



TERMS OF REFERENCE (TOR)

Consultancy Service

Technical Support for Monitoring Rehabilitation Interventions and Evaluating Outcomes for Persons with Disabilities

1. Background

The International Center (IC), formerly Vietnam Veterans of America Foundation (VVAFA), is a humanitarian organization that has worked in Vietnam for over 30 years. IC currently focuses on disability support, landmine clearance, and mental health services. Under USAID funding, IC is implementing the Disability Inclusion Project IIb in Binh Dinh and Kon Tum provinces, where it serves as a sub-implementing partner.

As part of the project's Objective One—to expand and improve rehabilitation services in Agent Orange-affected areas—IC is seeking qualified consultants (firm/group/individual) to provide technical supervision, monitoring, and evaluation of rehabilitation services for persons with disabilities. This consultancy will support the tracking of intervention effectiveness and ensure service quality.

2. Purpose of the Consultancy

The consultancy aims to:

- Provide technical supervision and on-the-job support for multidisciplinary rehabilitation services delivered at provincial and district levels.
- Monitor rehabilitation interventions and assess progress toward intervention goals.
- Build local capacity through technical advice, coaching, and recommendations to improve the quality and impact of rehabilitation services.
- Provide technical assistance to policies and guidelines developed in consultation with the localities.

3. Scope of Work and Key Tasks

The consultant(s) will work closely with IC's project team and relevant stakeholders. Key tasks include:

A. Technical Support and Supervision

- Review medical records, follow-up forms, and progress tracking tools.
- Provide on-the-job coaching for MDT staff (doctors, therapists, technicians).
- Advise on service quality improvement, especially in functional outcomes for persons with disabilities.

B. Outcome Measurement and Effectiveness Evaluation

- Evaluate outcome measurement tools (e.g., FIM, WeeFIM) used in rehabilitation services.
- Conduct field assessments and interviews with persons with disabilities and MDT staff.
- Analyze data and identify gaps in achieving intervention goals.
- Provide recommendations for refining objectives, indicators, and rehabilitation approaches.

C. Reporting and Documentation

- Prepare technical reports where relevant summarizing observations, findings, and recommendations.
- Provide review on training/coaching sessions
- Validate the prescriptions for the medical records as needed.

4. Deliverables and Level of Effort (LOE)

#	Tasks	Key Deliverables	Timeline
1	Technical assistance plan	A plan	Right after the contract signage
2	Provide inputs to plans, policies and any relevant project documents	Inputs provided with justification	September – November , 2026
	Quality assurance of MDT services	Medical record review report with recommendations	September – November , 2026
3	On-the-job coaching for MDT staff	Coaching materials; coaching summary report	September – November , 2026

5. Duration and Location

- Duration: September – November 2026
- Location: Hanoi (remote support), Gia Lai and Quang Ngai (on-site visits as needed).

- Travel: Costs for approved field trips (transportation, per diem, accommodation) will be reimbursed by IC according to its policy.

6. Consultant Qualifications

The consultant firm/group/individuals must demonstrate the following:

- Master's degree in Disability related field, Rehabilitation, Public Health, Physiotherapy, Occupational Therapy, or related fields.
- Minimum 10 years of experience in rehabilitation, including intervention planning, supervision, and outcome measurement.
- Proven experience in evaluating rehabilitation effectiveness, especially in community or provincial health systems.
- Experience providing technical coaching to multidisciplinary teams.
- Strong report writing, communication, and data analysis skills.
- Ability to travel to project provinces as required.
- Prior experience with USAID-funded projects is a plus.

7. Supervision and Reporting

- The consultant will report directly to the Chief of Party (CoP) at IC.
- Progress will be reviewed regularly, and deliverables will be approved by IC.

8. 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, 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: 4 September, 2026.