

TERMS OF REFERENCE

***Consultant for the revision of Community-led Housing Preparedness, Recovery & Reconstruction Guideline
Project: Homes & Communities***

1. BACKGROUND

Catholic Relief Services (CRS) has been operating in Vietnam since 1994. In partnership with government, social organizations and communities, CRS has been implementing programs in 9 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Emergency, Disaster Risk Reduction (DRR) and Climate Change Adaptation; Disabilities; and Mine Action.

Lying in the tropical monsoon area, one of the world's five "cyclone centers" in the Asia-Pacific region, along with its geographical location, topographical, geological, and other natural conditions, Vietnam is one of the countries most affected by natural disasters and climate change, causing great damage to life and assets. In the year of 2020 alone, natural disasters left 357 people dead or missing, and led to estimated economic losses of nearly 40,000 billion VND (nearly 2 billion USD). Statistics from the National Steering Committee for Natural Disaster Prevention and Control show that over the past 30 years, each year on average nearly 300 people are dead or missing, and economic losses are about 1-1.5% GDP as a result of natural disasters, putting an immense strain on capacities, resources and arrangements for disaster preparedness and response at the community and government (GoVN) levels. Natural disaster prevention, response and recovery activities have always been given great importance by the GoVN and people of Vietnam, and shelter is one of the most affected sectors due to disasters such as floods, landslides, typhoon, and storm surge. For this reason, there has been a growing demand for disaster-safe homes in disaster-prone regions.

In 2022, CRS Vietnam in collaboration with relevant stakeholders produced the Community-led Housing Preparedness, Recovery & Reconstruction Guidelines which represents a strong step forward in meeting a need for standardizing shelter guidelines.

In 2023 - 2024, CRS Vietnam is working together with strategic partners to build the evidence based on disaster resilient shelter by rolling out the Community-led Housing Preparedness, Recovery & Reconstruction Guidelines targeting Central Vietnam

Within this TOR, CRS will recruit a consultant team with 2 members to revise the guideline based on the good practices and lessons learnt of guideline application in the field during 2023 – 2024.

2. OBJECTIVES OF THE TOR

The objective of this TOR is to revise Community-led Housing Preparedness, Recovery and Reconstruction Guidelines based on based on the good practices and lessons learnt of guideline application in the field during 2023 – 2024. The Guidelines should have the possibility to be the supplementary to the most-updated "Guidance on implementation of the CBDRM Program with a vision to 2030" and "CBDRM guidelines".

3. SCOPE AND METHODOLOGY

The consultant team will take active role to conduct the assignment with support from CRS Vietnam. Specifically, the consultant team will be responsible for but not limited to the following tasks:

3.1. Desk review documents related to Program 553, CBDRM and CBDRA guidelines, existing shelter materials, including:

- The Government Decision 553/QĐ-TTg including, but not limited to, “the Guidance on implementation of the CBDRM Programme with a vision to 2030”, the most updated version of CBDRM guidelines, CBDRM training materials, and community-based disaster risk assessment (CBDRA);
- The existing shelter materials including Government documents/regulations/policies/programmes and humanitarian agencies;
- The Community-led Housing Preparedness, Recovery & Reconstruction Guidelines
- Project report, project documents during the process of rolling out the Community-led Housing Preparedness, Recovery & Reconstruction Guideline targeting Central Vietnam.

3.2 Revise the Community-led Housing Preparedness, Recovery & Reconstruction Guidelines

- In consultation with CRS, identifying potential steps/sections to revise the Community-led Housing Preparedness, Recovery & Reconstruction Guidelines;
- Develop the contents of revised version in accordance with identified potential steps/sections;
- Carrying out consultation with stakeholders (Government, Shelter working group,...) on the proposed revised parts of Community-led Housing Preparedness, Recovery & Reconstruction Guidelines;
- Finalize the revised version based on the consultation with the stakeholders.

4. Timelines

The tentative time frame as follows:

No.	Activity	Deliverables	Estimated days	Timeline
1	Desk review documents related to Program 553, CBDRM and CBDRA guidelines, existing shelter materials	Desk review report/matrix	Team leader: 4 days Team member: 4 days	June 2024
2	Identifying potential steps/sections to revise the Community-led Housing Preparedness, Recovery & Reconstruction Guidelines in consultation with CRS	Revised outline in consultation with CRS	Team leader: 4 days Team member: 4 days	June 2024
3	Develop the contents of revised version in accordance with identified potential steps/sections	Revised version of Community-led Housing Preparedness, Recovery & Reconstruction Guidelines	Team leader: 12 days Team member: 12 days	July 2024
4	Meeting with relevant stakeholders (Government, Shelter working group,...) for the consultation on the proposed revised parts of Community-led Housing Preparedness, Recovery & Reconstruction Guidelines	Summary of stakeholders' feedback	Team leader: 4 days Team member: 4 days	July 2024
5	Finalize the Community-led Housing Preparedness, Recovery & Reconstruction Guidelines based on stakeholders' comment and feedback	Finalized Community-led Housing Preparedness, Recovery & Reconstruction Guidelines	Team leader: 6 days Team member: 6 days	August 2024
	Total		Team leader: 30 days Team member: 30 days	

5. Deliverables

The consultants will submit to CRS following deliverables:

- A final revised version of Community-led Housing Preparedness, Recovery and Reconstruction Guideline in Vietnamese with the appendices - Desk review report/matrix and Summary of stakeholders' feedback

6. REQUIREMENTS

CRS is seeking a consultant team with two members to undertake this assignment. It is anticipated that the following skills and experience will be represented in the team:

** Team Leader*

- Hold a Master's degree or equivalence in the fields of irrigation, dyke management, natural resources, and environmental management, hydro-meteorological, architect, urban planning, and/or related fields.
- Have 10 years of experience in climate change adaptation, natural disaster prevention and control in Vietnam, and housing in climate-vulnerable areas, including occasions working directly with natural disaster prevention and control agencies in Vietnam, assisting government authorities in making related policies.
- Over 10 years of work experience as Team Leader of contracts or projects;
- Demonstrated experience in housing projects which in designing to prevent disaster or resilience housing is an advantage;
- Having certificate of architecture activity capability;
- Having at least one international publication related to housing, or disaster risk management is an advantage;
- Having work service directly with VDDMA and humanitarian organizations is an advantage;
- Demonstrated experience with NGOs or government agencies in recovery and reconstruction programs, especially in retrofitting, resilience to climate extremes is preferable;
- Demonstrated experience with government agencies in policy making and/or legal institutional reform related to climate change adaptation, natural disaster prevention and control.
- Relevant experience in DRM in Vietnam is required and knowledge of resilient houses is an advantage
- Good knowledge of community-based disaster risk management in Vietnam;
- Good writing skills in Vietnamese and English (2 sample reports in relevant fields).

** Team member*

- Hold a Master's degree in the fields of irrigation, hydraulic, dyke management, water resources management, hydro-meteorological, architect, sociology, development studies, economics and rural development, facility management;
- Have 8 years of experience in natural disaster risk reduction and climate change adaptation in Viet Nam, including occasions working directly with natural disaster prevention and control agencies in Viet Nam;
- Relevant experience in DRM in Vietnam is required and knowledge of resilient houses is an advantage;
- Relevant experience in CBDRM is an advantage;
- Have skills to organize policy-level seminars, events and workshops;
- Experience in technical material development in the DM sector.

7. APPLICATION PROCEDURE

Interested parties are requested to submit the proposal in English:

7.1. Technical proposal:

- Expression of Interest (1 page maximum)
- A concise technical proposal
- A tentative work plan.

- CVs demonstrating relevant capacity and experience.
- Minimum 2 references for similar assignment
- Example of previous similar work (weblink or PDF)

7.2. Financial proposal:

- Propose consultant fee with a detailed breakdown of the daily rate in Vietnam dong and including PIT.
- Propose travel costs.

7.3. Method for submission:

Proposals should be duly signed, stamped, and sent to this email address: vn_rfp2@crs.org

Closing date for submission: by June 17, 2024

Only shortlisted applicants shall be contacted for an interview before contracting.