



Terms of Reference

Training on Research Methodology for Bach Mai Hospital, Vietnam

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). Please visit our website for further information at www.hi.org

1.2. Bach Mai Hospital (BMH)

Bach Mai Hospital (BMH) is a leading comprehensive general hospital, the highest level of the healthcare system, with more than 100 years of 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 55 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 and 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.

1.2. Rehabilitation Project

HI has been implementing the USAID-funded ADMIRE project (Advancing Medical Care and Rehabilitation Education) since 2015. The project aims to improve the quality of life for people with neurological conditions through enhanced rehabilitation services, workforce capacity building, and improved governance. One of its key focus areas is strengthening stroke care at

Bach Mai Hospital through multidisciplinary care, capacity building, and promoting evidence-based practices.

The current phase (October 2023 - September 2025) focuses on building the research capacity of the Stroke Unit to promote evidence-based stroke care management, a crucial step toward improving patient outcomes and advancing stroke care practices in Vietnam.

2. Research Training and Capacity Building Objectives

2.1. Overall objective

The overall objective is to enhance the research capacity of medical doctors and researchers at Bach Mai Hospital's Stroke Unit by providing comprehensive training in research methodology, data analysis, and evidence-based stroke care. This will contribute to the development of scientific research on stroke management and improve care outcomes.

2.2. Specific objectives

By the end of the training, participants will:

- Understand key research methodologies applicable to stroke care.
- Be able to design and implement clinical research studies.
- Develop skills in data collection, management, and analysis.
- Enhance their capacity to critically appraise scientific literature and apply findings to stroke care.
- Promote evidence-based practices in stroke care management, improving both patient care pathways and outcomes.
- Learn how to prepare and submit research for publication in peer-reviewed journals.

To develop a tailored training content, the trainer should conduct a remote Training Needs Assessment (TNA) before finalizing the training program.

2.3. Training Methodology

The program will be delivered through a combination of:

- Lectures on key research methodologies and data analysis.
- Interactive workshops for hands-on practice in research design and statistical analysis.
- Group discussions and case study reviews to apply research findings to stroke care.

3. Profile of Participants

3.1. Participants

Participants for this training will include:

- Medical Doctors: With a focus on those specializing in neurology and stroke care, working at Bach Mai Hospital's Stroke Unit
- Researchers: Engaged in clinical research at Bach Mai Hospital,

3.2. Requirements

- A medical degree with at least 3 years of experience in stroke management or related research.
- Strong interest in developing research skills and promoting evidence-based practices in stroke care.
- Participants should be actively involved in patient care or research activities at Bach Mai Hospital or similar healthcare institutions.

4. Trainers' Profile

The trainers for this program should meet the following criteria:

- At least 5 years of experience in clinical research related to stroke care.
- A strong background in research methodology and statistical analysis.
- Experience in publishing peer-reviewed articles in international journals.
- Willingness to travel to Hanoi, Vietnam, to conduct the training

5. Deliverables

- **Training Needs Assessment (TNA) Report:** Due 2 weeks after contract signing.
- **Final Training Content and Session Plan:** Due 3 weeks after contract signing.
- **Training Materials:** To be submitted 1 week prior to the training session.
- **Conduct Training Session:** To be held within 6 weeks from the contract signing date.
- **Final Training Report:** Due within 2 weeks after the training session.

6. Duration and Venue

- **Training Duration:** One-week intensive training
- **Location:** Bach Mai Hospital, Hanoi, Vietnam.
- **Proposed Period:** November- December 2024.

7. Proposal and Payment Modalities

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

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

The proposed payment modality is as follows:

1st payment: 30% after contract signing

Final payment 70% after all deliverables and delivered.

If the consultant requests a different payment instalment, and delivery plan, please mention it in the proposal.

Please note that the final payment is conditional on the validation of the final deliverable product and not solely on its submission. Validation means ensuring that the deliverables meet the quality standards as per the information provided above.

8. Application

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

8.1 Consultant's files including:

- Curriculum Vitae (CV), along with a cover letter, detailing the experience and qualifications; and a copy of identity card.
- Documents proving the consultant's registration and any other documents certifying to the regularity of his/her activity (including a signed and dated sworn statement).
- Proof of medical repatriation insurance (for a service provider commissioned to deliver a service outside of the country of registration)
- Proof of personal health/hospital insurance and civil liability insurance for the duration of the service commissioned by HI

8.2 A technical proposal, defining methodology and workplan

8.3 A comprehensive financial proposal, inclusive of all consultancy fees, local transportation, per diem allowance, flight ticket, accommodation and applicable taxes (VAT or withholding tax).

8.4 Sample of previous work related to the required service or letter of recommendation from the consultant's clients.

Proposals must be submitted electronically to procurement@vietnam.hi.org with the subject line "**Consultant trainer on research methodology– Candidate/agency's full name**".

7. Evaluation procedure

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

1. Administrative selection: The committee will first check 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 quality of the technical proposal, 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.