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# Development of a E-Learning Module for Rehabilitation Service Providers on Multi- Disciplinary Team (MDT) Approach

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| Terms of Reference for the Trainer |

## 1. Introduction and Background Information

### 1.1. Humanity and Inclusion

Humanity and Inclusion (HI) – previously known as Handicap International- is an independent and impartial aid organisation working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI is working in more than 60 countries over the World.

HI has been working in Vietnam for over 25 years, mostly in the fields of health and prevention (mother and child health and road safety), rehabilitation (rehabilitation care for persons with spinal cord injury and brain lesions), education (access to inclusive education for children with disabilities) and livelihoods (access to decent work for people with disabilities).

### 1.2. Rehabilitation Project

The rehabilitation project, funded by the USAID, started in October 2015 and is expected to last for 8 years (until September 2023). The project's goal is to improve quality of life of persons with brain lesions, especially those with brain stroke, traumatic brain injury, cerebral palsy and/or spina bifida/hydrocephalus, by improving access and quality of rehabilitation services. In order to do so, the project develops 4 main approaches:

- Strengthening of rehabilitation service delivery (equipping rehabilitation departments and units in hospitals; supporting the development of multidisciplinary, person-centred and evidence-based services; translation and validation of internationally recognized assessment tools and scales; strengthening discharge and transitional care from hospital to home...)
- Building Human Resources' capacities and skills (development of Continuing Medical Education modules; development and strengthening of professional education programs –bachelor and/or master for OTs and PTs; mentoring of rehab care providers through placement of volunteers...)

- Strengthening governance and networking (development of National Rehabilitation Guidelines; organization and/or participation to national and international conferences; improvement of managerial practices...)
- Improving awareness among general population and local authorities on home accessibility and independent living

### 1.3. Development of Online, Self-Learning Module

Over the past years, the project has organized training modules for rehabilitation professionals, focusing on care for persons with stroke, traumatic brain injury, cerebral palsy and spina bifida. These modules, as they include a lot of hands-on practice, were all in-site module.

However, today's technologies and the level of development in Vietnam offer other options that might be more cost-effective (especially for topics that do not require specific hands-on and practice) – in particular online self-learning, interactive training modules.

To maximize collaboration among health and rehabilitation professionals towards problem solving, continuity of rehabilitation care and, improve bi-lateral communication among professionals – HI planning to develop an online training module on Multi-Disciplinary Team (MDT) approach, which is expected to promote effective use of technical knowledge that the project promoting over the past years.

The development of this module will rely mostly on 2 persons/consultants: a “trainer” who will be developing the training (technical) content and a “designer” who will turn the developed technical content into an appropriate self-learning and inter-active module. In order to develop a successful e-learning, coordination and collaboration between these 2 persons/consultants will play an essential role.

The present Terms of Reference detail responsibilities and expected result for the “trainer” mission (hereafter referred to as “the consultant” or “the trainer”).

## 2. Mission

### 2.1. Mission's Overall Objective

The consultant supports HI's Rehabilitation project in developing the technical content of the training module based proposed scope of training, taking into account requirements proposed by the “designer” to facilitate the graphic design of the module.

### 2.2. Proposed Scope of Training

The below pieces of information are only provided to frame the development of the training modules – the consultant will be in charge to confirm, rephrase and/or further develop the training curriculum.

#### 2.2.1. Training's Objective

By the end of the training, participants (health and rehabilitation service providers; including but not limited to: Physiotherapist, Occupational Therapist, Speech and Language Therapists, Prosthetist & Orthotist, Nurses, Social workers and Doctors) are able to:

- Define concepts and principles related to MDT approach

- Understand the importance and benefit of using MDT approach to guide clinical decisions (both user perspective and service provider perspective)
  - Understand and use MDT practice methods
  - Roles and responsibilities of individual professional in promoting MDT approach
- Promote and use MDT practices in rehabilitation management and governance to comprehensive and universal health care.

It is encouraged for the consultant to conduct a simple needs assessment before developing the training module; the needs assessment may include secondary data analysis and some survey/interview.

### 2.2.2. Training – technical development

The raw technical training content development will be the exclusive responsibility of the trainer. It is expected to include:

- Definitions and rationale of MDT approach
- Assessment of evidence and good practices (type of research studies)
- Principle of MDT approach
- Methods and tools of using MDT at different level of rehabilitation care (prevention, acute management, long-term rehabilitation)
- How to set-up an MDT approach at individual practice level, hospital setting and, in the communities,
- Benefit of implementation of MDT (for users, service provider and authorities)
- Promotion and use MDT approach rehabilitation management

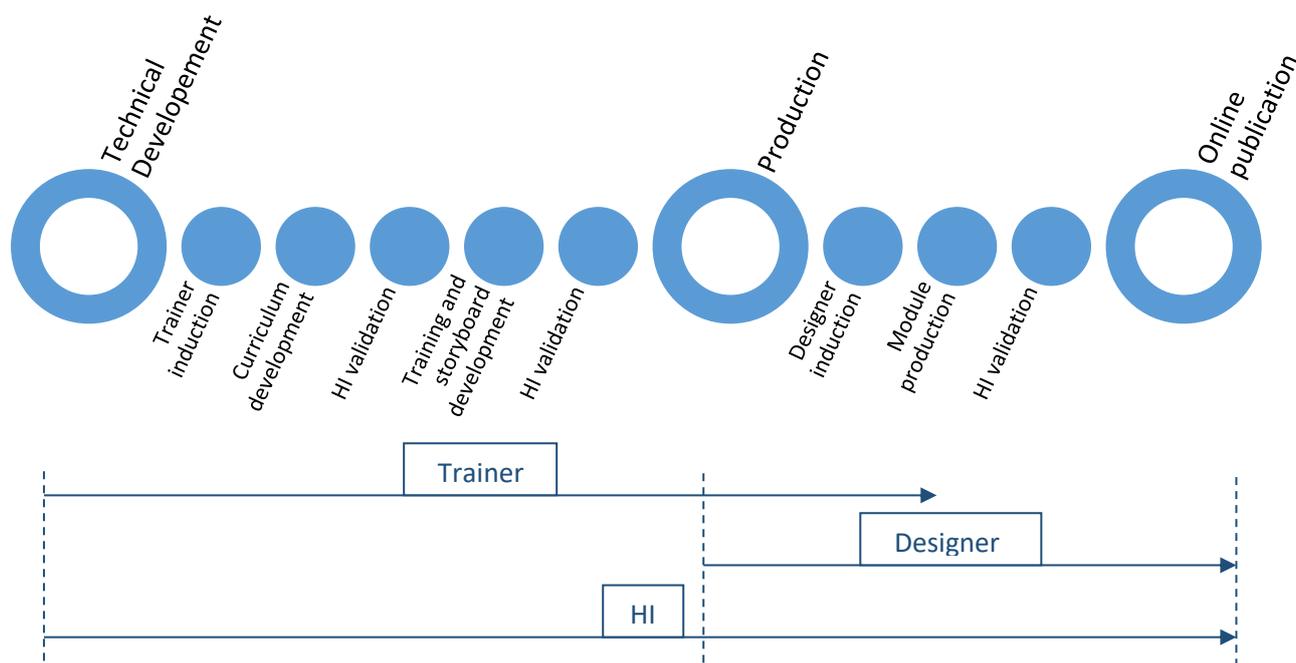
### 2.2.3. Training- production

- The training production will be the responsibility of the “designer”. However, the “trainer” will closely collaborate with the “designer” to provide advices related to developed technical content.

The trainer will therefore support the designer to produce interactive learning modalities such as:

- Inter-active infographics and animations
  - Voice over
  - Short videos
  - Exercises, module quizzes and final quiz
- Content will need to respect the basic principles of multimedia learning, the principles of adult learning, and accessibility of materials.
- Total duration of learning is expected to last 4 hours.

### 2.2.3. Intended schedule of collaboration :



## 2.3. Deliverables and property

Deliverables include:

- Training curriculum: including objectives, key messages, detailed content and schedule, targeted audience, material to be produced, teaching and learning methods, evaluation methods. A standard template for curriculum will be provided to the consultant in order to ease validation of the training in Vietnam.
- Training material: including the “raw content” and agreed-upon “additional” material (illustrations, raw material for short movies, content for infographics, content for tests and exercises...)
- Storyboard: detailing, the structure and content of each part of the module. This document will serve as the basis for the production of the eLearning by the developer. A standard template of storyboard will be provided to the consultant.

All materials developed under this consultancy should be treated as HI property ; which HI may open for external uses.

## 2.4. Consultant/Trainer’s and HI’s Responsibilities

The consultant:

- Develops the training curriculum (as per template to be provided by HI)
- Develops the training content and training material that will be used to produce the self-learning module.
- Ensure sharing with HI, for technical validation of materials for next step
- Transforms the raw sources of content into an effective and relevant learning solution by developing a storyboard
- Coordinates with the designer, at least at the start of the mission (handover) and when the material is produced(review).

Humanity & Inclusion:

- Identifies and hires the designer
- Validate the training curriculum, training material and storyboard, as well as the module design
- Translates the training content and storyboard
- Facilitates the collaboration between both consultants

## 3. Additional Information

### 3.1: Profile of the consultant:

- Rehabilitation professional with 5 years of experience: Physiotherapist/ Occupational Therapist/ Speech Therapist or Disability inclusive Development Specialist
- Past experience on online training module development and expertise on adult learning principles
- Prior experience of working in Viet Nam will be a strong asset.

### 3.2: Duration and location of the assignment:

- The training content/material is expected to be developed within 2 months from date of contract signing. The consultant also needs to work with designer to translate the module in e-learning version, which may take around 3 days over the three weeks after the module development.
- The training content and material is to be developed from the distance – there is no field mission (in Vietnam) required
- The training content/material is to be developed in English

### Application:

Please send you application: CV, technical Proposal, financial offer and sample of past work to Quoc NGUYEN at [q.nguyen@hi.org](mailto:q.nguyen@hi.org)

For further information, you may contact to Country Manager (Mazedul Haque), at [m.haque@hi.org](mailto:m.haque@hi.org)