



TERMS OF REFERENCE

Development of a comprehensive multidisciplinary rehabilitation integration into care and education service model

1. BACKGROUND

The International Center (formerly known as Vietnam Veterans of America Foundation -VVAFF) is a humanitarian organization that has addressed the consequences of war through advocacy and service programs in Vietnam for the last three decades. As a co-founder of the International Campaign to Ban Landmines, IC-VVAFF was awarded the Nobel Peace Prize in 1997. The International Center (IC) now focuses on disability support, landmine removal, and mental health programs.

Under the financial support of the United States Government for the Program of Enhancing the Quality of Life of Persons with Disabilities in heavily sprayed with Agent Orange provinces of Binh Dinh and Kon Tum (Inclusion 2b), as a sub-implementing partner, IC is responsible for implementing the Objective One of the project which is to expand the rehabilitation services to contribute to the Goal that to improve the quality of life of persons with disabilities in provinces heavily sprayed with Agent Orange, namely Gia Lai and Quang Ngai.

Persons with disabilities (PWD), particularly those living in social protection centers, often face fragmented service delivery. Rehabilitation, daily care, and educational support are typically provided in parallel rather than through an integrated system, resulting in:

- Limited functional outcomes
- Inconsistent care plans
- Weak coordination among professionals
- Reduced opportunities for social participation and independent living

To address this gap, the project seeks to develop a comprehensive, integrated MDT model that ensures PWD receive coordinated rehabilitation, care, and educational interventions within a unified framework.

This assignment focuses exclusively on the development of a comprehensive, operational MDT rehabilitation model and its accompanying technical documentation for integration into care and education services at Kon Tum Social Work Center. The work will ensure that all outputs are practical, coherent, and immediately usable for piloting.

2. DURATION AND LOCATION

Duration: 20/4/2026 to 30/6/2026.

Location: Hanoi and Quang Ngai (on-site visits as needed).

Travel: Costs for approved field trips (transportation, per diem, accommodation) will be reimbursed by IC according to its policy.

3. SCOP OF WORK

To deliver the MDT integrated model, SOP system, and technical toolkit, the consultant/team will undertake the following key activities:

- Conduct **desk review and inception planning**, including review of existing practices and development of methodology and workplan;
- Carry out **stakeholder consultations and system mapping** to understand current care, education, and rehabilitation processes and identify integration gaps;
- Develop a **center-based MDT integrated model**, including roles, coordination mechanisms, service flow, and a visual diagram;
- Develop a **comprehensive SOP system** translating the model into operational procedures across assessment, planning, integration into care and education, coordination, monitoring, and quality assurance;
- Conduct **technical validation and finalize all deliverables**, ensuring outputs are coherent, practical, and ready for training and implementation.

4. DELIVERABLES

No.	Deliverable	Timeline
1	A center-based MDT rehabilitation integration model that positions persons with disabilities (PWD) at the core of service delivery, ensuring different professional groups—rehabilitation therapists, caregivers, teachers, and social workers—work together within a unified system. It must define internal coordination mechanisms, service pathways, and key integration points where rehabilitation is incorporated into daily routines and learning environments.	10/5/2026
2	A comprehensive and coherent SOP package that translates the model into actionable procedures. The SOPs should form an integrated operational system , covering the full cycle of service delivery from intake to outcome evaluation.	30/5/2026
3	Final MDT rehabilitation Model & SOP Package	30 June 2026

5. SPECIFIC REQUIREMENTS

Qualifications and Experience Required:

- Degree in related areas (health governance, rehabilitation, social work, special education, etc.)

- Strong experience in multidisciplinary rehabilitation and development of models, SOPs, or technical guidelines
- Practical understanding of integrating rehabilitation into daily care routines
- Experience in special or inclusive education and linking functional goals with learning activities
- Experience in case management and person-centered planning
- Ability to develop clear, practical, and training-ready materials (models, SOPs, toolkits)
- Strong analytical and writing skills; experience in Vietnam or similar contexts is an advantage
- Strong report writing, communication, and data analysis skills.
- Ability to travel to project provinces as required.
- Prior experience with US-funded projects is a plus.

6. SUPERVISION AND PERFORMANCE EVALUATION

The consultant/team will work under the direct supervision and evaluation of the COP.

7. EVALUATION CRITERIA:

Consultants are selected based on:

- Relevant qualifications and experience
- Technical proposal (if required): Appropriate and adequate to requirements
- Financial proposal: reasonable and relevant to expertise.

8. APPLICATION REQUIREMENTS:

Individual(s)/firms interested in this mission are invited to submit your applications, either by email (to icvietnam@theintlcenter.org) or by post (to The International Center, Room 103, B3 Building, Van Phuc Diplomatic Compound, 298 Kim Ma, Ngoc Ha, Hanoi, Vietnam).

Please state "Application for the" in the subject line or on the envelope. The shortlisted candidates will be contacted. Applications should include:

- Expression of Interest
- CVs demonstrating relevant capacity and experience

Deadline for submission: 16 April 2026.