



CONSULTANCY SERVICES

TRAINING COURSES FOR DOCTORS AND TECHNICIANS, PROVIDE TECHNICAL SUPPORT AND ON-THE-JOB COACHING

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, 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.

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 these expected results, IC seeks qualified consultant(s) services to design, prepare, conduct, and report the training courses for doctors and technicians, as well as provide technical support for project activities and on-the-job coaching for health staff at MDT units in Gia Lai and Quang Ngai provinces.

2. DUTY STATION

- Duty Station: Hanoi, Gia Lai, and Quang Ngai provinces.
- Duration of Assignment: from 26 January to December 2026.

3. JOB DESCRIPTION OF THE POSITION

The consultant(s) will work closely with our project team, the hospital, and relevant stakeholders to ensure the quality of deliverables. Key activities are listed in the following detailed activities:

a. Rehabilitation services and ADs provision

- Design, prepare, conduct, and report three-day training courses for doctors and technicians in Gia Lai and Quang Ngai provinces, with two main topics: FIM/WeeFIM and AT/ADs, as required.
- Prepare, participate, provide technical support, and report (if needed) for guiding on screening form for commune health staff, review list of beneficiaries, need assessment, multidisciplinary rehabilitation interventions, and outcome measurement for persons with disabilities in the project provinces (including advice on adjusting or adding intervention objectives if required and provide recommendations/suggestions to improve the quality-of-service delivery).
- Ensure the quality of multidisciplinary rehabilitation services provided for persons with disabilities in Gia Lai and Quang Ngai.

b. Capacity building for national, provincial, and MDT units

- Provide technical and procedural support and on-the-job coaching for doctors and technicians while delivering multidisciplinary rehabilitation services for people with disabilities at MDT units in Gia Lai and Quang Ngai.
- Ensure the quality of essential rehab devices provided to MDT units and provide input to MDT rehab services operations in Gia Lai and Quang Ngai.
- Provide inputs to the capacity-building plan for each province's MDT unit.

c. Others

- Participate in field monitoring trips organized by the project as needed.
- Others as requested by CoP

4. EXPECTED DELIVERABLES AND TIMELINES:

#	Tasks	Deliverables	Expected timeline
a. Rehabilitation services and ADs provision			
1.	Design, prepare, conduct, and report the three-day training courses for doctors and technicians in Gia Lai and Quang Ngai provinces, with two main topics on FIM/ WeeFIM and AT/ADs, as required.	A training agenda Handouts Presentation Pre and Post Test Training notes (if needed). Training report (three days after training finishes).	February to June, 2026
2.	Prepare, participate, provide technical support, and report (if needed) for guiding on screening form for commune health staff, review list of beneficiaries, need assessment, multidisciplinary rehabilitation interventions, and outcome measurement for persons with disabilities in the project provinces (including advice on adjusting or adding intervention objectives if required and provide recommendations/suggestions to improve the quality-of-service delivery).	List of beneficiaries is reviewed and available for need assessment A report with summaries of technical support information, general evaluation, and suggestions/recommendations to improve the quality of project activities.	February to December, 2026
3.	Ensure the quality of multidisciplinary rehabilitation services provided for persons with disabilities in Gia Lai and Quang Ngai.	A report with summaries of review medical records of the person with disabilities, with recommendations/suggestions.	January to December, 2026
b. Capacity building for national, provincial and MDT rehab units			
1.	Provide technical and procedural support/ on-the-job coaching for doctors/ technicians during the delivery	Coaching materials. A report with summaries of on-the-job coaching.	February to December, 2026

#	Tasks	Deliverables	Expected timeline
	of multidisciplinary rehabilitation services for people with disabilities at MDT units in Gia Lai and Quang Ngai.		
2.	Ensure the quality of essential rehab devices provided to MDT units and provide input to MDT rehab services operations in Gia Lai and Quang Ngai.	The list of essential rehab devices provided to the MDT units is reviewed to ensure the quality.	February to December, 2026
3.	Provide inputs to the capacity-building plan for each province's MDT unit.	The inputs for the capacity-building plan for each province's MDT unit	February to December, 2026

5. TRAVEL AND FINANCES

Travel costs will be provided or reimbursed to the consultant, and per diem allowances will be provided or reimbursed for days traveled.

6. SUPERVISION AND PERFORMANCE EVALUATION

The consultant will work under the direct supervision and evaluation of the CoP, with support from our project team.

7. SPECIFIC REQUIREMENTS

Qualifications and Experience Required:

- A degree in Rehabilitation is essential.
- Secured license in FIM (national & international) is an asset
- At least 5 years of experience in rehabilitation services and at least 2 years of experience in applying FIM in need assessment for rehabilitation services
- Experiences in conducting training
- Experience in working with diverse stakeholders is an asset.

Competencies:

- Teamwork, professionalism, flexibility, and an understanding of working with people from diverse backgrounds.
- Dedication, ability to learn, work independently and in groups, and a high sense of responsibility.
- Willing to accept a high frequency of business travel in project provinces in Vietnam.

Terms and Conditions

- Payments will be set and made based on the actual number of days spent on each agreed task, and will be made monthly based on the monthly timesheet, with deliverables within agreed timeframes.
- Travel costs will be provided or reimbursed to the consultant, and per diem allowances will be provided or reimbursed for days traveled.

Evaluation criterias

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

8. 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, R.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 envelope. The shortlisted candidates will be contacted. Applications should include:

- Expression of Interest (tentative consultancy workplan and estimated budget);
- CVs demonstrating relevant capacity and experience.

Submission deadline: 23 January 2026.

For further information, please contact: Ms. Hua Thi Thu Len – Receptionist Tel: (84-24) 3733 9444, ext.: 9. Email: icvietnam@theintlcenter.org