



## Terms of Reference for **Consultancy** on **Training for Occupational Therapy Intervention on Stroke Care**

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### 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' Occupational 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 staff 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 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 stroke unit, a patient can continue to receive rehabilitation care at the rehabilitation unit.

**Occupational Therapy Unit:** There are currently 04 Occupational therapy practitioners at the Bach Mai Rehabilitation Unit. The practitioners have an experience ranging from 1-10 years of working in the occupational therapy department, following their graduation as Physiotherapists (PT), and a university transfer for 1.5 years study on occupational therapy (hereinafter OT). Currently, the occupational therapy practitioners are treating 10-15 out patients daily at their department.

Stroke is the most common diagnosis served by the occupational therapy department, accounting to approximately 50% of their caseload. Occupational therapy interventions are only delivered at the outpatient department of the unit, with no scope of in-patient interventions yet. This is also reflected in the breakdown of the stroke caseload of OT intervention by their stage; 10% acute (first week weeks post stroke), 60% sub (3–11 weeks post-stroke) and 30% chronic (12–24 weeks & beyond) cases. The key OT invention provided for stroke cases include Activities of Daily Living (ADL) training, Hand function training, splinting and cognition training

### 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 consultant will support in a 05-day training co-facilitation and practical sessions on key approaches and treatment modalities with emphasis on cognitive functions

post stroke for the Occupational therapy practitioners of Bach Mai Rehabilitation unit. The training will also focus on improving the use of multidisciplinary approach in stroke rehabilitation, including role of OT in in-patient/acute set up.

## 2.2. Specific objectives of the consultancy

The consultant is expected to support the delivery of the training with the following objectives:

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

- Define cognition functions including intellectual, attention and memory function.
- Describe association of cognitive impairment with activity limitation and participation.
- Use specific assessments to evaluate these cognitive skills.
- Use specific approaches/therapy to improve cognitive functions.
- Explain the role of Occupational Therapy with multi-disciplinary team members and establish their role in Multi-disciplinary Team (MDT) team, 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 consultant will facilitate:

- A detailed need assessment to confirm the specific need of OT practitioners.
- A 05-day training session, including theory and practical session at rehabilitation unit.
- Dedicated demonstration sessions to practice hands on skills for people with acute stroke at in-patient stroke unit.
- Review existing rehabilitation tools (e.g., assessment tool and rehabilitation plan) and protocols to establish role of OT in the MDT care.
- Following one week 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.

## 3. Duration, and location of the consultancy mission

- **Duration:** 5-day training, and 4 sessions of 2-hour remote mentoring sessions
- **Training Location:** Bach Mai hospital (Rehab unit and Stroke Unit), Hanoi
- **Period:** From 1<sup>st</sup> of August 2024 to 10 November, 2024.

| No                          | Tasks/ Activities  | No. of days | Location | Time Frame (Tentative)                         |
|-----------------------------|--|-------------|----------|--|
| 1                           | Preparation of training agenda and training materials        | 5 days      | Remote   | Within first week of August 2024               |
| 2                           | In-person training   | 5 days      | Hanoi    | 12 <sup>th</sup> -16 <sup>th</sup> August 2024 |
| 3                           | Preparation of training report                               | 3 days      | Remote   | 19 <sup>th</sup> -21 <sup>st</sup> August 2024 |
| 4                           | Weekly mentoring sessions (04 sessions, 2 hours per session) | 1 day       | Remote   | By end of September 2024                       |
| <b>Total number of days</b> |  | 14 days     |          |  |

#### 4. Deliverables

- Training report; including training outcome and recommendation. Also reflect the current role of OT in the MDT stroke care and recommendation to strengthen OT role in stroke care. [English]
- Training materials [Vietnamese]
- Proposed and/revised rehabilitation tools (e.g., Specific assessment form, rehabilitation management tool) [English and Vietnamese]

| Deliverables   | Submission time   | Language                    |
|--|---|-----------------------------|
| Training agenda  | 25 June 2024  | Both English and Vietnamese |
| Training materials   | 9 August 2024   | Vietnamese                  |
| Training report  | 21 <sup>st</sup> August 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 minimum of masters' degree on Occupational Therapy with specialization in neuro-rehabilitation.
- The consultant has at least 1 year experience on teaching Occupational Therapists or training facilitation, preferably with experience in university level training.
- The consultant has 2 years' experience in managing acute and chronic stroke patients.
- Fluent in Vietnamese and English

- Preference will be given to Vietnamese national with the above profile and experience

## **7. Financial Proposal and Payment Modalities**

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

The proposed payment modality is as follows: 70% the payment will be made after validation of training completion report and rest 30% will be paid after receiving of all deliverables.

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 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.

## **8. Required documents for proposal**

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

1. An Expression of Interest/cover letter, including how the skills and competencies described in the Terms of Reference are met.
2. A Curriculum Vitae detailing the consultant's experience and qualifications to undertake the assignment.
3. A financial proposal in USD that includes the daily consultancy fee and associated costs (e.g. international flight ticket, airport transfers, accommodation and external translator fee if any).

Questions related to this assignment; it is recommended to send email [procurement@vietnam.hi.org](mailto:procurement@vietnam.hi.org) 3 days before the date of bid submission.

Proposals must be submitted **no later than July 16, 2024** and should be sent electronically to [procurement@vietnam.hi.org](mailto:procurement@vietnam.hi.org) (logistics and requester e-mail address) with the subject line “**Consultancy on Occupational Therapy Training – Candidate’s full name**”.

## **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 CV/profile, 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 interview (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.