



Terms of Reference for International Consultant Providing Technical Training to Rehabilitation Service Providers

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 30 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
- Building Human Resources' capacities and skills.

- Strengthening governance and networking
- Improving awareness among general population and local authorities on home accessibility and independent living

1.3. Rehabilitation profession in Vietnam and HI actions

HI has been supporting promoting rehabilitation education in Vietnam since 2015. In collaboration with World Physiotherapy, the project supported three universities to upgrade their Bachelor PT curricula. The project also supported the development of a 2-year Master in PT, in collaboration with Catholic University of Leuven (UCL),

The project also collaborated with two universities to initiate and run Bachelor in Rehabilitation (Specialize in Occupational Therapy) program. Five students from two universities sent aboard to participate in Master's in OT; upon completion of their course in July'22, they will be the teacher for BOT program.

Also we are supporting short-term and mid-term training for Physician, PTs, OTs, STs and Nurses on neuro-rehabilitation education. International volunteers are placed for on-the-job support and mentoring the rehabilitation professionals in the partner hospitals.

The project is facilitating Continuous Medical Education (CME) for the rehabilitation professionals in its operational areas, focusing on neurological rehabilitation. The project has also developed 21 training modules on medical care for persons with brain lesions implemented with the support from international consultants over the past years. The partner hospitals are now replicating these training modules.

Moreover, the project also supported partner hospitals with necessary rehabilitation equipment (including ADL practice room) as well as rehabilitation management tools.

However, there is still need to provide further specialized technical training to rehabilitation professional, at provincial level.

2. Consultancy details

2.1. Aim of training provider

The consultant supports HI in providing intensive technical training to national rehabilitation service providers (PTs) regarding rehabilitation care for adult patients with stroke and traumatic brain injury, enabling them to improve their interventions and therefore improve the quality of services provided to HI target beneficiaries, thus following the project implementation objectives.

2.2. Expected service

By the end of this training:

- ➔ PTs will integrate the rehabilitation care plan for patient with stroke and traumatic brain injury (starting from acute care, going through post-acute phase and covering long-term rehabilitation) and master its different treatment approaches based on evidence.

More details are provided below regarding this training expected outcomes for each phase of the rehabilitation care plan mentioned above.

Phases	By the end of this training, PTs will:
<p>1. Early PT intervention for patients with stroke and traumatic brain injury during acute phase</p>	<ul style="list-style-type: none"> - Be able to collect information, results and data on the person's situation, capacities, difficulties and needs through the use of appropriated assessment techniques and be able to use these pieces of information/results/data to set up relevant treatment plan - Be able to use appropriate PT techniques (evidence-based) to support prevention of complications and functional and motor recovery for persons with stroke and traumatic brain injury during acute phase - Be able to ensure proper treatment follow-up (regular re-assessment and adaptations of treatment plan) and to objectify service outcomes - Be able to provide patient and caregiver education
<p>2. PT care for in-patients with stroke and traumatic brain injury (post-acute phase)</p>	<ul style="list-style-type: none"> - Be able to do the appropriate assessment (positioning and transfer, balance, muscle tone, muscle control, gait and mobility, activity of daily living and functionality, pain, complications - cognitive, speech, behavior, orthopedic deformities...) through the use of appropriated assessment techniques and be able to use these pieces of information/results/data to set up relevant treatment plan - Be able to use appropriate PT techniques (evidence-based) to support prevention of complications and functional and motor recovery for patients with stroke and traumatic brain injury during post-acute phase - Be able to ensure proper treatment follow-up (regular re-assessment and adaptations of treatment plan) and to objectify service outcomes - Be able to provide patient and caregiver education
<p>3. PT care for out-patients with stroke and Traumatic Brain injury (long-term rehabilitation)</p>	<ul style="list-style-type: none"> - Be able to do the appropriate assessment (positioning and transfer, balance, muscle tone, muscle control, gait and mobility, activity of daily living and functionality, pain, complications - cognitive, speech, behavior, orthopedic deformities...) through the use of appropriated assessment techniques and be able to use these pieces of information/results/data to set up relevant treatment plan - Be able to use appropriate PT techniques (evidence-based) to support prevention of complications and functional and motor recovery for patients with stroke and traumatic brain injury in the long run - Be able to ensure proper treatment follow-up (regular re-assessment and adaptations of treatment plan) and to objectify service outcomes - Be able to provide patient and caregiver education

2.3. Responsibilities of consultant

The Trainer engages to:

1. Establish, based on the proposed elements included in these Terms of Reference, a work plan for the completion of the service. The work plan should give a clear description of how the consultant intends to approach the service's completion and the plan should indicate the rate of progress and/or level of completion of the service, including criteria and indicators for checking that it is proceeding as planned.
2. Send a draft, for HI validation, of the training plan which include topic and methodology, in accordance with the training subject mentioned above and in line with the guidelines for the Management of stroke and Trauma Brain Injury developed by HI.
3. Make sure that the resources used are evidence-based practices and respect HI template.
4. Communicate the final training materials with HI, 4 weeks at least before starting the training to be translated into Vietnamese.

(Considering the limited resources available for translation, the material that needs to be translated needs to be focused and specific (the project cannot translate a whole manual that will only be used partially or that will be used "as a reference").

5. Take responsibility for making effective use of time, and for the outcomes and actions taken as result of the training.
6. Provide HI before the end of the mission, with soft copies of all training material used during the provision of training
7. Provide HI with a brief training report, including information on the training provided (number of participants, topics, used methodology), the pre- and post- test results, and, where applicable, recommendations for future training activities (in terms of organizations as well as in terms of content or methodology) at the end of the mission (within a week after the end of the mission),

2.4. Responsibilities of HI

The Technical Supervisors should:

1. Provide the consultant with the Physiotherapy Guideline for the Management of stroke and Trauma Brain Injury
2. Validate the training plan
3. Provide the consultant with any related information about the context of intervention, or the participants
4. Provide the necessary logistical support for the smooth running of the training.

2.5. Overview

Topic: Technical Training-PT Care for Adult Patients with Stroke and Traumatic Brain Injury

Target: PT-Adult Rehab

Maximum number of participates: 15

Location: Quang Tri district-Vietnam

Duration: 10 days

(Schedule and number of mission days to be worked by the consultant: The number of mission days is the number of days spent in the place of performance of the mission, including weekends and public holidays, + the days needed for briefings, debriefings)

Start date: 15 September, 2022

2.6. Contact person

During the performance of the service, the consultant will be required to work in liaison with Handicap International's teams, and notably with Ms Wissal HEDHLI (w.hedhli@hi.org), who will be his/her contact person.

Additional information

1. Consultant Profile

Eligibility for consultant statue, either being an individual consultant with consultancy registration document, either apply as an organisation with a registration number.

2. Selection Criteria

Selection of contractor among the bidders will be based on series of criteria, among which (not following an order of importance):

- Activity costs (total budget and fees)
- Past experiences in developing similar material
- Proposal quality, activity planning and timeline
- Resources to be mobilized and consultant's expertise

HI reserves the right not to award the contract concerned by this tendering procedure should circumstances require, and is under no obligation to provide justification or compensation of any kind to the companies consulted.

More information and/or application

Please contact/send application (Consultant's CV, detailed cost estimation, Methodological approach/work plan adopted for the service) to:

Wissal HEDHLI

Rehabilitation Technical Officer

Humanity & Inclusion (Handicap International) in Vietnam

w.hedhli@hi.org