



Terms of Reference

Consultancy Title	Technical consultant(s) to organize the training on safe shelter for CRS strategic partners in Vietnam
Location	Hanoi, Vietnam
Contract duration	From signing 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 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/QĐ-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. Building on this work, disaster-resilient safe housing models and accompanying technical guidelines have been adapted to the Vietnamese context. These resources also reflect the country's ongoing administrative reform, transitioning from a three-tier to a two-tier governance system, with a strong emphasis on strengthening the capacity and role of commune emergency response teams (CERT) as the frontline actors in disaster preparedness, response, and recovery.

To support the effective application of these guidelines, CRS and its partner would like to recruit consultants to update the existing training materials and deliver training on how to build & reinforce shelter safer in response to natural disasters, efficient and appropriate practices for implementing unconditional/conditional cash

assistance for shelter in preparedness, emergency response and recovery contexts. This training is a part of a broader initiative to eliminate temporary shelters and ensure access to safe, disaster-resilient housing.

2. OBJECTIVES/PURPOSES

The consultant(s) will work with CRS/Vietnam team to update the existing training materials and deliver a training on how to build and reinforce shelter safer in response to natural disasters. The objectives of the training are: (i) Gain knowledge and skills on risk and shelter safety, Hazards and vulnerability of shelter, General guidance on safe shelters, Examples of specific measures to ensure safe shelters., (ii) Enhance knowledge on inclusive disaster-resilient housing construction and retrofitting techniques for disaster-prone areas, as well as efficient and appropriate practices for unconditional/conditional cash assistance in preparedness, emergency response recovery contexts including cash for shelter and (iii) Promote cross-regional learning by facilitating exchange of knowledge, experiences and good practices among participants from the three regions of Vietnam, fostering diverse perspectives and peer-to-peer learning.

3. SCOPE OF WORKS/RESPONSIBILITIES

The consultancy will focus on the following aspects:

Pre-training activities

Before conducting the training, the trainer will carry out the following key pre-training activities including:

- Collection and review of key supporting materials/information relevant to the objectives/topic of the training activity consisting of (i) existing safe/disaster resilient shelter materials, (ii) efficient and appropriate practices for unconditional/conditional cash assistance in preparedness, emergency response recovery contexts including cash for shelter from CRS and other relevant sources, (iii) other cross cutting issues of gender, people with disabilities, and older people.
- Develop the appropriate materials, list of participants for the training and reference documents to hand out to participants.
- Collect and review key supporting material (session plan, training PowerPoints) to design the programme/materials for the training activity (or updating of or adjustment to the requirements/objectives of the training activity; etc...)
- The logistics of the training, including sending invitations and booking the training venue, logistic support for participants will be conducted by the consultants in coordination with CRS and its partners.

Conduct the training

The training will be conducted in 03 days – expected at the end of August or early September 2026 in Hanoi. Training activities:

Technical Responsibilities

- Cooperate with CRS and its partner to develop 3-day training agenda and facilitation guide to meet the above objectives as described in section 2. Those documents should use CRS provided format for the training based on developed contents and methodology.
- Prepare training materials (hand-outs, text, slides, reference document, video/clips...) for delivery during the training.
- Facilitate training to meet outcomes expectations.
- Develop simple pre-test and post-test (no more than 1 page)
- Analyze pretest, post-test and write training report in Vietnamese
- Write training and exchange learning report in Vietnamese and English

Training contents:

- Introduction to safe shelter in response to natural disasters
 - Disaster Risks and Housing Vulnerability
 - General Principles of Disaster-Resilient Housing
 - Technical Solutions for Disaster-Resilient Housing: Short-Term and Long-Term
 - Pre-disaster Preparedness Activities
 - Notes on Accessibility to Disaster-Resilient Housing for Vulnerable Groups
- Exchange learning and experiences: Facilitate the sharing of good practices and lessons learned on safe shelter and unconditional/conditional cash programmes for early action, response, and early recovery, including cash for shelter approaches. The discussions should incorporate experiences from both sub-national and national levels to encourage peer learning and cross-context knowledge exchange. The scope and content of this agenda item will be further developed during the inception phase with CRS and its partners.

Training Organization and Administrative Support

- Support the organization and coordination of the training during its implementation;
- Manage participant attendance, training logistics, and on-site coordination.
- Prepare all administrative and financial supporting documents required for training implementation and financial settlement.

Training participants: At least 30 participants are expected, with representatives from three regions of Vietnam. Participants will include representatives from Provincial and Commune/Ward Civil Defense Steering Committees; commune/ward local authorities; local mass organizations and socio-political organizations engaged in disaster risk management; Commune/Ward Disaster Prevention and Control Rapid Response Teams (CERTs). Bringing together participants from different regions and institutions will ensure diverse perspectives and promote peer-to-peer learning and the exchange of experiences on safe housing and shelter-specific cash assistance programming. The final participant composition and selection criteria will be further discussed and agreed upon during the inception phase with CRS and its partners.

4. DELIVERABLES AND TIMELINE

- Inception Report & Outline: A brief proposed methodology, timeline, and flexible content outline to be agreed upon shortly after contract signing.
- A training package in consultation with CRS staff and CRS partners
- A training report

Deliverables in Vietnamese are outlined below in *Table 1*, along with their responsible party and the Total estimated working of experts are around 35 - 40 days from signing date to September 2026.

Deliverable	Deadline
Inception Report & Outline	5 days after signing date
A training package in Vietnamese, incorporating all technical feedback and written in clear, concise, and professional language. This should include training agenda, facilitation guidelines, training presentation/handout, video/clips, pre and post-test in line with CRS branding and marking policy	August - September 2026
Conduct the training, including logistic preparation: Logistics (booking training venue, sending invitations, arranging transportation and accommodation for trainer and trainees...) Facilitate the training	Early September 2026
Training report in Vietnamese	September 2026

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: Program Manager - Disaster Risk Reduction & Climate Change Adaptation

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

7. CONSULTANT QUALIFICATIONS:

CRS is seeking consultants 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//resilient shelter/Cash assistance-related training is a strong advantage;

Personnel qualifications

Resilient housing expert – Team leader

- Having a Master's degree in the field civil engineering/ disaster management/Water resources/environmental science/ social science/ climate change/business administration or related area.
- Minimum 10 years of professional experience in the construction sector, with a strong focus on civil engineering.
- At least 5 years of working experience with international NGOs.
- Proven track record of minimum 5 years technical knowledge in construction, especially disaster resilient shelter (new construction, strengthening/retrofitting).
- Over 5 years of work experience as Team Leader
- Good knowledge of government's construction regulations and quality standards
- General experience in disaster, disability & gender inclusive DRR, climate change. will be an advantage.
- Demonstrated experience with NGOs or government agencies in recovery and reconstruction programs, especially in retrofitting is preferable
- Good knowledge of government reports of natural disaster prevention and control, especially damage statistics and assessment
- Extensive experience in developing technical guidelines, manuals, and training materials on resilient housing design and construction. (2 sample reports in relevant fields)
- Proven experience in delivering community-based training programs, including Training of Trainers (ToT) and Training of Facilitators (ToF) on safe and resilient housing techniques.
- Solid project management experience, including planning, implementation, coordination, and monitoring of technical programs.

Disaster Management expert - Team Member

- Master's degree in disaster management/Water resources/environmental science/ social science/ climate change or related area.
- 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;
- Have experience in resilient houses
- Demonstrated experience in implementing tasks relating to policy making and/or legal institutional reform.
- Over 10 years of work experience of contracts or relating to DRM/Water resources; or as leadership of DRM/Water resources related agencies
- At least 5 years of experience in conducting training/education/teaching or equivalent activities.
- Excellent oral communication skills and the ability to deliver high quality written reports (2 sample reports in relevant fields)
- Demonstrable experience in producing high-quality, credible evaluations, documentation

Cash expert – Team member

- Master's degree or higher in environment/agriculture/irrigation/disaster risk reduction/climate change/environment/water resource management/resource management or other related fields.
- At least 10 years of relevant experience in DRR.
- At least 5 years of experience in conducting training/education/teaching or equivalent activities.
- Experience working with central and local authorities. Strong knowledge and experience in emergency response in Vietnam; Specifically experience in CVA
- Excellent facilitation, analytical, communication and report writing skills;
- Experience in material development is an asset

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

8. ETHICAL CONSIDERATIONS:

All activities will adhere to ethical standards, ensuring informed consent, confidentiality, and sensitivity to the needs of affected people and communities.

9. 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_procurement@crs.org
- Submission deadline: by **13.00 PM, Friday 21 August 2026.**

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