

Term of Reference

Consultancy for Capacity Building in Disaster Risk Management (DRM) and Climate Change Adaptation (CCA)

Background

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 3 million people construct, rehabilitate or preserve homes since 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission.

Habitat for Humanity Vietnam seeks an independent consultant to build up its capacity to implement disaster risk management projects throughout Vietnam.

Key activities

The recruited consultant will provide assistance with expanding the organizational capacity to implement disaster response and disaster risk reduction.

At the organizational level the consultant will support with:

- Strategic review of community-based disaster risk management (CBDRM) strategy/locations and possible coordination with other organizations
- Staff trainings/capacity building (including training needs assessment)
- Review of HFHV's current guidelines for mainstreaming disaster risk reduction(DRR) and CCA into development projects/ programs

At the project level, the consultant will:

- Review and Revise Trainings curricula for CBDRM
- Provide advice on ToT of CBDRM
- Provide advice on simulation exercises

Deliverables

- A DRM-mapping following updates of CBDRM project strategies and locations created
- Build up HFHV's staff capacity in disaster risk management
- HFHV's current guidelines for mainstreaming DRR and CCA into development projects/ programs are reviewed and revised as appropriate so that they can be easily used by HFHV's program staff.

- Training materials and curricula for CBDRM are reviewed and updated to include housing aspects and visual aids.
- Advise on Training of Trainers (ToT) of CBDRM including new/ good methodologies for delivering training.
- Simulation exercises for disaster preparedness and response are advised and developed based on the context of HFHV's project areas.

Timeline

The consultancy is scheduled to take place in late August or early September 2014 and the total services of the consultant will be 20 days maximum.

Management

The consultant will work closely with the designated HFHV staff for the agreed plan, but the timeframe should be stated above.

Consultant qualifications

- Master's degree or higher in social sciences, statistic or other related subjects
- Extensive working experiences in community-based disaster risk management and climate change adaptation or education sector (5-10 years)
- Proven excellent training and facilitation skills
- Demonstrable experience (5-10 years) in designing and conducting quantitative and qualitative research/evaluation of complex programs and ability to conduct high quality research
- Excellent written and verbal communication and reporting skills in English

How to apply

Interested or selected candidates please submit the following documents:

1. Technical proposal - the technical proposal should reflect how the consultant will undertake all of the above-mentioned activities.
2. Detailed timeline and budget proposal
3. *Curriculum Vitae*
4. At least 2 letters of reference from prior places of employment or contact names and details of your referees

Full proposals should be submitted electronically no later than 15 August 2014 to:

To: application@habitatvietnam.org