

Consultancy Title	Consultants to develop and update the Catalog of Disaster-Affected Shelter Repair Options for the North and South/Mekong Delta provinces
Location	Hanoi and Tien Giang
Contract duration	June 2025 – 31 July 2025
Anticipated LoE	44 working days

1. BACKGROUND

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS has been operating in Vietnam since 1994. In partnership with Government, Civil Society and Communities, CRS implements programs in 13 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; Mine Risk Education and Landmine Survivors’ Assistance.

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 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 300 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. For this reason, there has been a growing demand for disaster-safe homes in disaster-prone regions.

In 2022, CRS Vietnam in collaboration with Vietnam Disaster, Dike Management Authority (VDDMA) and relevant stakeholders produced the Community-led Housing Preparedness, Recovery & Reconstruction Guidelines which represents a strong step forward in meeting a need for standardizing shelter guidelines with Catalog of Disaster-Affected Shelter Repair Options for Central Vietnam.

In 2023 - 2024, CRS Vietnam worked together with strategic partners to build the evidence based on disaster resilient shelter by rolling out the Community-led Housing Preparedness, Recovery & Reconstruction Guidelines targeting Central Vietnam.

For 2025, CRS and VDDMA will build the evidence based on disaster resilient shelter upon from the lessons learned over the past years in Central Vietnam and adapt the Guidelines with Catalog of Disaster-Affected Shelter Repair Options for the North and South/Mekong Delta of Vietnam appropriately to local culture and practices. This document shows full-scale prototypes corresponding to the affected damage, and outlines repair options and associated cost estimates for categories of housing: Temporary, Less Permanent and Semi-Permanent.

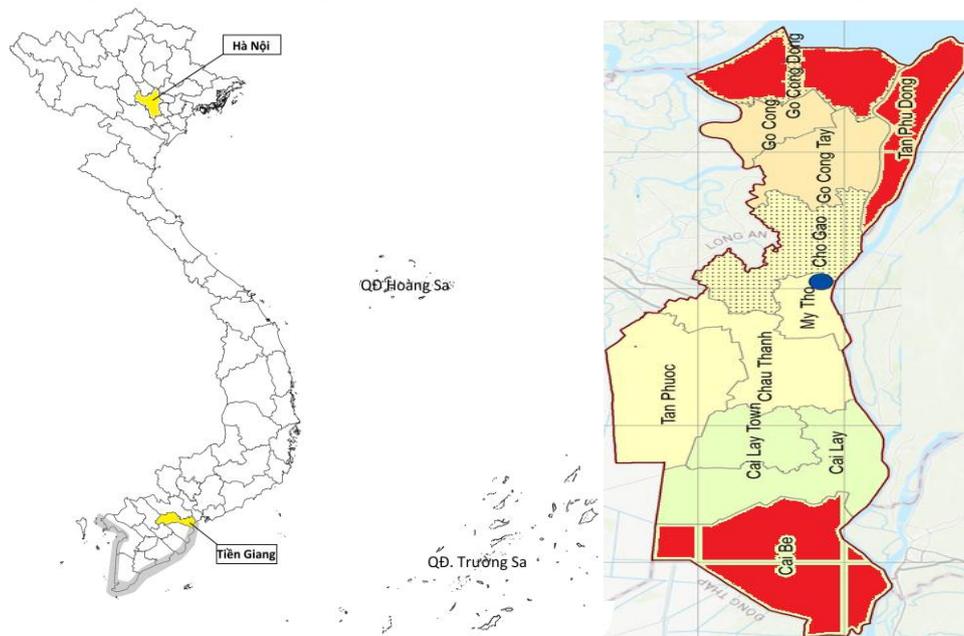
Within this TOR, CRS will recruit consultants to conduct in-depth survey to develop and update the Catalog Of Disaster-Affected Shelter Repair Options with detail BoQ for Central Vietnam that can be used in the North and South/Mekong Delta provinces.

2. OBJECTIVES OF THE TOR

Develop and update the CRS’s Catalog of Disaster-Affected Shelter Repair Options, attachment of Community-Led Housing Preparedness, Recovery, and Reconstruction Guidelines, drawing on existing similar CRS catalog, governmental guidance and good practice of humanitarian organizations in Southern and North provinces. The catalog should support local government officials at commune/ward level, mass organizations, CSOs and community representatives in conducting a consistent and effective assessment process and methodology for different response stages, contributing to comprehensive recovery planning and implementation.

3. SCOPE AND METHODOLOGY

The survey will be conducted in representative communes within Go Cong Dong, Tan Phu Dong and Cai Be districts of Tien Giang province, covering a representative sample of the project’s target areas.



The methodology will include both primary and secondary data sources, qualitative data collection methods, field visits, develop catalog of shelter repair options, testing and validation workshops:

- Assess and study existing related materials including CRS’ catalog of shelter repair options, house damage assessment guidelines of the government in general and for the South/North (if any), good resilient housing practices of Tien Giang and humanitarian agencies, and explore the option how this information can become useful to develop for the South’s catalog of shelter repair options
- Assess the status of the local people’s houses across four housing categories defined by Ministry of Construction: 1) Temporary, 2) Less permanent 3) Semi Permanent 4) Permanent. The assessment will focus on houses that have been previously damaged by storms, floods, or other natural disasters; are currently deteriorating; or are projected to be at risk of future disaster-related damage. Damage levels will be classified into four ranges following Circular No. 43/2015/TTLT-BNNPTNT-BKHĐT: >70%, 50–70%, 30–50%, and <30%. The assessment should include photo documentation and will serve as the basis for developing a catalog of appropriate shelter repair options, including detailed Bills of Quantities (BOQs).

Target Group/Individual/ province	No
Focus Group Discussion (FGD): households whose temporary houses that damaged/ downgraded at two of (<30%; 30% - 50%; 50% - 70% or more than 70% damage)	2
FGD: households whose less-permanent houses that damaged/ downgraded at two of (<30%; 30% - 50%; 50% - 70% or more than 70% damage)	2
FGD: households whose semi-permanent houses that damaged/ downgraded at two of (<30%; 30% - 50%; 50% - 70% or more than 70% damage)	2
FGD: households whose permanent houses that damaged/ downgraded at two of (<30%; 30% - 50%; 50% - 70% or more than 70% damage)	2
FGD: Local officer (Commune cadastral officer, NDPC officer, VNFFC officer, Red cross Officer, Woman union officer, Youth Union officer, Village heads)	3-5
Visit and KII with households whose temporary, less-permanent, semi-permanent and permanent houses that damaged/ downgraded at (<30%; 30% - 50%; 50% - 70% and more than 70% damage)	10
KII/Trader survey with construction material traders	3

- Consolidate and develop outline of the catalog of shelter repair options
- Draft the catalog of shelter repair options
- Conduct consultation process with key actors including multi-government agencies, disaster-resilient shelter advisors, the specialists, Shelter Working Group, Consortium members, Community-Based Disaster Risk Management practitioners from the humanitarian organizations and communities
- Revise the first draft based on input from consultation process
- Validation workshop to share the guidelines including catalog of shelter repair options
- Finalize the final version of the catalog of shelter repair options

4. CONSULTANT TASK AND RESPONSIBILITIES

The tentative timeframe is as follows:

Tasks	Consultant Lead (days)	Consultant member (days)	Indicative timing
Desk review on existing related materials including CRS' catalog of shelter repair options, house damage assessment guidelines of the government in general and for the South/North (if any), good resilient housing practices of Tien Giang and humanitarian agencies	1	1	1 st week of June
Develop assessment tools	2	2	1 st week of June
Consolidate and develop outline to be consistent with the Centre's outline for the catalog of shelter repair options, as agreed by CRS	1	1	2 nd week of June
Field visit to Tien Giang province	4	4	2 nd week of June
Draft the catalog of shelter repair options	6	6	3 rd - 4 th week of June
Conduct consultation process with key actors for finalizing the catalog	2	2	1 st week of July
Revise the first draft based on input from consultation process	2	2	2 nd week of July
Validation workshop to share catalog of shelter repair options	2	2	3 rd week of July

Finalize the final version of the guidelines including catalog of shelter repair options	2	2	4 th week of July
Total	22	22	

5. DELIVERABLES

The consultant will submit to CRS following deliverables

- A catalog of shelter repair options for the South and North with the bill of quantity (BOQ) and annexes (Dataset of FGD, KII; photos; methods; assessment results; etc.)

6. CONSULTANT QUALIFICATIONS

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

Team Leader

- Hold a Master's degree in civil engineering and has experience in construction projects or/and assessments and evaluations with a minimum of ten (10) years.
- Demonstrated experience working with NGOs or government agencies on recovery and reconstruction programs, particularly in resilient housing retrofitting, is highly desirable.
- Proven experience in liaising with local authorities, especially with VDDMA, will be considered a strong asset.
- Good knowledge of government's construction regulations, national building code and quality standards.
- Good knowledge of government's reports of the natural disaster prevention and control, especially damage statistics and assessment.
- Demonstrated experience serving as a team leader.
- Good writing and analytical skills, with proficiency in written English.

Team member

- Hold a Master's degree in one of the following disciplines: irrigation, dyke management, facility management, economics and rural development.
- Have a minimum of eight (8) years of experience in natural disaster risk reduction and climate change adaptation in Viet Nam, including working with natural disaster prevention and control agencies in Viet Nam, especially with VDDMA, will be considered a strong asset.
- Proven experience in disaster risk management or/and resilient housing initiatives is required.
- Familiarity with Community-Based Disaster Risk Management approaches is an advantage.
- Strong organizational skills, with the ability to plan and conduct policy-level seminars, events, and multi-stakeholder workshops.
- Experience in the development of technical materials and guidance documents within the disaster management sector.

7. LOGISTICS

Travel expenses including domestic flights, hotel accommodation and in-country travel will be paid for by CRS directly to the third-party vendors for field trips. The consultant will be reimbursed for per diem and ground transportation to/from the airport from/to their home by the actual cost, following CRS's cost norm.

Validation workshop will be organized and paid for by CRS directly to third party vendor.

Payments for consultant compensation will be processed after completion of the following four action steps:

- Submission of deliverable(s) by the consultant.
- Submission of an invoice and timesheet specific to the deliverable(s) by the consultant.
- Approval of the deliverable(s) by CRS.
- Approval of each invoice by CRS.

Payment will be made within 30 days after the above steps are completed.

8. REPORTING & WORK RELATIONSHIPS

The consultant team will be supervised by the CRS DRR and CCA Program Manager II and will work in close collaboration with the CRS Home and Community Technical Advisor and VDDMA.

9. EVALUATION CRITERIA

- Relevant qualifications and experience
- Technical proposal:
 - Good understanding of ToR.
 - Appropriate approach aligns with the requirements of consultation and approval processes.
 - Clear and detailed workplan, with clear roles and responsibilities identified by the consultancy team
 - Satisfactory timeline.
- Financial proposal: reasonable and relevant to experience.
- Combined technical and financial scores: Competitive.

10. ETHICAL CONSIDERATIONS

All required activities will adhere to ethical standards, ensuring informed consent, confidentiality, and sensitivity to the needs of affected people and communities.

11. APPLICATION REQUIREMENTS

Interested consultants or agencies are requested to submit the proposal in English.

- Applications should include:
 - ✓ Letter of Expression of Interest.
 - ✓ A copy of the business license (where applicable)
 - ✓ Company profile (where applicable)
 - ✓ A concise technical proposal.
 - ✓ A tentative work plan
 - ✓ Financial proposal with a detailed breakdown of the daily rate in Vietnam Dongs with VAT/PIT included
 - ✓ CVs of key personnel demonstrating relevant capacity and experience
 - ✓ 2 similar past products
 - ✓ Minimum 2 references
- Institutions and individuals interested to apply are invited to submit your applications, duly signed and stamped (where applicable) via email to Catholic Relief Services (CRS) at: vn_procurement@crs.org.
- Closing date for submission: **May 28, 2025**.