

TERMS OF REFERENCE

Consultant for Emergency Response training

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).

Vietnam is regularly facing acute onset emergencies in different parts of the countries, resulting from cyclones, flooding, or other localized events. As the ongoing negative effects of climate change are realized, Vietnam will continue to be vulnerable to increasing extreme weather events. One of the most effective ways to prepare for these probable emergencies is through development of disaster preparedness plans, implementation of disaster risk reduction programming and increasing the knowledge and skills of staff and partners on emergency response. As part of CRS strategy, in October 2021, the CRS Asia Region launched EMPOWER Asia as the region's primary mechanism for investing in strengthening the capacity of strategic partners to deliver high-quality humanitarian assistance and to play leading roles in humanitarian responses.

Under the Empower ASIA project, Vietnam CP is supporting the strategic partner to demonstrate strengthened organizational structures and capacities on emergency response.

The purpose of this Terms of Reference (TOR) is to outline the tasks and responsibilities of the Consultant to provide support to CRS/Vietnam program, focusing on supporting CRS to organize the training package on Emergency Response.

The period of the consultancy is estimated to be 14 days of a duration between September 15, 2023, and September 30, 2023.

2. OBJECTIVES

The consultant(s) will work with CRS/Vietnam team to organize the training on Emergency Response for CRS strategic partners in Vietnam. The objectives of the training are: (i) Gain knowledge and skills to make effective decisions during the first stages of an emergency, (ii) Enhanced knowledge of efficient and appropriate emergency practices, (iii) Know how to design quality emergency programs, (iv) Know how to plan and better prepare for the next emergency response, (v) Exchange experiences and learning.

3. KEY RESPONSIBILITIES AND DELIVERABLES

3.1 Pre-training activities

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

- Collect and review key supporting materials/information relevant to the objectives/topic of the training activity consisting of Disaster Cycle Management and Humanitarian Standards, MEAL in emergencies...

- Develop the appropriate materials for the training and reference document to hand out to participants.
- Collect and review key supporting materials (session plan, training PowerPoints) in order to design the programme/materials for the training activity (or updating of or adjusting to the requirements/objectives of the training activity; etc...)
- The logistics of the training including sending invitations and booking the training venue will be conducted by the consultants in coordination with CRS and its partners.

3.2 Conduct the training

The training will be conducted in 03 days – expected at the end of September 2023 in Hanoi. Training activities:

- Cooperate with CRS and its partner to develop 3-day training agenda to meet the above objectives and develop training facilitation guide using 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 in order to meet outcomes expectations (reference section 3.5).
- Develop simple pre-test and post-test (no more than 1 page)
- Analyze pretest, post-test and write training report in Vietnamese
- Write training report in Vietnamese

Training contents: It can include:

- Introduction to Disaster Cycle Managements (DCM) and Humanitarian Standards
- Key work on emergency responses
- Emergency Leadership
- Monitoring, Evaluation, Accountability and Learning (MEAL) in Emergencies
- Operations in Emergencies
- Protection Mainstreaming and Accountability Mechanisms

Training participants: 25 - 30 participants

3.3 Deliverables:

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

- A package of training curriculum on Emergency Response in English and Vietnamese in consultation with CRS staff and CRS strategic partners
- A training report

4. TIME FRAME

The consultant(s) will take active role to conduct the assignment with the tentative time frame as follows:

No.	Activity	Deliverables	Estimated days	Timeline
1.1	Develop Training materials including training agenda, facilitation guidelines, training presentation/handout, video/clips, pre and post-test in line with CRS branding and marking policy	Training material package including training agenda, training facilitation guidelines and training PPT/handout	Team leader: 2 days Team member: 1 day	September 2023
1.2	Conduct the training, including logistic preparation: <ul style="list-style-type: none"> - Logistics (booking training venue, sending invitations, arranging transportation and accommodation for trainer and trainees...) - Facilitate the training 		Team leader: 1 days Team member: 2 days Team leader: 3 days Team member: 3 days	September 2023
1.3	Complete the training report	The training report in Vietnamese	Team leader: 1 day Team member: 1 day	September 2023
	Total		Team leader: 7 days Team member: 7 days	

5. LOGISTICAL SUPPORT

The following support will be provided to the consultant by CRS: Available project documentation including approved project design, reports, IEC materials.

6. KEY TERM AND CONDITIONS

- Payment will be based on the submission of tax invoice and contract deliverables upon contract completion/service delivery
- All equipment and materials required for the assignment are to be provided by the consultants 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 the commencement of the assignment.

7. REQUIREMENTS

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

Expertise of the consultants

- Having at least 10 years of service in natural disaster management or adaptation to climate change
- Having 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.
- Demonstrated experience in providing DRM/CCA/ER related training.
- Having at least 3 consulting contracts related to providing training services.

Personnel qualifications

- **Team Leader**
 - o 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.
 - o Demonstrated 10 years of experience in implementing tasks relating to natural disaster prevention and control, including occasions working directly with natural disaster prevention and control agencies in Viet Nam;
 - o Excellent oral communication skills and the ability to deliver high quality written reports in English and Vietnamese. (2 sample reports in relevant fields)
 - o Demonstrable experience in producing high-quality, credible evaluations, documentation.
 - o Experience in designing and implementing training programs.
- **Team member**
 - o Having a master's degree in the fields of irrigation, DRM, dyke management, water resource management, hydrometeorology, agriculture and rural development.
 - o Having 5 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.
 - o Demonstrated experience in implementing tasks relating to natural disaster prevention and control, community-based disaster risk management.
 - o Having good skills to organize seminars, events, trainings, and workshops.
 - o Experience in training document compilation, and organization of a training of trainer course,
 - o The ability to respectfully and effectively communicate with diverse groups of people.
 - o Strong interpersonal and facilitation skills, and cultural in working with local communities and a range of stakeholders.

8. APPLICATION PROCEDURES

Interested parties are requested to submit the proposal in Vietnamese:

- **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
 - Business license (if any)
 - Company profile (if any)
- **Financial proposal:**
 - Propose consultant fee with a detailed breakdown of the daily rate in Vietnam dong and including PIT/VAT
 - Propose travel costs.

Method for submission:

- Proposals should be duly signed, stamped, and emailed to CRS at: vn_rfp2@crs.org
- Closing date for submission: no later than **19th September 2023**
- Only shortlisted applicants shall be contacted for an interview before contracting.