



CONSULTANCY SERVICES

FIELD COORDINATOR IN QUANG NGAI

1. BACKGROUND

The International Center (formerly known as Vietnam Veterans of America Foundation -VVAf) 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-VVAf 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 Gia Lai and Quang Ngai (Inclusion 2b), as a sub-implementing partner for this project, IC is responsible for implementing the Objective One of the project which is to expand the rehabilitation services to contribute to the Goal “which is to improve the quality of life of persons with disabilities in provinces heavily sprayed with Agent Orange, namely Gia Lai and Quang Ngai”.

Three expected results include:

- (i) Ensured accessibility and quality of multi-disciplinary rehabilitation services
- (ii) Improved rehabilitation system for the provinces
- (iii) Improved Governance of the rehabilitation service system

To achieve the objectives mentioned above, a wide range of activities will be implemented in the two project provinces and at the central level. Rehabilitation service provision is implemented following the relevant steps in service delivery, including need assessment and prescription,

service provision, and outcome measurement. These steps in service delivery are required to ensure that people with mobility disabilities receive appropriate, high-quality, holistic rehab services.

1. DUTY STATION

- Duty Station: Quang Ngai province and other provinces if required.
- Duration of Assignment: Estimated 8 working days per month from 1 November 2025 to 31 December 2025

2. ROLES AND RESPONSIBILITIES

- The consultant will be responsible for providing financial and administrative support and coordination among the project partners' organizations in Quang Ngai to ensure smooth implementation.
- The consultant will work together with IC's technical consultants and staff.

3. SCOPE OF WORK

The Field Coordinator will support the coordination and implementation of project activities in Quang Ngai province under the supervision of the Chief of Party (CoP), working closely with Project Officers (POs) and provincial partners. The specific duties include:

- Coordinate, implement, and follow up with local partners (DOH, Health Centers, CHSs, hospitals, etc.) to ensure timely and quality implementation of project activities.
- Support logistics for training courses, workshops, and meetings are held at the provincial and commune levels.
- In charge of preparing, collecting, and submitting administrative and financial documents for activity implementation and liquidation according to IC's and donors' requirements.
- Support to monitor field implementation, provide regular updates, and report any issues or delays to the POs for timely resolution.
- Support communication and documentation of project progress, success stories, photos, and reports.
- Ensure proper filing and storage of activity-related documents and financial records.
- Preparing field reports as required;
- Perform other tasks as assigned by the CoP or other POs.

2. SPECIFIC REQUIREMENTS

Qualifications and Experience Required:

- Bachelor's degree in Public Health, Social Work, Rehabilitation, or other relevant fields.
- At least 3 years of working experience in project coordination, field implementation, or financial and administrative support, preferably in development or health-related projects.
- Proven experience working with local authorities and partners in the health and social sectors at provincial and district levels.
- Experience with donor-funded projects (preferably US-funded) is an advantage.
- Good understanding of administrative and financial procedures related to activity organization, liquidation, and reporting.
- Preferably based in Quang Ngai province or nearby areas.

Competencies:

- Teamwork, professionalism, flexibility, and an understanding of working with people from diverse backgrounds.
- Having dedication and ability to learn, to work independently and in groups, high sense of responsibility.
- Understand the local context and partnership.
- Strong organizational, communication, and problem-solving skills.
- Proficiency in MS Office applications (Word, Excel, PowerPoint); familiarity with online collaboration tools (e.g., Google Workspace, Zoom, etc.) is an asset.
- Willing to accept high frequency of business travel in project provinces in Vietnam.

3. SUPERVISION AND PERFORMANCE EVALUATION

The Field Coordinator will work under the direct supervision of the CoP and in close coordination with the Finance and Program teams at the IC Hanoi Office.

4. EVALUATION CRITERIA

- Relevant qualifications and experience
- Technical proposal: Appropriate and adequate to requirements
- Financial proposal: reasonable and relevant to expertise.
- Combined technical and financial scores: Competitive

5. APPLICATION REQUIREMENTS:

Individuals/firms interested in this mission are invited to submit their 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, Ba Dinh District, 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 (including work plan and financial proposal);
- CVs demonstrating relevant capacity and experience

Deadline for submission: 30 October 2025.