

TERMS OF REFERENCE (TOR)

CONSULTANT FOR DEVELOPING A CLINICAL PRACTICE HANDBOOK OF STROKE SURVIVORS AND FAMILIES ON SPEECH AND LANGUAGE THERAPY

1. Overview

Vietnam Assistance for the Handicapped (VNAH) is a non-governmental organization with over 30 years of experience working in Vietnam. Its mission is to support persons with disabilities (PWDs) in Vietnam in improving mobility, functional activities, and overall quality of life. Currently, with support from the Inclusion III-b Project funded by CRS / the U.S. Department of State, VNAH is supporting the development of rehabilitation human resources and rehabilitation services for persons with disabilities in Dong Nai Province (merged from the former Binh Phuoc Province and former Dong Nai Province as of July 2025).

With the aim of supporting persons with disabilities affected by Agent Orange from the war in Dong Nai Province, VNAH works with provincial departments, experts, and local healthcare staff to improve the quality of rehabilitation services for these beneficiaries. Therefore, VNAH cooperates with medical universities and domestic rehabilitation experts, such as those in Can Tho and Ho Chi Minh City, to support the development of a *Clinical Practice Handbook for stroke survivors and families on Speech and Language Therapy* to use at hospitals and at home.

2. Objective

- Working with SLT from different settings to develop priorities of SLT intervention/exercise for stroke survivors and families.
- Compose and complete a Clinical Practice Handbook for stroke survivors and families on speech and language therapy to use at hospitals and at home.

4. Expected results

Clinical Practice Handbook for stroke survivors and families on speech and language therapy to use at hospitals and at home.

5. Timeline and Expected deliverables

| No. | Consultant's Tasks | Deliverables | Timelines | Consultant days | Location |
|-----|--|----------------------------------|-----------|-----------------|--------------|
| 1. | Agree on contents and working methods with VNAH | Agreed work contents and plan | Jan 2026 | 0 | Online/H CMC |
| 2. | Review domestic and international documents related to practical guidelines for speech | Documents collected and reviewed | Jan 2026 | 5 | Online/H CMC |

| No. | Consultant's Tasks | Deliverables | Timelines | Consultant days | Location |
|--------------|--|---|--------------|-----------------|--------------|
| | and language therapy techniques for adults with stroke | | | | |
| 3. | Develop an outline framework for the practical handbook on Speech and Language Therapy (swallowing exercises, speech exercises, chewing exercises, articulation practice, communication – sign language, pictures, etc., aphasia therapy, voice training, articulation correction) | Draft outline of contents/topics for the practical handbook | Jan-Feb/2026 | 15 | Online/H CMC |
| 4. | Develop detailed content for each practical technique – Draft 1 | Draft 1 of detailed handbook content | Feb-Apr 2026 | 35 | Online/H CMC |
| 5. | Develop detailed content for each practical technique – Draft 2 | Draft 2 of detailed handbook content | Apr-Jun 2026 | 35 | Online/H CMC |
| 6. | Finalize and print the practical handbook on basic speech and language therapy techniques | Final version and sample print | Jun-Aug 2026 | 10 | Online/H CMC |
| Total | | | | 100 | |

6. Requirements

- Professional experience in rehabilitation related to Speech and Language Therapy.
- Experience in teaching and providing technical support to healthcare staff or students, and in developing training materials.
- A master's degree or higher in a relevant field.
- At least two years of experience working with non-governmental organizations, government agencies, healthcare facilities, or at the community level.