



TERMS OF REFERENCE

Consultancy services for Costing Analysis of Assistive Technology Services

1. BACKGROUND

The International Center (formerly known as Vietnam Veterans of America Foundation -VVAF) is a humanitarian 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-VVAF 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:

- Ensured accessibility and quality of multi-disciplinary rehabilitation services
- Improved rehabilitation system for the provinces
- Improved Governance of the rehabilitation service system

To achieve the abovementioned objectives, a wide range of activities will be implemented in the two project provinces and at the central level. Rehabilitation service provision follows the relevant steps: need assessment and prescription, service delivery, and outcome measurement. These steps are required to ensure that people with disabilities receive appropriate, high-quality, holistic rehabilitation services.

As the matter of fact, most assistive products are not currently covered by health insurance. In addition, no sustainable financing mechanism has yet been identified to maintain the supply of assistive products and associated services after project completion.

The project therefore seeks a qualified Consultant or consulting team to conduct a costing and economic analysis of the project-supported assistive technology and assistive device service package. The findings will inform provincial planning, budgeting, resource mobilization and development of sustainable financing options.

2. DUTY STATION

- Duty Station: Gia Lai and Quang Ngai provinces.
- Duration of Assignment: from 20 August to 20 September 2026.

3. SCOPE OF WORK AND DELIVERABLES

The qualified individuals/ firms will carry out the following services:

- **Scope of work:**
 - **Define the complete assistive technology service package and delivery pathway** for providing quality assistive products and related services to persons with disabilities.
 - **Estimate the financial and economic costs** of providing assistive products and associated services from relevant provider, government and user perspectives.
 - **Calculate unit costs** by product category, service component, facility level, province and service-delivery model.
 - **Review available evidence on user outcomes**, including functional status, quality of life, independence and participation among persons receiving assistive products.
 - **Assess feasible and sustainable financing options** for maintaining and expanding assistive technology services after project completion.

- **Deliverables:**

1. Inception report	Methodology, workplan, data requirements, proposed product categories, analytical framework and data-collection tools
2. Service-package and pathway analysis	Description of service components, responsible actors, referral and distribution channels and current financing flows
3. Preliminary costing findings	Initial total and unit costs, patient costs, cost drivers, data gaps and assumptions
4. Draft report and costing model	Draft economic analysis and editable costing and budget-planning tool
5. Final report	Final costing analysis, potential savings, financing scenarios, conclusions and recommendations

4. SPECIFIC REQUIREMENTS

Qualifications and Experience Required:

The Consultant or consulting team should have:

- A postgraduate degree in health economics, economics, public health, health financing or a related field;
- At least seven years of relevant professional experience;
- Demonstrated experience in health-service costing, economic analysis or budget-impact analysis;
- Experience developing costing models and budget-planning tools;
- Knowledge of assistive technology, rehabilitation or disability-inclusive health services;
- Understanding of government budgeting, health insurance and social protection systems in Viet Nam;
- Strong quantitative, analytical and report-writing skills;
- Experience working with provincial health authorities and health facilities; and
- Fluency in English and Vietnamese.

5. 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.

6. SUPERVISION AND PERFORMANCE EVALUATION

The consultants will work under the direct supervision and evaluation of Program Directors and Project Officers.

7. EVALUATION CRITERIA:

Consultants are selected based on:

- Relevant qualifications and experience
- Technical proposal (if required): Appropriate and adequate to requirements
- Financial proposal: reasonable and relevant to expertise.

8. APPLICATION REQUIREMENTS:

Individual(s)/firms interested in this mission are invited to submit your 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, 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
- CVs demonstrating relevant capacity and experience

Deadline for submission: 15 August 2026.