

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 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, Disability Inclusion and 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 300 people are dead or missing, and economic losses are about 1-1.5% GDP because 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.

The Community-based Disaster Risk Management (CBDRM) Program – National Program 553 on "community awareness raising and community-based natural disaster risk management, with a vision to 2030" (Decision No. 553/QĐ-TTg dated 6 April 2021 by Prime Minister) (previously Program 1002) is considered one of the most important long-term programs in Vietnam addressing emerging needs to prepare for natural disasters.

From 2022 to 2025, CRS Vietnam, in collaboration with the Vietnam Disaster and Dyke Management Authority (VDDMA), developed the Community-led Housing Preparedness, Recovery & Reconstruction Guideline to help standardize shelter practices. Disaster-resilient safe house models and related guidelines have been tailored to Central Vietnam and in the Mekong Delta region.

CRS and its partner would like to recruit a consultant to support VDDMA in developing a Standard Operating Procedure (SOP) for establishing a database of disaster-resilient housing needs, mobilizing resources, and setting up operational mechanisms among key stakeholders. This effort is part of a broader initiative to eliminate temporary shelters and ensure access to safe, disaster-resilient housing.

2. OBJECTIVES

The objective of this Terms of Reference (TOR) is to lead the development of a Standard Operating Procedure (SOP) that supports the establishment of a database on disaster-resilient housing needs, the mobilization of resources, and the setup of operational mechanisms among key stakeholders.

The SOP will define a clear structure and set of procedures related to human resources, financial management, and operational mechanisms to ensure that target households can effectively access the resources required to repair and rebuild disaster-resilient homes. Specifically, it will cover creation of a centralized database of disaster-resilient housing needs, incorporating household selection criteria; the mobilization of resources from international and domestic organizations, the private sector, and individuals; mechanisms to connect donors with target households; and the design of standardized operational systems for implementation, including

capacity building, technical support, execution, monitoring, learning, and evaluation—ensuring alignment and coordination with mobilized funding sources.

3. SCOPE AND METHODOLOGY

The consultant will be responsible for but not limited to the following tasks:

- (i) Conducting an assessment on regulatory/policy frameworks, SOP, existing shelter materials available and being used in Vietnam to understand their advantages and disadvantages as well as their relevance for SOP development.
- (ii) Consolidating and developing the SOP outline.
- (iii) Drafting the SOP that aligns with existing government mechanisms and supports cross-sectoral collaboration
- (iv) Conducting a consultation meeting from national/sub-national government function bodies, key stakeholders, practitioners. The comments and insights gathered at the meeting will feed into the finalization of the SOP.

4. TIMELINES

The tentative time frame as follows:

No.	Activity	Estimated days for consultant	Timeline
1	Conducting the assessment	2	July 2025
2	Consolidating and developing the SOP outline	2	July 2025
3	Drafting the SOP	5	August 2025
4	Conducting a consultation meeting	1.5	August 2025
5	Revising and finalizing the guideline	2	August 2025
	Total	12.5 days	

5. DELIVERABLES

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

The SOP will cover the establishment of a centralized database on disaster-resilient housing needs, incorporating household selection criteria; the mobilization of resources from international and domestic organizations, the private sector, and individuals; mechanisms to connect donors with target households; and the design of standardized operational systems for implementation, including capacity building, technical support, execution, monitoring, learning, and evaluation.

6. 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:

- Hold a Master's degree in civil engineering or irrigation, dyke management, facility management, economics, rural development and have at least 10 years of service in natural disaster management.
- Demonstrated experience working with NGOs or government agencies on CBDRM, resilient housing programs, is highly desirable.

- Proven experience in liaising with local authorities, especially with VDDMA, will be considered a strong asset.
- Have a strong understanding of the institutional structure, legal framework, and operational procedures of the Government of Vietnam, particularly in areas related to disaster risk reduction, housing, construction, and social protection.
- Demonstrable experience in producing high-quality, credible assessment, evaluations, SOP development.
- Good knowledge of government's reports of the natural disaster prevention and control, especially damage statistics and assessment.

7. 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 of the consultancy team
 - Satisfactory timeline.
- Financial proposal: reasonable and relevant to experience.
- Combined technical and financial scores: Competitive.

8. ETHICAL CONSIDERATIONS

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

9. 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 (if applicable)
 - ✓ Company profile (if 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
- Institutions and individuals interested to apply are invited to submit your applications, duly signed and stamped (if any) via email to Catholic Relief Services (CRS) at: vn_procurement@crs.org.
- Closing date for submission: by **06 July, 2025**.
- Only shortlisted applicants shall be contacted for an interview before contracting.