



CONSULTANCY SERVICES

TRAINING DELIVERY, TECHNICAL SUPPORT, AND ON-THE-JOB COACHING FOR REHABILITATION DOCTORS AND THERAPISTS

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:

- (i) Ensured accessibility and quality of multi-disciplinary rehabilitation services
- (ii) Improved rehabilitation system for the provinces
- (iii) Improved Governance of the rehabilitation service system

As part of its efforts to strengthen the technical and practical capacity of local rehabilitation doctors and technicians, IC plans to organize a three-day practical training course on screening, assessment, and rehabilitation interventions for persons with scoliosis and flat feet, as well as for users of prosthetic limbs and bilateral KAFOs.

The training will emphasize practical skills, case-based learning, and hands-on practice with patients. It aims to strengthen participants' capacity to conduct screening and assessments, provide appropriate rehabilitation interventions and gait training, and counsel patients and families on orthotic and surgical interventions and referrals.

In addition to the training course, IC will provide ongoing technical support, on-the-job coaching, and technical supervision on Prosthetics and Orthotics (P&O) to strengthen the competencies of rehabilitation doctors and technicians and improve the quality of P&O service delivery.

IC therefore seeks qualified rehabilitation consultants/trainers to develop and deliver the training course, provide technical support and on-the-job coaching on P&O services, participate in field visits and technical supervision, and provide recommendations for continuous improvement of rehabilitation service quality.

2. DUTY STATION

- Duty Station: Hanoi, Gia Lai, and Quang Ngai provinces
- Duration of Assignment: from 15 August to September, 2026.

3. JOB DESCRIPTION OF THE POSITION

The consultants/trainers will work closely with the IC project team, partner healthcare facilities, and relevant stakeholders to ensure the timely, high-quality delivery of assigned tasks. The scope of work includes, but is not limited to, the following:

a) Delivery of a three-day training course:

- *Development of the Training Program and Materials:*
 - Review relevant project documents, technical guidelines, and available training materials and develop a detailed three-day training agenda in consultation with IC.
 - Develop and/or adapt training materials, presentations, practical guidance, case studies, clinical scenarios, skills checklists, and pre- and post-training assessment tools.
 - Coordinate with IC and the host hospital to identify and prepare appropriate patients and/or clinical cases for practical sessions.
- *Delivery of the Training Course*

Deliver a three-day training course covering the following technical areas:

Technical knowledge sessions:

 - Screening and needs assessment for persons with scoliosis and flat feet.
 - Rehabilitation exercises, postural correction techniques, and individualized exercise programs for scoliosis and flat feet.
 - Assessment and gait training for persons newly fitted with prosthetic limbs.
 - Assessment and rehabilitation interventions, including gait training, for persons using bilateral KAFOs.
 - Counseling on appropriate orthotic and surgical interventions

Practical skills training and hands-on coaching through demonstrations, supervised practice with patients, technical feedback, and case discussions.

 - Demonstrate relevant screening, assessment, and rehabilitation techniques.
 - Organize supervised hands-on practice with patients and/or clinical cases.
 - Provide direct technical guidance and hands-on coaching to participants during patient assessment and intervention.
 - Observe participants' performance and provide immediate technical feedback and corrective guidance.
 - Facilitate case discussions to strengthen clinical reasoning and decision-making skills.
- *Training Evaluation and Reporting:*
 - Conduct pre- and post-training assessments.
 - Assess participants' practical skills using appropriate observation tools and/or skills checklists.
 - Collect and analyze participant feedback on the training's relevance, quality, and effectiveness.

- Document key results, challenges, lessons learned, and recommendations for follow-up technical support and future capacity-building activities.
- Prepare and submit a comprehensive training report to IC

b) Technical support for rehabilitation doctors and technicians on Prosthetics and Orthotics (P&O)

- Provide ongoing technical assistance, on-the-job coaching, and technical supervision to rehabilitation doctors and technicians on the assessment, prescription, fitting, use, and follow-up of prosthetic and orthotic devices, while monitoring P&O service quality and patient outcomes and providing recommendations for continuous improvement.
- Conduct field visits and review selected P&O cases to provide technical guidance on device selection, rehabilitation interventions, gait training, follow-up, and outcome assessment.
- Identify technical gaps in P&O service delivery and provide practical guidance and corrective recommendations to improve service quality.

c) Other responsibilities

- Provide timely inputs to project reporting, including technical updates and documentation of lessons learned and best practices.
- Undertake other relevant tasks as assigned by the Chief of Party (CoP), ensuring flexibility and responsiveness to evolving project needs.

4. EXPECTED DELIVERABLES AND TIMELINES:

#	Tasks	Deliverables	Expected timeline
a) Delivery of a three-day training course:			
	Development of the Training Program and Materials	Training agenda; training materials and presentations; practical guidance/case studies; pre- and post-tests; practical skills assessment tools, if applicable	August 2026
	Delivery of the Training Course	Three-day training course delivered covering the agreed technical knowledge and practical skills components; training agenda and materials used; participant attendance records.	August, 2026 During the training course
	Training Evaluation and Reporting	Participant feedback summary; comprehensive training report documenting training activities, results, challenges, lessons learned,	Within 7 working days after completion of the training course

#	Tasks	Deliverables	Expected timeline
		and recommendations for follow-up technical support and capacity-building activities.	
b) Technical support for rehabilitation doctors and technicians			
	Provide technical assistance, on-the-job coaching, and technical supervision and monitoring of P&O service delivery	Documentation of technical assistance, coaching, and monitoring activities; summary of technical guidance provided, key findings on P&O service quality, device utilization, and patient outcomes; and recommendations for improvement.	August to September, 2026
	Conduct field visits and review selected P&O cases	Documentation of field visits and case reviews; technical recommendations on device selection, fitting, use, rehabilitation interventions, gait training, follow-up, and outcome assessment.	August to September, 2026
	Identify technical gaps and provide corrective guidance	Summary of identified technical gaps, corrective guidance provided, and recommendations to improve P&O service quality.	August to September, 2026

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 consultant will work under the direct supervision and evaluation of the CoP, with support from our project team.

7. SPECIFIC REQUIREMENTS

Qualifications and Experience Required:

- A degree in Rehabilitation is essential.
- At least 10 years of professional experience in rehabilitation services, clinical practice, P&O, or capacity building.
- Demonstrated expertise in prosthetic gait training, KAFO rehabilitation, scoliosis, flat feet, therapeutic exercises, and orthotic interventions.

- Practical experience in P&O assessment, prescription, rehabilitation interventions, follow-up, and outcome assessment.
- Experience in delivering training, hands-on coaching, case reviews, and technical supervision for rehabilitation professionals.
- Experience working with diverse stakeholders and donor-funded rehabilitation or disability programs is an asset.

Competencies:

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

Terms and Conditions

- Payments will be set and made based on the actual number of days spent on each agreed task and will be made monthly based on the monthly timesheet, with deliveries within agreed timeframes.
- Travel costs will be provided or reimbursed to the consultant, and per diem allowances will be provided or reimbursed for days traveled.

Evaluation criterias

- Relevant qualifications and experience
- Technical proposal: Appropriate and adequate to requirements
- Financial proposal: reasonable and relevant to expertise.
- Combined technical and financial scores: Competitive

8. APPLICATION REQUIREMENTS:

Individuals/firms interested in this mission are invited to submit their applications, either by email (to icvietnam@theintlcenter.org) or by post (to The International Center, R.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 envelope. The shortlisted candidates will be contacted. Applications should include:

- Expression of Interest (tentative consultancy workplan and estimated budget);
- CVs demonstrating relevant capacity and experience.

Submission deadline: 10 August, 2026.

For further information, please contact: Ms. Hua Thi Thu Len – Receptionist Tel: (84-24) 3733 9444, ext.: 9. Email: icvietnam@theintlcenter.org

Deadline for submission: 15 August 2026.