Dong Thap province. This communication activity aims to (i) disseminate knowledge on disaster prevention — safe shelter and safe school initiatives — thereby

raising awareness and skills for students and parents to respond to natural disasters; (ii) draw the attention of authorities and social organizations to disaster prevention and control work covering safe shelter and safe schools; and (iii) improve the understanding, responsibility and participation of families, communities, social organizations, socio-political organizations and authorities at all levels regarding the importance of disaster prevention, including but not limited to safe shelter, towards the goal of sustainable development — a safer and more disaster-resilient community.

2. OBJECTIVES/PURPOSES

The purpose of this Terms of Reference (TOR) is to outline the tasks and responsibilities of the service provider to execute the communication activity on Safe Shelter and Safe Schools in response to natural disasters for students and parents in Dong Thap province.

This assignment is divided into two components:

- Component 1 – development of the questionnaires: Develop a standardized, visual and age-appropriate toolkit including questions, answers and a comprehensive User Guide on Disaster Risk Reduction (DRR), Climate Change Adaptation (CCA) and safe shelter for secondary school students.
- Component 2 – Communication activity: Design and organize a knowledge competition for secondary school students in Dong Thap province — preliminary rounds at 03 selected schools and a final round hosted at 01 of these schools — to create an engaging extracurricular activity, consolidate practical knowledge, and improve students' self-protection skills.

3. SCOPE OF WORKS/RESPONSIBILITIES

The service provider will be responsible for delivering high-quality services in accordance with the objectives and scope of this assignment. Key responsibilities include, but are not limited to:

3.1. Component 1 - Development of the questionnaires

- Inception and Planning: Develop an inception report covering the methodology, a detailed work plan and deliverables for developing the questions and answers on DRR, CCA and safe shelter, in consultation with CRS and its partners.
- Desk Review and Consultation: Review relevant documents on DRR and CCA in Vietnam, including guidelines for organizing extracurricular activities in schools, and hold consultation meetings with CRS and its partners. Specifically:
 - Leads the consultation meetings; reviews DRR/CCA technical documents;
 - Reviews Ministry of Education and Training guidelines for middle school extracurricular activities;
 - Reviews structure and safe housing guidelines for disaster-prone areas.
- Knowledge Framework Development: Develop a knowledge framework on DRR, CCA and safe housing. The framework must clearly define the content, format (e.g. multiple-choice, essay, situational), the number of questions of each type, and the corresponding answers. Specifically:
 - Define the core knowledge scope and key messages for DRR and CCA;

- Define the core knowledge scope for safe housing and structural resilience;
- Design the structure of the toolkit, determining the appropriate formats and the distribution of questions per topic.

The knowledge framework must be reviewed and approved by CRS and its partners before drafting of the full question set begins.

- Questionnaire Finalization (around 600 questions): Develop and finalize a set of approximately 600 questions, including answers, explanations, and clear categorization by difficulty level (from easy to hard) suitable for secondary school students. To allow CRS/its partners review to run in parallel with drafting, the question set will be submitted in two batches of approximately 300 questions each. Specifically:
 - Draft DRR/CCA questions, answers and technical explanations;
 - Draft safe housing questions, answers and technical explanations;
 - Edit all questions to ensure age-appropriate language and pedagogical quality, and categorize them into distinct difficulty levels.
- User Guide Development: Develop a User Guide for the question-and-answer toolkit, outlining how the toolkit can be used for training sessions, knowledge competitions and knowledge assessments.

3.2. Component 2 - Organizing the communication activity

- Site Survey and Stakeholder Engagement: Conduct site surveys and work with local authorities to select 03 secondary schools for the preliminary rounds and identify 01 of them as the host school for the final round.
- Event Planning and Coordination Procedures: Develop a detailed event plan and prepare all necessary coordination procedures and paperwork with local agencies and units in preparation for the competition.
- Rules and Content Selection: Develop and issue the official competition rules; select the specific set of questions (drawn from the approved toolkit) for the preliminary and final rounds; and determine the grading methodology. The technical experts within the consultancy team will advise on question selection and grading criteria.
- Logistics and Setup: Coordinate with the schools and the event team to finalize participant lists; prepare logistics, costumes and supporting equipment; and complete stage installation and venue decoration.
- Event Execution: Organize and facilitate the preliminary rounds at the 03 selected schools and the final round at the host school in Dong Thap province.
- Evaluation and Toolkit Update: Synthesize and evaluate the results of the pilot competition; finalize the toolkit based on lessons learned; and propose a plan to update and maintain it for long-term use in DRR and CCA communication, education and training.

4. DELIVERABLES AND TIMELINE

All deliverables shall be submitted in Vietnamese. The estimated level of effort is up to 30 working days per key expert, to be delivered between the contract signing date and 20 September 2026. Days allocated to event support and logistics staff should be presented separately in the financial proposal.

No.	Deliverables	Estimated Timeline
1	Inception report and detailed work plan (methodological approach and analytical framework; work plan with timeline and milestones)	5 days after signing contract
2	Approved knowledge framework	as defined in the approved work plan
3	Draft set of approximately 600 questions with answers, explanations and difficulty categorization (submitted in 2 batches)	as defined in approved work plan; final batch no later than Week 2 of August 2026
4	Detailed event plan, competition rules and script	Week 3 of August 2026
5	Finalized questionnaires and comprehensive User Guide	Week 4 of August 2026
6	Execution of the knowledge competition (preliminary rounds at 03 schools; final round at the host school)	Week 2-3 of September 2026
7	Comprehensive final report (event outcomes and overall assignment, including the toolkit update)	20 September 2026

Payment will be made in instalments linked to the acceptance of deliverables, as specified in the contract.

All materials developed under this assignment, including the question bank, answers, explanations and User Guide, will remain the property of CRS and its partners, who may reproduce, adapt and distribute them for non-commercial purposes.

5. LOGISTICAL SUPPORT:

The following support will be provided by CRS:

- Access to relevant project documentation and background materials

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:

To undertake this assignment, it is anticipated that the following skills and experience will be represented in the team:

Service provider requirements

- At least 10 years of experience in disaster risk management and/or climate change adaptation;
- At least 03 completed consultancy contracts related to disaster risk management or climate change in Viet Nam, preferably with Vietnamese disaster management agencies. Experience working directly with government, local authorities and international organizations is an advantage;

- At least 03 completed contracts related to training delivery and/or evaluation (e.g. learning studies, capacity assessments); specific experience in delivering DRM/CCA-related training is a strong advantage;
- Proven track record in managing and organizing events, specifically school-based activities, knowledge competitions, or large-scale community communication campaigns;
- Demonstrated capacity and resources for event logistics, venue inspection, stage set-up, technical equipment and decoration.

Team composition: The team must cover DRR & CCA, Education, and Safe Shelter, at minimum:

- ***DRR & CCA Expert / Team Leader***
 - Master's degree in water resources, irrigation, disaster risk management, dyke management, natural resources and environmental management, hydro-meteorology, and/or related fields.
 - Demonstrated experience in disaster risk management and climate change adaptation, including experience in developing technical guidelines, SOPs, or similar documents. Experience of 6 years or more will be an advantage.
 - In-depth expertise in community-based disaster risk management (CBDRM) and climate change adaptation.
 - Strong understanding of disaster risk context in Viet Nam, government DRR policies, programs and guidelines related to CBDRM.
 - Strong knowledge and good practical experience in CBDRM implementation, monitoring and evaluation.
 - Experience working with government agencies, NGOs, and UN agencies is an advantage
 - Excellent analytical and writing skills.
 - Ability to coordinate with the team to ensure overall technical quality.
 - Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- ***Education Expert***
 - Master's degree in education, Pedagogy, Social Sciences, or related fields.
 - Minimum 05 years of experience in developing educational curricula, extracurricular materials, or designing creative educational content for students.
 - Strong expertise in active pedagogical methods and framing technical knowledge appropriately for the psychological and cognitive level of secondary school students.
 - Demonstrable experience in designing educational toolkits, questionnaires, quizzes, or organizing school-based knowledge competitions.
 - Having experience working for educational development projects or NGOs.
 - Excellent analytical and writing skills, specifically the ability to simplify complex technical jargon into accessible language.
- ***DRR Safe Housing Expert***
 - Master's degree in architecture, Civil Engineering, Structural Engineering, Community Development, or related fields.

- Minimum 05 years of practical experience in technical solutions for housing construction, community infrastructure, and structural reinforcement against natural disasters (especially storms and floods).
- Specific knowledge and practical experience regarding safe housing models and adaptive construction techniques.
- Having experience working for development projects, NGOs, or community-based housing resilience programs.
- Excellent analytical skills to develop practical, technically sound, and accurate questions related to housing resilience.

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.

- ✓ A tentative work plan outlining the key sections and contents required by this TOR, together with a financial proposal presenting a detailed breakdown of daily rates in Vietnam Dong for each key expert and for any event support personnel, 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: **13.00 PM, 31 July 2026**

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