



**Terms of Reference**

<b>Consultant Position Title</b>	A medical expert team developing scripts for a set of 20 videos on care skills for people with disabilities for the Inclusion II-b project
<b>Duty Station</b>	Gia Lai province
<b>Contract Duration</b>	30/7/2026
<b>Project Title</b>	“Improving the Quality of Life of Persons with Disabilities in Provinces Sprayed with Agent Orange” in Binh Dinh and Kon Tum (Inclusion 2b Project)

**1. BACKGROUND:**

CRS is an international non-governmental organization that has been operating in Vietnam since 1994. Through cooperation with the government and communities, CRS implements projects in 10 provinces/cities in Vietnam. The CRS Vietnam Program receives diverse funding in the areas of Disability, Disaster and Mine Risk Reduction, and Community-Based Climate Change Adaptation. The Disability Program focuses on supporting persons with disabilities (PwDs) in developing support models, promoting inclusive education, and strengthening the capacity of organizations of persons with disabilities as well as associations of parents of children with disabilities.

CRS is currently implementing 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 II-b Project). The project is funded by the U.S. Department of State. The National Action Center for Chemical and Environmental Remediation (NACCET) serves as the project owner. HI is the project management agency, and CRS is responsible for implementing Objective 2, focusing on supporting home-based care models for persons with disabilities, pre-discharge care for patients with disabilities, and psychological and social support for persons with disabilities and their families.

According to the 2026 annual plan, the project will develop 20 videos on care skills for persons with mental/neurological disabilities, persons with disabilities who have swallowing/eating difficulties, and persons with disabilities who are bedridden long-term and at risk of secondary complications. To effectively implement this activity, CRS seeks an expert team with experience in physical therapy, occupational therapy, speech therapy, sign language, nursing, mental health/neurology/psychiatry, and

psychology to support the development of scripts and provide technical inputs during the production of AI-based videos. The scope of work is detailed below:

**2. OBJECTIVES:**

To develop scripts in compliance with medical procedures and provide technical feedback during the production of 20 AI-generated videos. These videos will provide basic home-based care skills and healthcare facilities, aiming to reduce the burden on caregivers and improve the quality of life of people with disabilities.

**3. SCOPE OF WORK: DEVELOPMENT OF DETAILED SCRIPTS FOR 20 VIDEOS**

- Developing 20 technical procedures for 20 specific skills in accordance with Ministry of Health guidelines.
- Developing 20 detailed scripts for the above skills, including narration, sign language content, description of images to be generated (for the AI team to produce), and sound/audio requirements (based on the provided template).
- Developing a set of 03 multiple-choice questions to assess knowledge at the end of each video. The script must include complete information on the message/content to be delivered and all technical requirements.
- Ensuring technical and professional quality: the medical expert team must play a supervisory role and closely coordinate with the AI technical team to review images and biomechanical movements of the virtual characters, ensuring absolute accuracy in medical and technical aspects.
- Coordinating with the video production team and providing technical inputs during the AI video development process. The final products must strictly comply with project guidance related to communication and copyright requirements.

**4. Content:**

**4.1. Videos content:**

<b>Skill group for PwDs</b>	<b>Specific skill</b>	<b>Number of videos</b>	<b>Video Code</b>	<b>Estimated working Days</b>	<b>Supporting expert(s)</b>
<b>People with mental/neurological and intellectual disabilities</b>	Guidance for caregivers/PwDs on medication management	1	V1	01	Mental health/neurology expert
	Guidance for caregivers on caring for PwDs during epileptic seizures (response and care)	1	V2	01	Mental health/neurology expert

<b>Skill group for PwDs</b>	<b>Specific skill</b>	<b>Number of videos</b>	<b>Video Code</b>	<b>Estimated working Days</b>	<b>Supporting expert(s)</b>
	Guidance for caregivers on recording seizures/psychotic episodes (recognition signs)	1	V3	01	Mental health/neurology expert
	General guidance for PWDs with mental/neurological disabilities to participate in social activities	2	V4 V5	02	Mental health/neurology expert
	Skills for detecting and providing emergency responses when a person has suicidal intentions	1	V6	01	Mental health/neurology expert
<b>Persons with swallowing disorders</b>	Guidance for health staff/caregivers on assessing swallowing disorders	1	V7	01	Speech therapist
	Guidance for caregivers on adjusting food for PWDs with swallowing disorders	1	V8	01	Speech therapist
	Guidance on exercises for PWDs with swallowing disorders	2	V9 V10	02	Speech therapist
<b>Long-term bedridden PwDs</b>	Early mobilization exercises for newly bedridden patients	1	V11	01	Physical therapist
	Exercises and positioning for long-term bedridden PWDs	1	V12	01	Physical therapist

<b>Skill group for PwDs</b>	<b>Specific skill</b>	<b>Number of videos</b>	<b>Video Code</b>	<b>Estimated working Days</b>	<b>Supporting expert(s)</b>
	Breathing exercises for long-term bedridden PwDs or those with COPD	1	V13	01	Physical therapist
	Techniques for sputum clearance	1	V14	01	Physical therapist
	Guidance for PwDs to identify and prevent secondary injuries/complications	1	V15	01	Physical therapist
<b>Psychological support for PwDs/caregivers</b>	Psychological support for newly injured PwDs and trauma cases	1	V16	01	Psychologist
	Communication and psychological support for caregivers when a patient is newly injured/traumatized	1	V17	01	Psychologist
<b>Other</b>	Key considerations for caring for PwDs before hospital discharge	1	V18	01	Occupational therapist
	Guidance on home environment adjustments suitable for PwDs	2	V19 V20	02	Occupational therapist
	Participate in writing narration for 20 videos and provide feedback on sign language representation in AI videos	20		04	Sign language expert
<b>Total</b>		20		24	

#### 4.2 Deliverables:

No.	Activity	Deliverables	Total Working Days (Team)
1	Conduct expert team meeting	Minute of meeting Script template	3
2	Develop 20 scripts	20 first-round scripts	20
3	Review and provide feedback on 20 scripts	Minute of feedback/comment	3
4	Conduct meeting to finalize 20 scripts	20 final scripts	3
5	Conduct meeting between medical expert team and video produce team	Minute of meeting	3
6	Narration writing & sign language inputs for AI videos	20 videos include sign language avatar descriptions	4
7	Technical validation of 20 videos	Final technical review and validation of all 20 videos	5
<b>Total</b>			<b>41</b>

#### 4.3 Tentative Implementation Timeline

No.	Task	Time											
		May				June				July			
		W1 (week 1)	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1	Expert team meeting to develop scripts		x										
2	Script development			x	x								
3	Submit scripts for review					x							
4	Finalize scripts, develop narration & sign language inputs						x	x					
5	Expert team works with AI video producer								x	x			



- A brief technical proposal, including a one-page summary of the program design and proposed implementation methodology/approach.
- Proposed work plan.
- Curriculum Vitae (CV) demonstrating relevant qualifications and experience.
- Financial proposal, specifying daily rates in Vietnamese Dong (VND), inclusive of applicable taxes (VAT/PIT).

**Submission method:**

Please send the application via email to CRS: [vn\\_rfp2@crs.org](mailto:vn_rfp2@crs.org)

**Deadline:** 05 May 2026.