



TERMS OF REFERENCE

Consultancy services to deliver on-site coaching for integrating rehabilitation into existing services at Kon Tum Social Work Center in Quang Ngai

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. In Quang Ngai, Kon Tum Social Work Center provides health care, daily care, special education, skills development and social work services residential care and support to different groups of social protection beneficiaries, including persons with disabilities, children with disabilities, older persons and children in difficult circumstances. However, staff require further practical support to identify functional needs, provide simple rehabilitation-related assistance under professional guidance, integrate functional goals into existing services, and consistently document and review individual progress. IC therefore seeks a qualified consultant team to design and deliver structured on-site coaching and follow-up support.

2. DUTY STATION

- Duty Station: Quang Ngai province
- Duration of Assignment: from 1 November to 31 December 2026.

3. OBJECTIVES:

The assignment aims to strengthen the practical capacity of Center staff, teachers and social workers to:

- Support the functioning, independence and participation of children with disabilities during their class
- Plan and facilitate safe, purposeful group-based occupational therapy activities;
- Improve organization and time management in rehabilitation-related social work; and apply problem-solving and critical-thinking skills in case coordination and rehabilitation support.

4. SCOPE OF WORK AND DELIVERABLES

• Scope of work:

The consultants will:

- Assess the practical coaching needs of staff, teachers and social workers;
- Develop detailed coaching plans, materials and practice exercises for the five sessions;
- Deliver practical, case-based coaching through demonstration, supervised practice, reflection and immediate feedback;
- Observe participants' practice and provide technical guidance and corrective feedback;
- Develop simple tools and templates that participants can continue using after the coaching; and
- Provide recommendations for follow-up practice and continued technical support.

• Deliverables:

No.	Deliverable	Requirements
1	Detailed workplan	Proposed schedule, methodology, participant groups, session sequence and preparation requirements
2	Coaching packages	Practical Coaching sessions documented.
3	Reports	Concise report after each round, including work completed, staff practice observed, case-specific issues, supporting document, agreed actions and support required.

5. SPECIFIC REQUIREMENTS

Qualifications and Experience Required:

The consulting team should have:

- Recognized professional qualification in physical therapy, occupational therapy, speech therapy, rehabilitation nursing, special education or inclusive education, social work, case management or a related field.
- Experience coaching non-specialist staff or caregivers in safe, role-appropriate support.
- Experience working with children or adults with diverse support needs.
Experience working with social work centers, residential care facilities, health facilities or special/inclusive education settings in Viet Nam is strongly preferred.

6. 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.

7. SUPERVISION AND PERFORMANCE EVALUATION

The consultants will work under the direct supervision and evaluation of Project Chief of Party.

8. 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.

9. 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: 20 October 2026.