

Catholic Relief Services / Vietnam program

SCOPE OF WORK (SOW)

Long-term training in clinical psychology for key health staff

in Gia Lai and Quang Ngai provinces

Project: “Improving the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange” in Gia Lai (Binh Dinh) and QuangNgai (Kon Tum)
(Inclusion 2b Project)

BACKGROUND

Catholic Relief Services (CRS) is an international non-governmental organization that has operated in Vietnam since 1994. Through partnerships with the government and local communities, CRS implements projects in 09 provinces and cities in Vietnam. Programs in Vietnam receives diverse funding and focuses on areas including Disability inclusion, Disaster and Mine Risk Reduction, and Community-Based Climate Change Adaptation

PURPOSE

The CRS disability program focuses on supporting people with disabilities through healthcare services, developing and promoting inclusive education, strengthening the capacity of organizations of persons with disabilities and parent associations/clubs, and enhancing economic inclusion for people with disabilities.

The project “Improving the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange” in Gia Lai and Quang Ngai Provinces (Inclusion 2b Project) is funded by the U.S. Government, with the National Action Center for Toxic Chemicals and Environmental Treatment (NACCET) under the Ministry of National Defense as the project holder, in coordination with Gia Lai and Quang Ngai Provinces. Humanity and Inclusion (HI) participate in project management as a prime organization, and CRS directly implements Objective 2. The project’s goal is to improve quality of life of persons with disabilities in two provinces heavily sprayed with Agent Orange – in Binh Dinh and Kontum provinces (now changed into the provinces of Gia Lai and QuangNgai accordingly). In the objective 2 of expanding social services to people with disabilities, CRS collaborates with HI as a sub organization, focusing on developing care models and social support for people with disabilities. Project activities include health screenings, needs assessment, psychological support, gender-based violence prevention for PWDs, training for healthcare staff and family caregivers on care skills, and capacity building in psychological support.

In alignment with the project plan, CRS will collaborate with the Department’s of Health of Gia Lai and Quang Ngai Provinces to select and support healthcare and social work staff to participate in a clinical psychology long-term degree training program to strengthen the integration of mental health care into general healthcare services and to expand community-based mental health care activities. To carry out this activity, CRS seeks a qualified training provider to facilitate the provision of a long-term degree training course in clinical psychology with the below mentioned scope of work.

SCOPE OF WORK, OUTPUTS AND TIMELINE

I. TRAINING OBJECTIVES:

- Provide trainees with theoretical knowledge and clinical practice skills. Upon completion, trainees will receive a Training Certificate/Certification, serving as a legal basis for applying for a Clinical Psychologist Practice License from the Department of Health/Ministry of Health in accordance with current government regulations.
- Develop a local clinical psychology workforce to integrate mental health care into healthcare services and strengthen community-based mental health care in Gia Lai and Quang Ngai Provinces.

II. TARGET AND NUMBER OF PARTICIPANTS:

- **Participants:** Doctors, healthcare staff, and psychologist/ graduates working at healthcare facilities and provincial social work centers.
- **Expected number:** 01 training course with 15–20 participants.
- **Coverage:** Participants from hospitals, health centers, and provincial social work centers in Quang Ngai and Gia Lai Provinces.

III. TRAINING TYPE, MODALITY AND LOCATION (PROPOSED):

- To comply with the required clinical practice duration for the Clinical Psychologist position (in accordance with Article 3, Decree 96/2023/ND-CP), an 18-month training roadmap is proposed as follows:
 - o Phase 1 (9 months): Basic specialized training in clinical psychology.
 - o Phase 2 (9 months): Supervised clinical practice in examination and treatment under qualified instructors/clinical supervisors.
- The training will take place using a flexible approach, with sessions either rotated or held as concentrated modules in both Quang Ngai and Gia Lai Provinces to accommodate local participants. Clinical practice components will be conducted at designated provincial sites and facilities selected by the training provider.

IV. PROPOSED SCOPE OF WORK:

- Develop a training framework and detailed curriculum aligned with Ministry of Health (MOH) competency standards (including enrollment criteria and training regulations).
- Develop training materials Including a framework curriculum endorsed by the certified training institution, a detailed training curriculum, training materials (hand-out materials) for learners.
- Facilitate the provision of training courses including the provision of qualified lecturers and experts to deliver training and supervise clinical practice, obtaining procedures for recruitment/enrollment, examination, graduation tests and granting certificate following the regulation on degree training course as stated by the MOH regulation.
- Supervise clinical practice and strengthen the capacity of provincial psychiatric hospitals to develop clinical psychology practice capacity by assigning psychological and mental health experts with associated degree or license to provide clinical supervision, coaching the local psychiatric hospital in obtaining necessary procedures for adequate clinical practice entity
- Ensure training quality is in accordance with Ministry of Health regulations and issue training certificates to eligible trainees.

V. PROPOSED TIMELINESCOPE OF WORK AND DELIVERABLES:

No.	Task	Scope of work	Deliverables	Timeline
1	Develop training framework and detailed curriculum	<ul style="list-style-type: none"> - Submit draft curriculum and practice guideline - Consultation meeting - Revise and finalize 	01 cooperation agreement draft 01 frame curriculum and 01 detailed training curriculum and practice plan draft	March 2026
2	Training materials	<ul style="list-style-type: none"> - Training materials (draft) - Project-specific adjustments 	01 training materials approved by training institution. <ul style="list-style-type: none"> - a detailed training curriculum, training materials (hand-out materials) for learners. 	April 2026
3	Enrollment	<ul style="list-style-type: none"> - Enrolment guidance and announcement 	01 enrollment guideline compliant with licensing requirements and project conditions	April 2026
4	Training implementation	Deliver training according to agreed curriculum	Detailed training plan	April - December 2026
5	Training monitoring	Monitor training quality	Quality monitoring report	December 2026
6	Examination and certification	Conduct exams and issue certificates	<ul style="list-style-type: none"> - Exam questions - Grading report - Certificates issued with official decision 	December 2026
7	Post-training practice program	Develop detailed clinical practice program	Practice program with locations, timeline, and evaluation criteria	December 2026
8	Clinical practice supervision	Supervised clinical practice	Supervision plan with instructors, conditions, timeline, and task allocation <i>(Note: Project will reconfirm practice support activities (Phase 2) by the end of March 2026 or April 2026)</i>	January - September 2027

VI. CRS LOGISTICAL SUPPORT:

CRS will provide the following support:

- Share relevant project documents for training purposes.
- Coordinate with the Departments of Health of Gia Lai and Quang Ngai on training plans, enrollment, and participant commitments.
- Arrange travel and accommodation for training-related activities (air tickets, hotel, local transport, per diem, airport transfers) based on the agreed plan.

VII. CRS CONTACT:

During contract implementation, the training provider shall coordinate with:

- Ms. Đinh Thị Nguyệt, Disability Program Manager, CRS Vietnam. Email: nguyet.dinh@crs.org. Phone number: 096 276 0866
- Project team members and technical staff in Gia Lai and Quang Ngai provinces.

VIII. TRAINING PROVIDER SELECTION CRITERIA:

- Authorized by the Ministry of Health to conduct clinical psychology degree training programs.
- Proven experience in implementing collaborative clinical psychology training degree programs.
- Experience in advisory services for clinical psychology licensing-oriented training programs.

IX. APPLICATION PROCEDURES:

- Institutional profile/introductory letter describing functions and experience in clinical psychology training and interest in the collaboration for the training course.
- Proposed training curriculum and budget estimate according to the proposed scope (including training fees, training management fees, associated costs for trainers and staff in field).
- Proposal submission to CRS at vn_rfp2@crs.org
- Closing date for submission: March 15, 2026.