



USAID
FROM THE AMERICAN PEOPLE



Terms of Reference for Short Training on Speech Therapy for Stroke Patients

1. Introduction and Background Information

1.1. Humanity & Inclusion

Humanity and Inclusion (HI) – previously known as Handicap International- is an independent and impartial aid organization 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 all over the world.

HI has been working in Vietnam for over 30 years, mostly in the fields of health and prevention (mother and child health and road safety), rehabilitation (rehabilitation care for people 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. Bach Mai Hospital (BMH) and Its' Speech Therapy Unit

Bach Mai Hospital (BMH) is a leading comprehensive general hospital, the highest level of the healthcare system, over its 100 years history with many leading specialists and staffs with high qualifications. The hospital is the primary practice facility of Hanoi Medical University in the training of doctors, specialist, training for medical doctor level 1 and 2, MD, PhD, and other specialties. The hospital has an important role in all professional operations of the health sector, especially the training of human resources and supportive missions. It is located in the Capital City of Vietnam, Hanoi.

The stroke unit of Bach Mai is equipped with offers 40 beds in-patient facilities. In response to the large number of cases, the clinic can only offer emergency and acute care management. There are 13 doctors, 32 nurses working in the stroke unit. The rehabilitation unit, next to the stroke unit, offers acute rehabilitation services in the inpatient unit. After discharge from stroke unit, a patient can continue to receive rehabilitation care at the rehabilitation unit.

Speech Therapy Unit: There are currently 07 certified speech therapy practitioners at the Bach Mai Rehabilitation Unit. Each of the ST participated in an average of 1-3 months of training or other short-term training (e.g., 1-2 weeks long) on speech therapy. All aforementioned courses were organized at different places such as Thailand, Japan, and different universities/Hospitals in Vietnam (e.g., HCM city, Hue province, Bach Mai Hospital, Hanoi Medical University). Currently, the speech therapy practitioners are treating 10-20 patients daily in their department; both for inpatient and outpatient units. They also provide bedside speech therapy at the stroke unit, for acute stroke patients.

1.3. Rehabilitation Project

Humanity & Inclusion has been implementing USAID-funded rehabilitation project (Advancing Medical Care and Rehabilitation Education – ADMIRE) since October 2015. The project's goal is to improve the quality of life of persons with neurological conditions, by strengthening of rehabilitation service delivery; building human resources' capacities and skills; strengthening governance and networking; and improving awareness among persons with disabilities.

It is expected that the project will contribute to achieving USAID's Vietnam Country Development Cooperation Strategy, especially its social objective of "Overcome war and Agent Orange legacies".

This current phase of the project (From October'23 to September 25) aims at strengthening the care pathway for persons with stroke in the Bach Mai Hospital., through

- I) Specialized medical and rehabilitation workforce provides quality and multidisciplinary care to persons with stroke (e.g., Continuing Medical Education programs on comprehensive stroke care' Mentoring of health and rehab practitioners)
- II) Stroke prevention initiatives and stroke care pathways are developed to ensure a continuum of care, from prevention, early identification of symptoms, and very acute medical and rehabilitation care to discharge and home follow-up (Provision of specialized medical and rehabilitation equipment; develop multi-disciplinary care)
- III) Professional and specialized networks are created to foster coordination, sharing of good practices, and technical support (e.g., participating in international/ regional conferences, and exposure visits)
- IV) The research capacities of Bach Mai Stroke Center are enhanced to support the development of scientific evidence on stroke care in Vietnam (e.g., training on research, developing data management software)

2. Description of the expected services

2.1. Overall objective

The speech therapy practitioner of Bach Mai Rehabilitation unit (A total of 7 doctors not including management) will participate a 05-day training and practical sessions on up-to-date approaches and treatment modalities on speech therapy for persons with aphasia and stroke/ cerebrovascular diseases. The training will be delivered by 1 individual consultant.

2.2. Specific objectives

By the end of the training sessions, the participant will be able to:

- Diagnose speech difficulties of people with Stroke at acute, sub-acute and chronic stage.
- Develop rehabilitation plan for aphasia and speech disorders of Stroke patient and implement it with regular monitoring.
- Explain the role of Speech Therapy with multi-disciplinary team members and establish their role in Multi-Disciplinary Team (MDT), especially at the acute stage (in the first week after Cerebrovascular Accident (CVA)

To reach the above listed specific objectives, it is expected that the individual consultant will facilitate:

- A 05-day in-person training session, including theory and practical session at rehabilitation unit.
- During the 05 day's session, dedicate at least a half-day to demonstrate bedside speech therapy for people with acute stroke at in-patient stroke unit.
- Following five (05) working day training session, the consultant will facilitate remote mentoring; 2-hour remote mentoring (Follow-up of training recommendation, Q&A session and case discussion) weekly; total 4 sessions.

2.3. Methodology and approach

The consultant will make an online pre-training assessment including questions and online interview to 7 ST to get ideas and from that recommend training content. If applicable, personal data collection regarding this should be kept confidential.

The consultant will have desk research to develop the training materials and coordinate with HI and Bach Mai hospital for the finalization.

The training will be conducted off-line at Bach Mai hospital in Hanoi for 5 days including theory and practical training. All the logistics relating to the training: training equipment, stationaries, etc. should be informed to HI for preparation in advance.

After that, there will be remote mentoring classes held online weekly with a total of 4 sessions to consult trainees and assess the effectiveness of the training.

3. Duration, and location of the consultancy mission

Duration: A one-week training session, and 04 sessions of 2-hour remote mentoring sessions.

Training Location: Bach Mai hospital (Rehabilitation unit and Stroke Unit), Hanoi

Period: The weeklong training session is expected to take place in July 2024 and the follow-up mentoring session will continue till end of August2024.

SL #	Tasks/ Activities	No. of days	Location	Time Frame (Tentative)
1	Preparation of training agenda and training materials	5 days	Remote	Within last week of June to first week of July 2024
2	In-person training	5 days	Hanoi	8-12 July 2024
4	Preparation of training report	3 days	Remote	15-17 July 2024
5	Weekly mentoring sessions (04 sessions, 2 hours per session)	01 day	Remote	20 August 2024
Total number of days		14 days		

4. Deliverables

Training report; including training outcome and recommendation. Also reflect the current role of ST in the MDT stroke care and recommendations to strengthen ST role in stroke care. After training completion, but before mentoring sessions. [English]

Training materials; Should be delivered 1 week before the training. [Vietnamese]

Deliverables	Submission time	Language
Training agenda	25 June 2024	Both English and Vietnamese
Training materials	2 July2024	Vietnamese
Training report	17 July 2024	English
Mentoring session	One note (sent to HI via Email) summarizing the mentoring session key contents and screenshot of the online mentoring session to be submitted after each session.	English
Note: Trainer (Consultant) evaluation form will be shared and conducted by HI for payment procedure.		

5. Profile and Experience

- A Master degree and strong expertise on Speech Therapy; a PhD in ST would be a plus.
- The consultant has proven 5-year experience on teaching or training facilitation,
- The consultant has at least 1 year of experience on managing acute and chronic stroke patients
- Fluent in Vietnamese and English on Speech Therapy

- An updated knowledge of specialized ST treatment methodologies and techniques is a plus

6. Payment Modalities

The proposed payment modality is as follows:

- Advance payment: 30% of the payment will be made after signing the contract
- Second payment: 40% of the payment after the training is conducted and the training completion report is validated
- Final payment: 30% of the payment after all the online mentoring sessions are completed

(*) Note: All the logistics expenses relating to the organizing of the training such as stationery and tea break, etc. will be covered by HI.

If the consultant requests a different payment instalment, please mention it in the proposal. Please note that no travel allowance (per diem) will be paid on top of the consultancy fees. The consultant is responsible for their own security during the mission and no insurance fee will be covered during the consultancy period.

Please note that the final payment is conditional on the validation of the final evaluation report and not solely on its submission. Validation means ensuring that the report meets the quality standards as per the information provided above, and it is not based on the appreciation of the project evaluated.

7. Application

Proposals from interested consultant(s) must include the following documents (compulsory documents in English):

1. A cover letter, including how the skills and competencies described in the Terms of Reference are met.
2. A Curriculum Vitae (CV) detailing the consultant's experience and qualifications to undertake the assignment.
3. The consultant should submit HI a financial proposal that includes consultancy fees and other costs to produce the identified deliverable services (transportation, accommodation) and any applicable taxes in the country (VAT or withholding tax).

For questions about the proposal, please send to the email: procurement@vietnam.hi.org before 09:00 May 28th, 2024

Cover Letter, CV and Financial Proposal must be submitted no later than 15:00 June 4th, 2024 and should be sent electronically to procurement@vietnam.hi.org.

8. Budget

The consultant should submit HI the financial proposal including all costs to produce the identified deliverable services (transportation, accommodation, personnel, translation, computer/laptop, printing materials, specific tools/software, stationery, etc.) and any applicable tax in the country (VAT or withholding tax).

Please note that no travel allowance (per diem) will be paid to the consultant, and they will be responsible for their own security in all countries, HI will not cover any insurance fee during the consultancy period.

Please note that the final payment is conditional on the validation of the final evaluation report and not solely on its submission. Validation means ensuring that the report meets the quality standards as per the checklist attached above, and it is not based on the appreciation of the project evaluated.

9. Evaluation procedure

Evaluation of proposals will be made by a Selection Committee in two phases:

1. **Administrative selection:** The committee will first check for completeness of the application and verify that all compulsory items listed above are included. Incomplete applications will not be considered for technical selection.
2. **Technical and commercial selection:** The best application will be selected based on the competitiveness of the financial proposal, the skills and previous experiences of the consultant, the delivery lead time, the payment terms, and the demonstrated expertise of the applicant to successfully undertake the assignment.

Only candidates who pass the administrative selection will be considered for the technical assessment. Shortlisted applicants may be invited for an online or offline interview.

HI reserves the right to contact the applicants for additional information or clarification before the final selection by the selection committee. After interview only selected candidate will be contacted.