



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.

1.3. 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 of the training is to enhance the research capacity of medical doctors and researchers at Bach Mai Hospital's Stroke Unit by equipping them with the knowledge, skills, and tools required to design, implement, and disseminate high-quality research studies. The training aims to foster evidence-based practices in stroke management, improve understanding of research methodologies, enable critical appraisal of scientific literature, and promote collaboration for innovation in stroke care. By building their research competence, the training supports the integration of clinical practice with research to improve patient outcomes and advance the field of stroke rehabilitation and treatment.

2.2. Specific objectives

By the end of the training, participants will:

- Develop a clear understanding of key research concepts, including study design, methodology, and ethical considerations in medical research.
- Equipped with practical skills for collecting, managing, and analyzing clinical and patient-related data effectively.
- Critically evaluate scientific studies and incorporate evidence-based findings into clinical practice.
- Formulate clear, focused, and feasible research questions and develop robust research proposals.
- Highlight ways to align research initiatives with the specific needs of stroke patients to improve treatment outcomes and care practices.
- Ensure understanding of ethical principles and compliance with institutional and global ethical standards in conducting research.
- Foster collaboration between healthcare professionals and researchers for innovative, multidisciplinary stroke care research projects.

- Develop skills for writing scientific papers, preparing presentations, and disseminating research findings effectively in conferences and journals.
- Encourage leadership in initiating and mentoring research projects, driving innovation in stroke management practices.

By addressing these objectives, the training aims to empower the medical doctors to contribute to advancing stroke care and rehabilitation through high-quality research.

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

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 health research at Bach Mai Hospital,

4. Trainers' Profile

The trainers for this program should meet the following criteria:

- At least 5 years of experience in research related to public health or stroke care.
- A strong background in research methodology.
- A health professional background will be considered an added value
- 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 of 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:** February- March 2025.

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, 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 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):

Technical proposal will include 8.1 and 8.2

8.1 Personal files including:

- Curriculum Vitae (CV), along with a cover letter, detailing the experience and qualifications; and a copy of identity card.
- 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 Methodology and workplan

8.3 A comprehensive financial proposal, inclusive of all consultancy fees, local transportation, travel allowance, flight ticket, accommodation and applicable taxes, visa application or work permit, and travel insurance if any (VAT or withholding tax).

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

Technical and financial proposals must be **submitted separately and electronically** to procurement@vietnam.hi.org with the subject line **“ADMIRE/241201_Consultancy on training research methodology – Candidate/agency’s name” best before 15:00 Jan 10th, 2025 (GMT+7).**

9. Evaluation procedure

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

9.1 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.

9.2 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.