

Terms of Reference

Reviewing, consolidating, and proposing the material development on community awareness raising and disaster risk reduction serving Program 553 - to 2030

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).

The Community-Based Disaster Risk Management Program (CBDRM) – Program 553 "Community Awareness Raising and Community-Based Disaster Risk Management with a vision to 2030" (Decision No. 553/QĐ-TTg dated April 6, 2021 of the Prime Minister and Minister) (formerly Program 1002) is considered one of the most important long-term programs in Vietnam aiming to address emerging needs for disaster preparedness.

In recent years, disaster prevention communication and the dissemination of knowledge have undergone positive transformations in terms of their variety of forms and richness of content, progressively reaching a broad range of audiences. Hundreds of technical documents, communication, and public awareness-raising materials have been developed and widely disseminated by the Central Steering Committee of Natural Disaster Prevention and Control, Ministries, local government authorities, and related stakeholders. However, the documentations is still scattered, not classified, and not numbered to create user-friendly conditions, making it difficult to meet the growing demand for information from the community.

Therefore, the synthesis, review, and classification of the document system on disaster risk reduction, communication to raise public awareness on disaster prevention is necessary, helping the archiving of documents scientifically, and at the same time giving directions for modification and replacement to achieve the effectiveness of Program 553.

2. Objective

The objective of this TOR is:

- (i) to review and synthesize relevant documents through the study of technical and communication documents on CBDRM. These documents will be collected from the Vietnam Dyke and Disaster Management Authority (VDDMA)/ Water Resources Directorate and other NGOs.
- (ii) to detail the suitability of these materials available with guidance on the feasibility of the document for revision and extension, adding information on the requirements and limitations of such documents including technical sectors.
- (iii) to scientifically organize, record, and archive disaster risk reduction and management materials/documents which creates the user-friendly conditions for searching, and utilization.
- (iv) to propose the plan to supplement and develop/refine additional documents/materials for Program 553, describe in detail the requirements and necessary activities including the inclusion of gender, the older people, people with disabilities, children, and ethnic minorities etc.

3. Scope:

3.1. Review and synthesize technical documents, technical guidance, CBDRM document and communication of the National Steering Committee on Disaster Prevention and Control, the Standing Office, VDDMA and agencies and organizations engaged in CBDRM activities. Particularly:

- Develop the reviewing matrix and report outline.
- Consult and work with relevant stakeholders, research institutes, make a list of existing documents.
- Collect data/documents developed by the National Steering Committee on Disaster Prevention and Control, standing office, VDDMA according to the list.
- Collect data/documents by non-governmental organizations by category.

3.2. Classify and evaluate documents according to criteria and propose for modification/adjustment and development.

- Identify and define classification criteria.
- Consolidate the classification results.
- Consult a number of institutes, universities and localities on classification and evaluation of documents.
- Evaluate documents, proposals and recommendations on development directions for Program 553, until 2030

3.3. Develop the report (including the collected documents) on reviewing, synthesizing and propose to use and develop a document system for public awareness raising and disaster risk reduction and management serving Program 553 until 2030.

4. Timeline

The expected timeframes are as follows:

No.	Activity	Deliverables	Estimated days	Timeline
1	Review and synthesize technical documents, technical guidance, CBDRM document and communication by the National Steering Committee on Disaster Prevention and Control, the Standing Office, VDDMA and agencies and organizations engaged in CBDRM activities			
1.1	Develop report outline including reviewing methodology	Report outline including reviewing methodology	- Team leader: 02 man-days - Member 1: 02 man-days - Member 2: 02 man-days	October 2023
1.2	Consult and work with relevant stakeholders, research institutes; Collect documents from relevant stakeholders		- Team leader: 04 man-days - Member 1: 04 man-days - Member 2: 04 man-days	October 2023
2	Classify and evaluate documents according to criteria and propose for modification/adjustment and development			
2.1	Cataloguing and synthesizing collected documents. Consultation with relevant stakeholders	- Identify classification criteria - Summary of classification results	- Team leader: 04 man-days - Member 1: 03 man-days - Member 2: 03 man-days	October 2023

No.	Activity	Deliverables	Estimated days	Timeline
3	Develop the report (including the collected documents) on reviewing, synthesizing and propose to use and develop a document system for public awareness raising and disaster risk reduction and management serving Program 553 until 2030.			
3.1	Develop the draft report (including the collected documents) on reviewing, synthesizing and propose to use and develop a document system for public awareness raising and disaster risk reduction and management serving Program 553 until 2030	the draft report (including the collected documents) on reviewing, synthesizing and propose to use and develop a document system for public awareness raising and disaster risk reduction and management serving Program 553 until 2030	- Team leader: 02 man-days - Member 1: 02 man-days - Member 2: 02 man-days	October 2023
3.2	Finalize the report based on comments from CRS and related stakeholders	Final report	- Team leader: 02 man-days - Member 1: 02 man-days - Member 2: 02 man-days	October 2023 – November 2023
	Total		Team leader: 14 man-days Member 1: 13 man-days Member 2: 13 man-days	

5. Deliverables

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

The consultants are expected to provide the following deliverables during the contract period:

- The report outline including reviewing methodology.
- The report, enclosed with appendices on the results of reviewing, synthesizing and proposing plans for the use of technical documents, professional guidance, CBDRM communication, development of a document system based on needs and gaps assessment, serving Program 553, the period between now and 2030.
- The report must be certified by functional units to ensure the quality of the report.

6. Logistical support

CRS will provide the following support to the consultant:

- Available project documentation includes CBDRM technical documents, and IEC documents.
- Hold meetings in consultation with appropriate stakeholders.

7. Key terms and conditions

- The payment will be based on the payment of the tax invoice on delivery according to the milestones agreed between CRS and the consultant.
- All equipment and materials necessary for the work must be provided by the contractor unless otherwise specified in the Terms of Reference above.

8. Requirements

CRS is looking for a 3-member team of consultants to undertake this task. It is expected that the following skills and experience will be demonstrated in the team:

** Team leader*

- Hold a PhD's degree in water resources, irrigation, disaster risk management (DRM), dike management, natural resources and environment management and/or related fields.
- 15 years of experience working in the field of disaster preparedness in Vietnam, including direct work with disaster preparedness agencies in Vietnam
- Good knowledge of community-based disaster risk management in Vietnam; Experience in performing tasks related to disaster prevention and control, community-based disaster risk management.
- Demonstrate experience with government agencies in policy-making and/or legal documents supplement.
- Excellent oral communication skills and the ability to provide high-quality written materials in Vietnamese.
- Clear experience in producing reliable, high-quality materials/reports.

** Team members: 2 people*

- Hold a Master's degree or higher in the areas of water resources, irrigation, disaster risk management (DRM), dike management, natural resources and environment management and/or related fields;
- 10 years of experience working in the field of disaster prevention in Vietnam, including the opportunity to work directly with disaster prevention agencies in Vietnam;
- Experience in performing tasks related to disaster prevention and control, community-based disaster risk management;
- Experience with government agencies in policy-making and/or legal documents supplement.

9. Application procedure

Interested parties are requested to submit the proposal in Vietnamese:

9.1. Technical proposal:

- Expression of Interest (1 page maximum)
- A concise technical proposal
- A tentative work plan
- CVs demonstrating relevant capacity and experience.
- Business license (if any)
- Company profile (if any)

9.2. Financial proposal:

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

9.3. Method for submission:

Proposals should be duly signed, stamped, and emailed to CRS at: vn_rfp1@crs.org

Closing date for submission: no later than 26th October 2023

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