



TERMS OF REFERENCE

Consultant to Develop the Disability Certification Handbook

Location: Hanoi, Vietnam

Project: Inclusion III-b

Duration: March 2026 – June 2026

I. INTRODUCTION

I.A. Overview of the Terms of Reference

The **Social Protection Department (SPD)** under the **Ministry of Health (MoH)** is the government authority responsible for disability affairs and serves as the secretariat to the National Committee on Disability of Vietnam. SPD is also a key implementing partner of the project *“Improving the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange.”*

In 2026, one of the key priorities under the collaboration plan with CRS is to provide consultancy services to SPD, MoH to research and develop a **“Disability Certification Handbook.”**

I.B. CRS and Implementing Partners

Catholic Relief Services (CRS) is an international humanitarian organization headquartered in the United States. CRS works to save, protect, and transform lives in need, without regard to race, religion, or nationality, in more than 100 countries. CRS carries out its relief and development mission through programs in emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

CRS has been operating in Vietnam since 1994. In partnership with the government and local communities, CRS implements programs in nine provinces and cities across Vietnam. CRS programs in Vietnam focus on disability inclusion, mine action, disaster risk reduction, and community-based climate change adaptation.

The **Social Protection Department (SPD)** under the Ministry of Health is responsible for advising and assisting the Minister of Health in state management related to services and support for older persons, persons with disabilities, and other groups requiring social protection services.

II. OBJECTIVES AND SCOPE OF WORK

II.A. Objective

The objective of this consultancy is to support the Social Protection Department in developing a “**Disability Certification Handbook**” based on the circular that will replace **Circular No. 01/2019/TT-BLDTBXH dated January 2, 2019 issued by the Ministry of Labour, Invalids and Social Affairs on the determination of disability levels conducted by Disability Assessment Councils.**

II.B. Scope of Work

The consultant will be responsible for the following tasks:

- Review relevant Vietnamese legal documents related to persons with disabilities.
- Assess current needs and practices in selected localities.
- Develop a draft **Disability Certification Handbook** to be agreed upon by the Social Protection Department, Ministry of Health.
- Participate in and present the draft **Disability Certification Handbook** at workshops, consultations, and technical meetings to gather feedback and inputs for finalization.

III. METHODOLOGY

The consultant will conduct a review and synthesis of relevant documents, particularly **Circular No. 01/2019/TT-BLDTBXH dated January 2, 2019** issued by the Ministry of Labour, Invalids and Social Affairs on determining disability levels by Disability Assessment Councils.

The consultant will collaborate closely with the Social Protection Department and other relevant stakeholders throughout the consultancy process. A **participatory approach** will be applied to actively engage staff of the Social Protection Department, Ministry of Health, and other stakeholders in reviewing, updating, and clarifying requirements and procedures for developing the **Disability Certification Handbook**, ensuring that the content is accurate, practical, and designed in a user-friendly manner to effectively convey information to intended users.

Based on the findings above, the consultant will support the Social Protection Department, Ministry of Health in developing the **Disability Certification Handbook**, as well as organizing consultation workshops, awareness-raising activities, and feedback workshops to finalize the handbook for printing and nationwide dissemination by SPD.

IV. DELIVERABLES AND TIMELINE

IV.A. Deliverables

The consultant will deliver the following outputs in a timely manner:

- A list of required documents for stakeholders to review, update, and conduct a literature review.

- A draft **Disability Certification Handbook** incorporating feedback from ministries, sectors, and local authorities.
- Reports from workshops/consultations assessing needs and expectations for the handbook content.
- One consultation workshop co-facilitated by the consultant and SPD to present the consultancy results.
- The finalized **Disability Certification Handbook**, accompanied by a consultancy completion report.

The handbook, reports, and all other deliverables will be prepared in **Vietnamese**.

Each deliverable will be reviewed and commented on by CRS before being finalized by the consultant.

IV.B. Timeline

No.	Activity	Timeline	Deliverables
1	Meeting with CRS and SPD to agree on the consultancy workplan	25 March 2026	Agreed scope of work and deliverables
2	Review relevant legal documents related to persons with disabilities in Vietnam	25–31 March 2026	Report on relevant documents
3	Needs assessment in selected localities (02 provinces/cities)	01–20 April 2026	Assessment report
4	Development of the draft Disability Certification Handbook	8 May 2026	Draft handbook
5	Consultation meetings/workshops	May 2026	Co-organized consultation meetings
6	Revision and update of the handbook based on feedback	May – Week 1	Updated handbook
7	Final consultation workshop and presentation of results	Week 2 of June	Final handbook presented and workshop co-organized

The consultant will be responsible for protecting the privacy of participants and maintaining the confidentiality of all data and information collected.

CRS and the Social Protection Department will retain **copyright ownership** of all products produced by the consultant.

The estimated duration for the consultancy assignment is **up to 25 working days**, from March 2025 to June 2025.

V. LOGISTICAL SUPPORT

CRS will support the consultant with the following activities:

- Coordination with the Social Protection Department, Ministry of Health, and members of the National Committee on Disability.
- Arranging logistics for the consultant and workshop participants, including travel, accommodation, meals, and venue arrangements.

The consultant will work closely with the **Senior Project Officer of the Inclusion IIIb team at CRS** as well as with the Social Protection Department, Ministry of Health.

VI. CONSULTANT QUALIFICATIONS AND EXPERIENCE

The consultant (or consulting team) should meet the following requirements:

- Master's degree or higher in relevant fields such as Social Sciences, Education, Public Policy, Social Work, or related disciplines.
- At least **10 years of professional experience** in communications, policy development, or government management related to social protection, social assistance, or disability.
- Experience in contributing to the development, consultation, or implementation of national policies and programs related to persons with disabilities or vulnerable groups.
- Experience in organizing and facilitating workshops, training sessions, surveys, assessments, and writing analytical reports at national or provincial levels.
- Understanding of the working mechanisms and procedures of Vietnamese government agencies; candidates with experience collaborating in international cooperation programs or inter-sectoral mechanisms are preferred.
- Strong communication skills and ability to interact respectfully and effectively with diverse groups.
- Strong analytical and high-quality report writing skills.
- Ability to build relationships and encourage participation, with gender sensitivity and cultural awareness when working with persons with disabilities, local communities, and stakeholders.
- Candidates who are **persons with disabilities** and/or have participated in national advisory groups, committees, or research teams related to disability are highly encouraged.

VII. APPLICATION PROCEDURE

CRS will review applications from individual consultants or consulting teams.

Interested consultants are requested to submit their applications **in Vietnamese**, including:

Technical Proposal

- Expression of interest letter
- Copy of business registration certificate (if applicable)
- Company profile (if applicable)
- Brief technical proposal
- Proposed workplan
- Curriculum Vitae (CV) demonstrating relevant qualifications and experience
- At least **two similar previous work samples**

Financial Proposal

- Consultancy fee proposal based on **daily rate in Vietnamese Dong**, inclusive of taxes (VAT/PIT) and travel-related costs.

Submission Method

Applications must be **signed, stamped (if applicable)** and submitted via email to CRS at: vn_rfp2@crs.org

Application deadline: 19 March 2026