



TENDER INVITATION

Dear Prospective Applicants,

The International Center (formerly known as Vietnam Veterans of America Foundation -VVAF) is an US based non-profit organization based in Washington, DC. IC-VVAF established a representative office in Hanoi in 1994, and has been active in humanitarian assistance programs and development assistance continuously since that time. IC-VVAF has also addressed the consequences of war through advocacy and service programs in Vietnam for the last three decades. As a cofounder of the International Campaign to Ban Landmines, IC-VVAF was awarded the Nobel Peace Prize in 1997. Since then, IC-VVAF focuses on disability support, mine action, and mental health programs.

Under the financial support of United States Agency for International Development (USAID), IC-VVAF is implementing the Disability Support Project named “Moving without Limits” in the three provinces of Thua Thien Hue, Quang Nam and Binh Dinh from July 2015 until September 2022. This project aims to (i) to improve availability of quality assistive technologies/ devices (AT/AD) for people with mobility impairments in Thua Thien Hue, Quang Nam and Binh Dinh provinces; (ii) to improve capacity related to AT/AD for the health sector workforce at national and sub-national level; (iii) to improve advocacy for policies/regulations and information sharing related to AT/AD.

The International Center (IC) seeks for proposals to provide training services in Assistive Technologies to health professionals in three selected provinces of Thura Thien Hue, Quang Nam and Binh Dinh. The project overview and requirements are provided in **SECTION A** and the Evaluation Criteria is provided in **SECTION B**.

Submission: Each proposal should be submitted in the form of a letter and be accompanied by information about the organization's interest in providing the professional services. It should include how the submitter will achieve the goals of IC-VVAF’s Moving without Limits Project in providing health professional’s training in Assistive Technologies.

A complete summary applications package must fully contain the following documents:

1. Business license/ Legal registration/ Decision on the establishment and organization profile:
01 scan copy/pdf
2. Technical and Cost application (this should include, but not limited to, investment per person as well as both proposed content of training and mode for delivery. Trainer bios should be attached).
3. List of 03 sample projects focus on **AT service delivery and training** within the past 5

- years.
4. Audited financial statement for the last 3 years: *01 scan copy/pdf of each year, Annual report, internal audit report (if any)*

Time Line: Deadline for receipt of proposals is by 15 November, 2021. Questions will be accepted 20 November, 2021. Any questions after 20 November 2021 will not be addressed. All questions will be addressed by 22 November 2021. The Evaluation Committee will submit recommendation for selection to the Board of Directors for approval by 30 November 2021. Notification of vendor selection is anticipated by 5 December 2021. We will communicate award of the contract. Contract and effective date of award will depend upon the individual proposal selected, but expected by 15 December 2021.

Summary Applications must be submitted electronically (e-mailed) to icvietnam@theintlcenter.org no later than the date and time stated above.

The selected applicant must provide further information related to award management capacity required by the Donor, USAID.

Queries should be directed to phamxuan@theintlcenter.org

Thank you for your interest in IC Programs

Sincerely,

Huong Nguyen
Program Director
The International Center

SECTION A: PROJECT OVERVIEW

Item	Description
Country	VIETNAM
Objectives	<p>The overall purpose of this cooperation is to provide training and technical assistance to IC-VVAF’s Moving without Limits project to build capacity for health professionals in AT/D service delivery and to develop a AT/A service delivery system which is relevant to the context of Vietnam, using a network of trained doctors and technicians trained for three provinces.</p> <p>Be specific:</p> <ul style="list-style-type: none"> • Provide accredited training in Assistive Technology (AT) for health professionals to become Subject Matter Experts in Assistive Technologies in three provinces of Thua Thien Hue, Quang Nam and Binh Dinh provinces. • Set up AT unit within rehabilitation hospitals or rehab unit within general hospitals. The set up includes consultation during the design an operation procedure and conduct training on operation of AT unit to local staff and partners for the selected hospitals. <p>Key deliverables:</p> <ul style="list-style-type: none"> • Training framework and course design <ul style="list-style-type: none"> ○ Course descriptions ○ Goals and learning domains ○ Course curriculum ○ Learning outcomes including expected competencies on completion of training ○ Coaching and supervision plan. • Operation manual for AT/AD service provision at AT Unit. It is expected that the operation guideline will be standardized and legally recognized by the Government – Ministry of Health. • Training conducted for health professionals and managers on operation of

	the AT Unit. It is expected that the training will facilitate the enforcement of the AT service delivery in the hospitals and community, with attention to modification of the existing model of AT service delivery can be done to best meet the need of persons with disabilities in the localities.
Estimated of Tender package amount	DO NOT EXCEED US\$ 130,000
Anticipated duration	Dec 2022 – Sept 2022

SECTION B: ELIGIBILITY CRITERIA

- Vietnamese and International Organisations can apply
- Ability to provide internationally accredited training in assistive technologies.
- The applicant must have a business registration certificate or investment certificate issued in accordance with the law, with a valid financial invoice.
- The Applicant is not on any government blacklist and Specially Designated Nationals and Blocked Persons list of OFAC (Office of Foreign Assets Control).
- Meet all requirements of Scope of Works outlined in Section A.
- Proposal requirements:
 - A clear methodology for training framework, course design, and AT Unit set up and training
 - Proved to be experienced in such type of services. Please send in a list of 03 projects focus on AT service delivery and training that the organization has done in the last 05 years with name of the project, client/partner, location and timeline, budget and project description
 - Proved to be able to mobilise technical expertise's resource to complete the assignments within the timeline. Trainers' bio should be attached.
 - Proposal must be in English.

