

# CONSULTANCY SERVICE

## Design, Layout, and Illustration of Project Materials

### 1. BACKGROUND

The International Center (formerly known as Vietnam Veterans of America Foundation -VAAF) 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-VAAF 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

As part of the project, a range of training materials, technical guidelines, and communication materials have been developed to support rehabilitation services and capacity building for healthcare providers and beneficiaries.

Following a comprehensive technical review and finalization process, these materials require professional design, layout, and illustration to improve their usability, accessibility, and overall presentation quality.

### 2. JOB DESCRIPTION OF THE POSITION

The Consultant(s) shall be responsible for the design, layout, and illustration of project materials based on content that has been reviewed and finalized by IC. Specific tasks include:

- Developing design concepts and visual identity for the standardized project documents.
- Designing layout and formatting for various project materials (e.g., training manuals, technical guidelines, communication materials)

- Creating illustrations, icons, and infographics to enhance clarity and user understanding
- Ensuring materials are user-friendly and accessible for target groups, including persons with disabilities
- Standardizing typography, color schemes, and visual elements across all materials
- Preparing print-ready and digital versions of all finalized materials
- Incorporating feedback from IC and stakeholders and revising designs accordingly

### **3. EXPECTED DELIVERABLES AND TIMELINE**

#### **3.1. Deliverables**

The Consultant(s) shall deliver the following outputs:

- Design concept and style guide: including color palette, typography, and visual elements
- Designed and formatted materials: fully laid-out versions of all assigned documents
- Illustrations and graphic assets: icons, infographics, and visual elements developed for the materials
- Final files: editable source files and print-ready PDFs
- Revised versions: revisions based on feedback from IC

#### **3.2. Timeline:**

- Duration: September - October, 2026
- Location: Hanoi, Vietnam, and remote

### **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.

### **6. SPECIFIC REQUIREMENT**

#### **Qualifications and Experience Required:**

- Advanced degree in design, communication, public health, rehabilitation, or a related field.
- Minimum of 5 years of relevant professional experience in graphic design, layout, and illustration, preferably in development or health-related projects.
- Demonstrated experience in designing training materials, technical documents, or communication products.
- Strong skills in design software (e.g., Adobe Illustrator, InDesign, or equivalent).
- Experience working with donor-funded projects and fluency in written English are assets.

#### **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](mailto:icvietnam@theintlcenter.org)) or by post (to The International Center, Room 103, B3 Building, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh District, 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:** 15 June, 2026.