



TERMS OF REFERENCE

Consultant to Support Editing Four Community-Based Rehabilitation (CBR) Guidelines

Location : Hanoi, Viet Nam

Project: Improving the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange

Duration: August 2026 - September 2026

I. INTRODUCTION

1. Overview of the Terms of Reference

Under the cooperation program between the National Action Center for Toxic Chemicals and Environmental Treatment (NACCET) and the Department of Medical Services Administration (MSA), Ministry of Health, within the framework of the project "**Improving the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange,**" and pursuant to Official Letter No. 55/NACCET-BQLDA issued by NACCET and Official Letter No. 1453/KCB-PHCN&GD issued by the Department of Medical Services Administration on 18 June 2025 regarding the implementation of the cooperation program between the two organizations, Catholic Relief Services (CRS) and the Department of Medical Services Administration have agreed on the Cooperation Framework Plan for the 2024–2026 period.

In 2025, CRS supported the Department of Medical Services Administration in reviewing, revising, and developing draft versions of four **Community-Based Rehabilitation (CBR) Guidelines**. To further finalize these documents for official issuance and implementation, CRS will recruit a qualified consultant in 2026 to support the Department of Medical Services Administration in editing, refining, and standardizing the four guidelines in accordance with technical requirements and relevant regulations.

2. Catholic Relief Services (CRS) and the Department of Medical Services Administration, Ministry of Health

Catholic Relief Services (CRS) is an international humanitarian organization headquartered in the United States. CRS is committed to saving, protecting, and transforming the lives of vulnerable communities, regardless of race, religion, or nationality, in more than 100 countries worldwide.

In Vietnam, CRS currently operates in nine provinces, implementing programs on disaster risk reduction, climate change adaptation, disability inclusion, and mine risk education. Since 2024, under the project *Improving the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange*, CRS has partnered with the Department of Medical Services Administration (MSA), Ministry of Health, to support the development and implementation of policies and technical guidance for persons with disabilities under the

authorization of the National Action Centre for Toxic Chemicals and Environmental Treatment (NACCET).

The Department of Medical Services Administration (MSA) is a specialized department under the Ministry of Health, responsible for advising and assisting the Minister of Health in state management and implementation of laws and regulations related to medical examination and treatment, rehabilitation, medical assessment, forensic medicine, and forensic psychiatry. MSA is also responsible for strengthening the capacity of the national healthcare system and serves as the focal point for coordinating healthcare facilities nationwide in providing medical examination, treatment, and rehabilitation services for older persons and persons with disabilities.

3. Context:

Under the 2024-2026 Cooperation Framework Plan jointly agreed by the Department of Medical Services Administration (MSA), Ministry of Health, and Catholic Relief Services (CRS), CRS supported MSA in 2025 to assess the implementation of the Community-Based Rehabilitation (CBR) Program and identify areas for improvement in four CBR program management guidelines.

Building on the achievements of the 2025 collaboration, the Ministry of Health established the Editorial Committee for the Community-Based Rehabilitation Guidelines in March 2026. Between March and July 2026, CRS engaged a technical consultant to support MSA in facilitating the technical consultation process for the four draft guidelines. With the consultant's support, MSA organized three technical review meetings with the Editorial Committee and one national consultation workshop with rehabilitation experts from across the country to collect feedback on the four draft guidelines.

Based on the recommendations received, MSA convened a meeting with the Editorial Committee in July 2026 to agree on the key technical content of the guidelines, endorse the structure of each document, and assign drafting responsibilities to working groups within the Editorial Committee for final revision.

To support MSA in completing the Community-Based Rehabilitation Guidelines, CRS seeks to recruit a qualified consultant to work closely with the Editorial Committee's working groups to edit and refine the four guidelines, incorporating feedback from technical experts and ensuring alignment with the Ministry of Health's requirements.

II. OBJECTIVE AND SCOPE OF WORK

1. Objective

The objective of this consultancy is to support the Department of Medical Services Administration (MSA), Ministry of Health, in editing and finalizing four Community-Based Rehabilitation (CBR) Guidelines, including:

- **Guideline 1:** Guideline for the Management and Implementation of Community-Based Rehabilitation
- **Guideline 2:** Community-Based Rehabilitation Guide for Rehabilitation Professionals

- **Guideline 3:** Community-Based Rehabilitation Guide for Community Rehabilitation Workers
- **Guideline 4:** Community-Based Rehabilitation Guide for Persons with Disabilities and Their Families

2. Scope of Work

To achieve the above objective, CRS seeks to engage either an individual consultant or a team of consultants (maximum of four members). Each consultant may be responsible for one or two guidelines, or the team may collaboratively edit all four guidelines.

The consultant (or consulting team, hereinafter referred to as the "Consultant") will work closely with the CRS project team for the *Improving the Quality of Life of Persons with Disabilities in Provinces Heavily Sprayed with Agent Orange* project, members of the Editorial Committee, and the Department of Medical Services Administration to undertake the following tasks:

- 1) Support the Department of Medical Services Administration in collecting draft chapters and technical inputs contributed by members of the Editorial Committee for the four CBR guidelines.
- 2) Edit and consolidate the four Community-Based Rehabilitation Guidelines based on contributions from the Editorial Committee and technical requirements of the Ministry of Health.

III. METHODOLOGY

The Consultant will:

- Collect draft chapters and technical inputs from Editorial Committee members according to the assignments made by the Department of Medical Services Administration.
- Consult and communicate with Editorial Committee members to clarify technical content where necessary.
- Edit and consolidate the four Community-Based Rehabilitation Guidelines based on the contributions provided by the Editorial Committee.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

The Consultant should meet the following minimum qualifications:

- Master's degree or higher in medicine, rehabilitation, occupational therapy, speech and language therapy, physical therapy, public health, or other relevant disciplines;
- At least ten (10) years of experience in research, technical writing, and development of professional guidance documents, particularly in rehabilitation and Community-Based Rehabilitation;
- Demonstrated technical expertise and practical experience in rehabilitation and Community-Based Rehabilitation program management;
- Experience working with the Ministry of Health, conducting research, and contributing to policy and technical guideline development.

V. SELECTION CRITERIA

Qualifications and Experience

- Relevant professional qualifications and demonstrated experience.
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Technical Proposal

- Clear understanding of the assignment.
 - Appropriate methodology consistent with the Ministry of Health's requirements for document consultation and editing.
 - A clear and detailed work plan. For consulting teams, the proposal should clearly define the roles and responsibilities of each team member.
 - A feasible implementation schedule that meets the required timeline.
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Financial Proposal

- A reasonable and competitive financial proposal commensurate with the Consultant's qualifications and experience.
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Overall Evaluation

The final selection will be based on the combined assessment of the technical and financial proposals.

VI. DELIVERABLES

The Consultant will be responsible for collecting and clarifying technical contributions from Editorial Committee members, compiling and editing the content into complete draft documents, and submitting the following deliverables to the Department of Medical Services Administration:

- Four fully edited and consolidated **Community-Based Rehabilitation Guidelines**.

All deliverables shall:

- Be prepared in Vietnamese;
- Be of publishable quality;
- Be reviewed and accepted by the Department of Medical Services Administration as final draft versions for submission to the Ministry of Health for approval.

VI. TIMELINE

	Activity	Timeline	Working Days	Deliverable
1	Collect draft chapters from Editorial Committee members; conduct technical consultations; edit and finalize the four Community-Based Rehabilitation Guidelines	20 August – 30 September 2026	24-48 days	Four completed and edited Community-Based Rehabilitation Guidelines

- The Consultant shall ensure the privacy of all participants and maintain the confidentiality of all data and information obtained during the assignment.
- All deliverables are subject to review and approval by CRS and the Department of Medical Services Administration and shall become the joint intellectual property of CRS and the Department of Medical Services Administration, Ministry of Health.
- The consultancy is expected to require approximately **24 to 48** working days between 20 August and 30 September 2026. The actual number of working days will depend on the composition and size of the consulting team.

VIII. LOGISTICAL SUPPORT

CRS will provide the following support:

- Coordinate with the Department of Medical Services Administration to provide the Consultant with the four draft guidelines and all relevant reference materials, including documentation from previous technical meetings and consultation workshops.
- Review and provide feedback on the Consultant's deliverables and implementation process.

The Consultant is expected to work closely with the CRS technical team, members of the Editorial Committee, and the Department of Medical Services Administration to ensure that all activities are completed on schedule and that deliverables meet the required quality standards.

During the assignment, the Consultant may request technical support from CRS technical advisors and project management staff whenever necessary.

IX. APPLICATION PROCEDURES

Interested consultants should submit their proposals in **Vietnamese**.

Technical Proposal

The proposal should include:

- A brief technical proposal describing the proposed approach and work plan;
- Curriculum Vitae (CV) demonstrating relevant qualifications and experience, including contact information for at least two professional references.

Financial Proposal

- Consulting teams should provide a detailed breakdown of consulting fees for each team member, reflecting their assigned responsibilities, qualifications, and experience. Consultants proposing premium rates should clearly justify their specialized expertise.
- The financial proposal should include all applicable Personal Income Tax (PIT) or Value Added Tax (VAT), based on the proposed daily consulting rate and the estimated number of working days (currency: Vietnam Dong).

Submission

- Proposals should be submitted by email to vn_rfp1@crs.org.
- **Submission deadline:** [13.00 PM, 21 August 2026](#).
- Only shortlisted candidates will be contacted for further consideration and interview.

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