



Terms of Reference for Consultant on local approval for 'The Making Inclusion Campaign by persons with disabilities' project

1. Introduction and Background Information

1.1. Humanity & Inclusion

Humanity and Inclusion (HI) – previously known as Handicap International- is an independent and impartial aid organisation working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI is working in more than 60 countries over the World.

HI has been working in Vietnam for 32 years, mostly in the fields of health and prevention (mother and child health and road safety), rehabilitation (rehabilitation care for people with spinal cord injury and brain lesions), education (access to inclusive education for children with disabilities) and livelihoods (access to decent work for people with disabilities).

1.2. EU Funded Making Inclusion Campaign (MIC)

Humanity & Inclusion has been granted by EU Delegation in Vietnam to implement a project titled "The Making Inclusion Campaign by persons with disabilities ". It is a 30-month project with budget volume of EUR 615K; expected to start the project from 1st March 2025.

The project aimed at "To reduce stigma and negative perceptions against girls, boys, women, and men with disabilities of all ages in their diversity amongst the local population and basic service providers of Hanoi province, Vietnam". HI will implement this project directly in Hanoi, with engagement of a local Organization of Persons with Disabilities (OPD) as third-party to for few specific activities only.

The identified key stakeholders with whom the MIC project will engage are: the Ministry of Labour, Invalids and Social Affairs (MOLISA), tasked with the overall State-led management of issues related to disability; the Department of Labour,

Invalids and Social Affairs (DOLISA), the provincial-level entity in Hanoi province to advance efforts on disability-related matters; the National Council on Disability (NCD), which oversees laws and policies related to Persons with Disabilities, and also develops the National Strategy of Actions for Persons with Disabilities; the Vietnam Federation of Disability (VFD), which is an umbrella organization working with the NCD and the MOLISA on grassroots support for the formulation of policies and laws of disabilities; the Department of Education and Training (DEOT), which oversees education for Persons with Disabilities; Department of Employment (DOE), which oversees job creation and employment support; Organizations of Persons with Disabilities (OPD), which are the key beneficiary target group of the project.

In order to achieve the final objective, the project has 3 main outputs:

- First, OPDs of under-represented groups have increased their capacities to promote accessibility and inclusion of persons with disabilities;
- Second, OPDs are granted financial and technical support for conducting media campaigns and awareness raising;
- Third, the enhanced dialogue and representation (diversity and intersectionality) in efforts to implement inclusive policies for education, employment, and protection against Gender-Based Violence (GBV).

In that framework, HI is currently receiving applications from consultants with specific expertise and experience in getting project approvals from local authorities.

2. Description of the Expected Services

2.1. Objectives

The consultancy's overall objective is to obtain the project approval from local authorities of Hanoi capital.

2.2. Service Requested

To achieve this objective, the consultant/consultancy firm is expected to:

1. Prepare and submit the project proposal application to local authorities.
 - a. Develop all necessary annexes and documentation required for project approval application (aligned with Viet Nam Government requirements in Vietnamese.
 - b. Translate the documents into English and vice versa as necessary.
2. Finalize Project Documents
 - c. Incorporate comments and feedback from relevant agencies and departments.

- d. Follow up with relevant parties to collect additional inputs on the project documents.
 - e. Participate in appraisal meetings (if any) and record all comments and feedback during the review process.
 - f. Revise the project documents accordingly and re-submit the final versions to the local authorities as required.
3. Represent HI during interactions with authorities, presenting the project and following up to ensure the approval process is completed successfully.

3. Duration and Location of the Consultancy

Duration: The estimated time is 20 working days (September 2025 and December 2025).

Location: Hanoi, Vietnam.

Coordination: The consultant/consultancy firm will coordinate with HI's relevant team members, including the Country Manager and shared service team (Finance, HR, Logistics and Compliance), while directly engaging with local authorities.

Working Language: Deliverables must be submitted in Vietnamese.

4. Reports and Deliverables

The consultant is expected to deliver during the assignment:

A. Develop Project Proposal

- Final project documents and revisions submitted to local authorities.

B. Follow-up and Facilitation

- Present the project to local authorities, addressing any feedback and facilitating approvals.

C. Approval Secured

- Obtain formal approval from local authority.

5. Profile and Experience

- Demonstrated experience in securing project approvals or similar work.
- Proven track record of working with local authorities in Vietnam.
- Previous work with organizations of persons with disabilities is a strong asset
- Fluency in both Vietnamese and English.

6. Payment Modalities

The proposed payment modality is as follows:

- First payment: 40% of the total amount will be made upon completion of the full project document package in accordance with local government requirements and submission to the local authority.
- Final payment: 60% of the payment after the project proposal approved. If the consultant requests a different payment instalment, please mention it in the proposal.

Please note that no travel allowance (per diem) will be paid on top of the consultancy fees. The consultant is responsible for their own security during the mission and no insurance fee will be covered during the consultancy period.

Please note that the final payment is conditional, based on the project approval from the local authority.

7. Application

Proposals from interested consultant/consultancy firm must include the following documents (compulsory documents in English):

1. A cover letter and CV/Consulting Firm's Capacity Profile, including how the skills and competencies described in the Terms of Reference are met.
2. A technical proposal defining the methodology and workplan.
3. The consultant/consultancy firm should submit HI an all-inclusive financial proposal to produce the identified deliverable services (transportation, accommodation, personnel, translation, computer, printing questionnaires, specific tools/software, office materials...) and any applicable tax in the country (VAT or withholding tax).

8. Evaluation procedure

Evaluation of proposals will be made by a Selection Committee in two phases:

1. **Administrative selection:** The committee will first check for completeness of the application and verify that all compulsory items listed above are included. Incomplete applications will not be considered for technical selection.
2. **Technical and commercial selection:** The best application will be selected based on the quality of the technical proposal, the competitiveness of the financial proposal, the skills and previous experiences of the consultant, the delivery lead time, the payment terms, and the demonstrated expertise of the applicant to successfully undertake the assignment.

Only candidates who pass the administrative selection will be considered for the technical assessment. Shortlisted applicants may be invited for an online interview.

HI reserves the right to contact the applicants for additional information or clarification before the final selection by the selection committee. After interview only selected candidate will be contacted.

Proposals must be submitted electronically to procurement@vietnam.hi.org with the subject line “**Consultancy on local approval for project – Candidate/agency’s full name**” no later than 15:00 on **3rd October, 2025**.