



TERMS OF REFERENCE

For CONSULTANCY SERVICE

Title:	Construction Consultant for shelter assessment and house repair designs	
Account line	PO:	Time: May - August2014

1. Background Information

Plan Vietnam

Plan is an international humanitarian, child centered community development organization without religious, political or governmental affiliation.

In Vietnam, Plan Vietnam Country Office (Plan Vietnam) was established in 1993, and currently operates in 9 provinces in central and northern Vietnam. Plan uses its Child Centred Community Development (CCCD) approach to work with communities and has programs in maternal and child health, water and sanitation, early childhood and primary education, child protection, participatory governance, disaster risk management and emergency response. Plan's projects are implemented in partnership with local and national government and mass organizations..

The ground of consultancy

Wutip and Nari Typhoons hit the central provinces of Vietnam about two weeks apart, i.e., on 30th September and 15th October, 2013 respectively. The typhoons brought heavy rains for days and caused widespread damage to coastal and midland communities in Central Vietnam, affecting over 1,000,000 people including about 350,000 children according to reports by the Central Committee of Floods and Storm Control. In total, 6 coastal provinces were affected, among which Quang Binh Province is the worst hit by the typhoon and subsequent floods.

Plan Vietnam's current presence and recent joint assessments suggest that shelter is one of the key areas of needs during recovery period.

Shelter needs were highlighted during the initial rapid need assessment but the full scale of the damage only became evident after the joint recent re-assessment. The official statistics report that in Quang Binh Province 471 houses collapsed, 157,500 houses and 461 school sites unroofed totally or partially, 38,902 houses and 333 school sites flooded and inundated, and 756 health and other public structures roofed off and/or inundated. Cyclical seasonal typhoons with strong wind already cause damage to houses every year, so the Wutip and Nari Typhoons exacerbated the problem highlighting the need for typhoon resistant houses for income insecure households. While the number of severely damaged houses remains limited, they belong to the more disadvantaged families whose houses are temporary. These families, who already vulnerable before the typhoon, cannot afford to fix their homes, do not have access to soft loans and are not being supported by current government schemes. Many of them might have afforded initial repair from their own savings or more likely on extended families and neighbours' loans; however, many could only afford basic repair and their houses remain at risk of the next yearly typhoon season.

In response to the impact of the Wutip typhoon, Plan Vietnam, in partnership with Save the Children in Vietnam, is implementing an integrated package of interventions in shelters, WASH and livelihoods funded by ECHO to support typhoon affected communities in Quang Binh province to recover after the typhoon hit using 'build back better' approach.

2. Consultancy Objective

The principal objective of this consultancy is:

- To conduct an in-depth assessment on the actual situation of shelters and their impact after typhoons in 2013 in project targeted districts and
- To provide recommendation on designs and suitable materials for house repair and upgrade to better cope with natural disasters in selected sites.
- To provide technical assistance to Plan during implementation process on construction work (mainly individual house repair) in targeted district, including but not limited to (i) reviewing the technical requirements for house repair package and

(ii) field monitoring on construction/repairing process; and (iii) training for local construction workers and beneficiaries.

3. METHODOLOGY

The consultant will undertake research in three targeted districts (Quang Ninh, Le Thuy and Minh Hoa) in Quang Binh Province. The consultant(s) is expected to work closely with designated Plan staff at Project Unit Office in Quang Binh to ensure the effectiveness of the field assessment to develop designs and recommended materials for house repair that are culturally appropriate and disaster resistant for typhoon affected families. Plan Vietnam will facilitate the consultant's access to provincial government officials and meeting with key stakeholders if needed to perform the assessment in the project sites.

During the consultancy, the consultant may also involve home-owners in housing assessment to inform the technical solution as to how they like their houses to be repaired. In addition to the local community leaders, these homeowners will be provided with basic knowledge and skills in monitoring their house repair at later stage.

The consultant may undertake a review of available designs of safe housing against natural disasters to have inputs for development of suitable solutions for house repair in selected districts in Quang Binh province.

4. Outputs

Based on the objectives of the research, the following deliverables should be produced upon completion of this consultancy:

- A completed report on shelter assessment results detailing outputs of the investigation, including current status of shelters in three selected districts
- A completed package of recommendation and construction/repair designs and budget estimation based on the assessment and discussion with Plan designated staff for house repair solutions for families, whose houses were damaged by the typhoon;
- A monitoring report on field work during construction/repairing implementation process

5. Timeframe

- Recruitment of the consultant firm/Consultant team – by end of May 2014
- Development of detailed consultancy service plan (by consultant) – by first week of June 2014
- Field study and draft report – by end of June 2014
- Final report (including outputs)– by July 2014
- Monitoring report (1 month after the completion of field visits)

6. Management

The consultancy service will be carried out by consultant(s). Plan in Vietnam will be responsible for the overall management of this consultancy. Designated staff from Plan Vietnam will be in charge of reviewing the drafts and provide consultant(s) with assistance if required. Consultant(s) will closely work with the designated Plan staff for the agreed plan, but the time frame should be as stated above.

7. Child protection

The consultant must comply with Plan's child protection policy. A copy of Child protection policy will be sent to the consultant(s) for reading and acknowledgement of compliance to the policy up on signing the consultant contract.

8. Consultant specifications

- At least engineering degree in civil construction structure/architect degree or other relevant construction degree.
- Previous experience in Disaster Risk Reduction construction project is an advantage
- At least 5 year experience in civil engineering, and construction site planning, supervision and assessment;
- Knowledge of international organizations/agencies' regulations and procedures;
- Computer proficiency (Windows, MS Office, Internet Explorer,)
- Abilities to communicate, analyze, elaborate and present reports and statements.

- Fluent in Vietnamese and English both spoken and written is an advantage

9. Application

Interested consultant(s) should submit their proposal with detailed budget, work plan, CV(s) of team member(s) to Plan Vietnam. The application should include the tentative expenses of field assessment logistic cost (e.g. accommodation, travel)

10. Payment

The Consultant(s) shall receive the following payments upon completion of the outputs as specified above and below:

- The total budget for the consultancy will be agreed based on the detailed proposal of the consultant(s). The first 50% of the contract will be made at the commencement of the consultancy service.
- The remaining 50% of the contracted service will be made upon delivery of final report approved by Plan Vietnam.
- All costs will be based on the actual payment and not exceed approved cost norms

Please send the proposal to email: trang.tothiminh@plan-international.org no later than 17:00, 6 June 2014 to apply for this consultancy service. Only short-listed consultant(s) will be contacted for further process.