



TERMS OF REFERENCE

Selection of Private Service Provider Rehabilitation Services in Gia Lai and Quang Ngai Province

1. Background

The International Center (IC) is implementing the US funded program *Enhancing the Quality of Life of Persons with Disabilities in Heavily Sprayed Provinces* (Inclusion 2b), focusing on Gia Lai and Quang Ngai. Objective One aims to expand rehabilitation services to improve the quality of life of persons with disabilities (PWDs). One of the project's strategic objectives is to promote the participation of private health providers in rehabilitation service delivery at the community level, thereby complementing the public health system and expanding access to quality multidisciplinary rehabilitation for PWDs in project sites. IC seeks qualified private service providers to deliver multi-disciplinary rehabilitation services (physical therapy, occupational therapy, speech therapy, and non-construction-based home modifications) for PWDs in Gia Lai and Quang Ngai provinces in 2025 and 2026.

2. Scope of Work

The selected service providers will:

- Collaborate with IC and local partners to plan and implement rehabilitation activities.
- Provide multidisciplinary rehabilitation services to PWDs Gia Lai and Quang Ngai, including:
 - Need assessment and/or verification of existing prescriptions.
 - Development of individual intervention plans.
 - Direct provision of interventions (PT, OT, ST, home modifications).
 - Outcome measurement using standard tools (e.g., FIM).
- Document all service provision and ensure compliance with project technical guidelines.

3. Deliverables

- List of PWDs served, with pre/post intervention assessment and results.
- Intervention records (session notes, progress against goals, improvements in ADL functions).
- Medical records and outcome assessment forms.
- Handover minutes of devices/equipment (if any).
- Photo/video documentation of final sessions.
- A final service report summarizing achievements, challenges, and recommendations.

4. Specific Requirements

Qualifications of the firm/team:

- Demonstrated experience in providing multidisciplinary rehabilitation services in Vietnam.
- Prior experience with US funded or INGO projects is an advantage.
- The doctor and technicians should have:
 - A degree or working permission in Rehabilitation (PT/OT/ST or related).
 - ≥ 5 years' professional experience in rehab service provision.
 - ≥ 2 years' experience applying standardized functional assessment tools (e.g., FIM).
- Strong teamwork, professionalism, and capacity to work in local communities.
- Willingness to travel frequently within project sites

5. Supervision & Performance Evaluation

The service provider will work under the direct supervision of IC Program Director and be supported by IC Project Officers. Performance will be evaluated against timeliness, quality of interventions, and compliance with reporting requirements.

6. Evaluation Criteria

Category	Criteria	Maximum Points
Capacity and Experience (40 points)	Experience in providing multidisciplinary rehabilitation services at the local level	15
	Experience collaborating with international organizations/US-funded projects	5
	Professional qualifications and experience of the multidisciplinary team rehabilitation service delivery	15
	Understanding of local context and ability to coordinate with stakeholders	5
Technical Proposal (40 points)	Relevance of the approach and implementation plan	15
	Process of needs assessment, intervention planning, monitoring, and outcome measurement	15
	Mechanism for service quality management, ensuring sustainability and protection of persons with disabilities	10
Financial Proposal (20 points)	Reasonableness and transparency of the budget	10
	Cost-effectiveness, ensuring accountability	10
Total	100 points	

7. 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 Ward, Hanoi, Vietnam).

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

- Technical and financial proposal
- CVs demonstrating relevant capacity and experience

Deadline for submission: 26 October 2025.