

CONSULTANCY SERVICE

Technical Review and Standardization of Project Materials

1. BACKGROUND

The International Center (formerly known as Vietnam Veterans of America Foundation -VVAFA) is a development 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-VVAFA 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 through the provision of MDT rehabilitation services and training of doctors and therapists
- (ii) Improved rehabilitation system for the provinces
- (iii) Improved Governance of the rehabilitation service system

During project implementation, the International Center (IC) has organized a range of capacity-building activities, including training courses, hands-on workshops, and technical guidance sessions for local doctors, technicians, and healthcare workers. In parallel, IC has developed and disseminated various guidance materials for persons with disabilities to support rehabilitation interventions and improve daily functioning.

To ensure the effective delivery and utilization of project materials by beneficiaries, IC seeks to engage qualified individuals, expert groups, or firms to conduct a comprehensive review of these materials. The review will focus on updating, refining, and finalizing the materials to ensure high quality, technical accuracy, and consistency in content, messaging, and formatting.

2. JOB DESCRIPTION OF THE POSITION

The Consultant(s) shall undertake a comprehensive review and finalization of project materials, focusing on (i) assessing technical quality, accuracy, and relevance, and (ii) evaluating clarity, usability, and effectiveness for target users. The assignment will update and standardize

materials to ensure high quality, technical soundness, and consistency in messaging, terminology, and formatting across all outputs.

The consultant(s) will be responsible for:

- Review all relevant project materials, including training manuals, technical guidelines, and communication materials
- Peer review of the technical accuracy and relevance of content in rehabilitation
- Review and update documents to ensure clarity, usability, and alignment with project objectives
- Standardizing language, terminology, and formatting across all materials
- Ensuring materials are user-friendly for target groups, including healthcare providers and persons with disabilities
- Incorporating feedback from IC and relevant stakeholders into the final versions.

3. EXPECTED DELIVERABLES AND TIMELINE

3.1. Deliverables

The Consultant(s) shall deliver the following:

- Inception note outlining review approach and timeline
- Reviewed and annotated versions of all materials
- Final revised and standardized set of project materials
- Final version of the documents and be ready for printing.

3.2. Timeline:

- Duration: July – September 2026 (*Detailed schedule to be finalized upon approval of the Inception Note*)
- Location: Remote, with occasional travel

4. 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 if needed.

5. SUPERVISION AND PERFORMANCE EVALUATION

The consultant will work under the direct supervision and evaluation of the COP of IC and relevant assigned staff.

6. SPECIFIC REQUIREMENT

Qualifications and Experience Required:

- Advanced degree in rehabilitation, public health, medicine, or a related field
- Minimum of 5–7 years of relevant professional experience in rehabilitation, disability programs, or health system strengthening

- Demonstrated experience in reviewing and developing technical materials and/or training curricula
- Strong analytical and report-writing skills in English
- Prior experience working with development projects and/or donor-funded programs is preferred
- Excellent document formatting and presentation skills are considered a strong asset

Competencies:

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

Evaluation criteria:

Applications will be evaluated based on the following criteria:

- Relevant qualifications and experience
- Technical proposal: quality, clarity, and appropriateness in responding to the assignment requirements
- Financial proposal: reasonableness and alignment with the proposed level of effort and expertise
- Combined technical and financial scores: overall competitiveness of the application

7. APPLICATION REQUIREMENTS:

Individual/ group of individuals/ firm interested in this mission are invited to submit their applications, either by email (to icvietnam@theintlcenter.org) or by post (to The International Center, Room 103, B3 Building, Van Phuc Diplomatic Compound, 298 Kim Ma, Ngoc ha ward, Hanoi, Vietnam).

Please state “Application for the” in the subject line or on the envelope. The shortlisted candidates will be contacted. Applications should include:

- Technical and financial proposal
- Expression of Interest (including work plan and estimated budget);
- CVs demonstrate relevant capacity and experience

Submission deadline: 31 May, 2026.