

## 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; Explosive Ordnance Risk Education (EORE).

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 5 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 400 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. 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 Guideline which represents a strong step forward in meeting a need for standardizing shelter guidelines.

In 2023, CRS will build the evidence based on disaster resilient shelter by rolling out the Community-led Housing Preparedness, Recovery & Reconstruction Guideline targeting Central Vietnam.

For the above reasons, CRS together with its partner will recruit the consultants to undertake the above-mentioned assignment.

## 2. OBJECTIVES

The objective of this TOR is to lead on and deliver (i) the provision of Training of Trainer (ToT) and Training of Facilitator (ToF) training on disaster resilient shelter for Technical Supporting Group members and (ii) designing and conducting the learning study to explore the various challenges/barriers linked to the uptake of the guidelines "Community-led housing preparedness, recovery and reconstruction guideline" as well as other challenges (financing entities, market actors/providers of safer housing materials, etc.) preventing the most vulnerable from accessing/constructing more resilient shelters

## 3. SCOPE AND METHODOLOGY

The consultants will take active role to conduct the assignment with support from CRS Vietnam. Specifically, the professional will be responsible for the following tasks:

### **Activity 1. Provide ToT and ToF training on disaster resilient shelter for Technical Supporting Group members and local government staff in the Central provinces of Vietnam**

The ToT and ToF trainings involve local government authorities and community-based organization staff from provincial, district, and commune levels in the Central region. The ToT training will be done in 1 day and it is best that this 01 (one) day is integrated into the existing ToT CBDRM training course. The TOF training will be implemented in 03 days. The training will cover skills, abilities, and knowledge on community-led safe housing in the phases of preparedness, recovery and reconstruction, and participants will be able to identify and

prioritize short and long-term safe shelter measures and integration of shelter concerns in the development process.

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

- a. Collection and review of key supporting materials/information relevant to the objectives/topic of the training activity consisting of CBDRM/CBDRA, other cross cutting issues of gender, people with disabilities, and older people as well as safe shelter/disaster resilient shelter.
- b. Develop the appropriate materials for the workshop and reference document to hand-out to participants.
- c. Collect and review key supporting material (session plan, training PowerPoints) in order to design of the programme/materials for the training activity (or updating of or adjustment to the requirements/objectives of the training activity; etc...)

#### **Conduct training courses**

The logistics of ToT and ToF training classes will be conducted by the professional. Tentative locations are as follows:

- For ToF course (maximum 30 people): tentatively to be conducted in 2 communes of Quang Nam province.
- For ToT course (maximum 30 people): The venue will be in 01 central province (expected in Quang Nam province). The time of the organization will be discussed and agreed upon by CRS and its partner. The professional can recommend the additional training course if appropriate.

#### **Training activities**

- a. Cooperate with the CRS to develop training agenda, including 01 (one) day agenda for ToT and 03 (three) day agenda for TOF to meet above mentioned objectives.
- b. Develop training facilitation guide using CRS provided format for the training based on developed contents and methodology.
- c. Prepare training materials (hand-outs, text, slides, reference document, video/clips...) for distribution during the training.
- d. Facilitating ToT and ToF training in order to meet outcomes expectation.
- e. Develop simple pre-test and post-test (no more than 1 page)
- f. Analyzing pretest, post-test and writing ToT and ToF training report in English and vietnamese.

#### ***Activity 2. Design and conduct the learning to explore the various challenges/barriers linked to community adoption of disaster-resilient shelter construction practices***

Conduct the learning to explore the various challenges/barriers linked to the uptake of the guidelines as well as other challenges (financing entities, market actors/providers of safer housing materials, etc.) preventing the most vulnerable from accessing/constructing more resilient shelters, contributing to the lessons learnt to the implementation of Program 553.

The learning study will focus on four questions:

- (i) What are the obstacles and major challenges to action on accessing/constructing more resilient shelters?
- (ii) What are the underlying factors that contribute to these challenges?
- (iii) How do we tackle these challenges?
- (iv) What are the potential solutions to moving beyond the barriers?

and cover factors influencing households to access and adopt disaster resilient construction practices analyzing 11 determinants: what prompts, guides or drives people to behave in a certain way related to the use of disaster resilient construction practices:

- **(i) Perceived positive consequences:** The advantages people think using disaster resilient construction practices will bring.

- **(ii) Perceived negative consequences:** The disadvantages people think using disaster resilient construction practices will bring.
- **(iii) Perceived social norms:** Whether people think they will get approval or disapproval from family/relatives, friends, neighbors, and others around them for using disaster resilient construction practices.
- **(iv) Cues for action:** The things that help remind people to do something towards disaster resilient construction or how to do it.
- **(v) Perceived self-efficacy:** Whether people think they have the knowledge and skills to successfully carry out disaster resilient construction practices.
- **(vi) Access:** Whether people have access to the resources (time, money, tools etc.) they need to use disaster resilient construction practices.
- **(vii) Perceived risk:** Whether people think they are at risk if they do not use disaster resilient construction practices.
- **(viii) Perceived severity:** How serious people perceive the consequences of a disaster event to be.
- **(ix) Perceived action efficacy:** Whether people think disaster-resistant construction practices are effective.
- **(x) Policy:** Whether laws or regulations (including informal ones) influence the ways in which people construct their homes.
- **(xi) Culture:** Whether people think culture (history, customs, lifestyle, values, practices) within a self-defined group influences the ways in which people construct their homes.

The professional, in discussion with Shelter TA from HRD and CRS/Vietnam will determine appropriate data sources and methods/tools of assessment. Generally, the learning study will comprise the following methods:

- Desk review. This will include documentation provided by CRS, as well as documents identified and sourced by the consultant related to government, donor and other organization policies, studies, initiatives, etc. relevant to disaster resilient shelter sector.
- Key informant interviews (KII) in target communes and with other informants (if any)
- Focus Group discussion (FGD) in target communes and with other informants (if any)

The consultant team will be expected to present their interim findings following field data collection and final presentation at the end of the project with related stakeholders. Key activities are including but not limited to the followings:

- Desk review of all related documents.
- Key informant interview with CRS staff, relevant stakeholders
- Develop Detailed Learning Study Plan and Methodology to submit to CRS before deployment
- Collect datas in project areas. Includes a presentation of interim findings after the field work.
- Write final report, including final presentation of results and responding to CRS/stakeholders' comments and revision.

#### 4. TIMELINES

The tentative time frame as follows:

No.	Activity	Deliverables	Estimated days	Timeline
I	<b>Activity 1. Provide ToT and ToF training on disaster resilient shelter for Technical Supporting Group members and local government staff in the Central provinces of Vietnam</b>			<b>May – June 2023</b>
1.1	Training materials development including training agenda, facilitation guideline,	training package including training agenda,	10 days	

	Training presentation/handout, video/clips, pre and post-test in line with CRS branding and marking policy	training facilitation guidelines and training PPT/handout		
1.2	ToT training		3 days	
1.3	ToF training		9 days	
1.4	Training reports for ToT and ToF	ToT and TOF training reports	3 days	
<b>II</b>	<b><i>Activity 2. Conduct the learning to explore the various challenges/barriers linked to community adoption of disaster-resilient shelter construction practices</i></b>			<b><i>June – August 2023</i></b>
2.1	Develop detailed plan with clear methodology and tools to submit to CRS before deployment	Detailed plan agreed by CRS and its partner	6 days	
2.2	Desk review of all related documents Finalize methodology, sampling, and tools	Desk review report	15 days	
2.3	Conduct field data collection and report writing	Draft learning study report	16 days	
2.4	Facilitate and present findings with CRS team, VDDMA and relevant stakeholders	Draft learning study report Presentation	5 days	
2.5	The final learning study report completed with feedbacks/comments from CRS/stakeholders	Final learning study report	7 days	
	<b>Total</b>		<b>74 days</b>	

## 5. DELIVERABLES

The consultants will work primarily with the CRS Vietnam DRR & CCA PM 2, who will lead on overseeing the work and supporting the consultant as needed.

The consultants is expected to deliver following deliverables during the contract period:

- The ToT and ToF training report in English and Vietnamese
- Training material package in Vietnamese including training agenda, training facilitation guidelines and training PPT/handout
- The detailed plan with clear methodology and tools, this should include:
  - Qualitative/Quantitative assessment methods
  - Assessment schedule
  - Data Analysis methodology and framework
  - Assessment Criteria, Questions simplified for the field
  - Assessment Questions, Methodologies, Sources and Tools
  - Questions for each stakeholder group
  - Other key information specific to this assessment: budget plan, etc.
  - Recommended Outlines for the Learning Study Report
- A finalized learning report in English and Vietnamese on the various challenges/barriers related to the community adoption of disaster resilient shelter construction practices. This report is expected to be no longer than 20 pages (excluding appendices), and should be written and presented in standard form to

enable CRS to share internally and externally. Sources should be cited consistently, using a globally recognized format.

## **6. LOGISTICAL SUPPORT**

The following support will be provided to the consultant by CRS:

- Available project documentation including approved project design, reports, IEC materials.
- Interviews and meetings with project participants, CRS staff, households and communities will be coordinated by CRS Vietnam in consultation with consultant.

## **7. KEY TERMS AND CONDITIONS**

- Payment will base on submission of tax Invoice on delivery against milestones agreed between CRS and consultants.
- All equipment and materials required for the assignment are to be provided by the contractor except where otherwise indicated in the Terms of Reference above.
- CRS may request written evidence of necessary insurance (including workers' compensation & personal indemnity), superannuation, and taxation prior to commencement of the assignment.

## **8. REQUIREMENTS**

CRS is seeking a professional service provider to undertake this assignment. It is anticipated that the following skills and experience will be represented in the team:

### ***8.1. Expertise of the service provider***

- Have at least 10 years of service in natural disaster management or adaptation to climate change
- Have at least 3 consultancy contracts relating to disaster risk management, or climate change in Vietnam, preferably with Viet Nam Disaster Management agencies;
- Having experience in working directly with VDDMA and international organizations is an advantage;
- Demonstrated experience with government agencies in policy making and/or legal institutional reform.
- Having at least 3 consulting contracts related to providing training services and evaluation (e.g. learning study, assessment...). Experience in providing DRM/CCA related training is an advantage.

### ***8.2. Personnel qualifications***

#### ***\* Team Leader***

- Hold a PhD degree or equivalence in the fields of water resources, irrigation, disaster risk management, dyke management, natural resources and environmental management, hydro-meteorological, and/or related fields. 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;
- Demonstrated experience in implementing tasks relating to policy making and/or legal institutional reform.
- Over 10 years of work experience as Team Leader of contracts or relating to DRM/Water resources; or as leadership of DRM/Water resources related agencies
- Excellent oral communication skills and the ability to deliver high quality written reports in English and Vietnamese. (2 sample reports in relevant fields)
- Demonstrable experience in producing high-quality, credible evaluations, documentation

#### ***\* Team member***

- Having a Master's degree in the fields of irrigation, DRM, dyke management, water resource management, hydrometeorology, sociology, development, economics, agriculture and rural development;
- Have 6 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;
- Demonstrated experience in implementing tasks relating to policy making and/or legal institutional reform.

- Experience in designing and conducting evaluations for learning study
- Have skills to organize policy-level seminars, events and workshops;
- Experience in training document compilation, and organization of a training of trainer course.

*\* Team member*

- Having a Master's degree in the fields of irrigation, DRM, dyke management, water resource management, hydrometeorology, sociology, development, economics, agriculture and rural development;
- Have 5 years of experience in natural disaster prevention and control in Viet Nam Experience in designing and implementing training programs
- Relevant experience in DRM in Vietnam is required and knowledge of resilient houses is an advantage;
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Excellent analytical and writing skills

## **9. APPLICATION PROCEDURE**

Interested parties are requested to submit the proposal in English and **include the following documents:**

### **9.1. General requirements:**

- A copy of the Business license (for companies)
- Company profile (for companies)
- Expression of Interest (1 page maximum)
- Minimum 2 references for similar assignment

### **9.2. Technical proposal:**

- A concise technical proposal
- A tentative work plan
- CVs demonstrating relevant capacity and experience
- Example of previous similar work (weblink or PDF)

### **9.3. Financial proposal:**

- The financial proposal should be presented as a cost breakdown, including consultant fees and travel expenses. The price should be in Vietnam Dong and include VAT/PIT.

### **9.4. Method for submission:**

Proposals should be duly signed, stamped (for companies), and submitted to CRS's email: [vn\\_rfp1@crs.org](mailto:vn_rfp1@crs.org)

**Closing date for submission: by 24<sup>th</sup> April 2023**

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