



CONSULTANCY SERVICE

Rehabilitation system strengthening

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

IC is looking for an individual to assist the Chief of Party (COP) in planning, implementing, monitoring and evaluation of the project activities, more specifically for Rehabilitation System Strengthening in Binh Dinh and Kon Tum Provinces.

2. SCOPE OF WORK

- Closely work with the COP and Project Officers (POs) to prepare annual work plans and detailed implementation plan for the project;
- Ensure program implementation according to the annual work plans and targets set by the Project;
- Assist in preparing different kinds of reports as required;
- Conduct field visits to monitor, supervise and evaluate activities and project handover activities;
- Take lead in organizing meetings, trainings, and workshops on for Rehabilitation System Strengthening in Gia Lai and Quang Ngai Provinces;
- Ensure that all the necessary financial documentation of project activities are complete and in accordance with financial management systems;
- Support M&E Officer where required;
- Provide translation and interpretation upon request;

3. SPECIFIC REQUIREMENTS

Qualifications and Experience Required:

- For individuals:
 - A post degree related health or social science.

- At least five years of experience in Rehabilitation system strengthening or capacity building for rehabilitation service providers
- Minimum five years of relevant experience for persons with disabilities
- Experience in working with diverse stakeholders is an asset, particularly with health system and health facilities in Binh Dinh and Kon Tum

Competencies:

- Teamwork, professionalism, flexibility, and an understanding of working with people from diverse backgrounds.
- Having dedication and ability to learn, to work independently and in groups, high sense of responsibility.
- Willing to accept high frequency of business travel in project provinces in Vietnam.
- Understand the local context and partnership.

4. SUPERVISION AND PERFORMANCE EVALUATION

The consultants will work under the direct supervision and evaluation of the COP.

5. 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.

6. 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, 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:

- Expression of Interest
- CVs demonstrating relevant capacity and experience

Deadline for submission: 14/10/ 2026.