

Terms of Reference:

Consultancy to Assess the Level of Disability Inclusion in counter trafficking legal framework

Location	Hanoi, Viet Nam
Duration	15 working days, October - November 2026
Position Status	Short-term, National Consultant
Supervisor / Manager	Country Manager
Deadline for application:	8 September 2026

About the Role

ASEAN-ACT seeks to engage a consultant or team of consultants to assess the extent to which disability rights and disability inclusion are integrated into Viet Nam's legal and policy frameworks and implementation mechanisms for preventing and combating trafficking in persons (TIP). The assessment will apply a human rights-based approach and align with the Convention on the Rights of Persons with Disabilities (CRPD), focusing on identifying strengths, gaps, and practical recommendations to strengthen disability-inclusive TIP responses.

About the program

ASEAN–Australia Counter Trafficking ([ASEAN-ACT](#)) continues Australia's long-running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment (2018 to 2028) principally working to strengthen the justice sector response to trafficking in persons, while advancing victims' rights. The program has established partnerships with government agencies, civil society, and businesses. We engage with all 11 ASEAN Member States in some capacity and have national-level programming in Cambodia, Indonesia, Lao PDR, the Philippines, Thailand, and Vietnam.

ASEAN-ACT supports ASEAN Member States to integrate gender equality, disability and social inclusion (GEDSI) and protect the rights of victims of trafficking. The program has developed GEDSI and victim rights strategies to provide a conceptual framework and practical implementation approach to analyse and respond to GEDSI and victim rights challenges in countering trafficking. As a core program component, specific projects and activities to advance GEDSI and victim rights have been designed and implemented in collaboration with ASEAN-ACT's partners and stakeholders.

Consultancy Objective

The objective of this consultancy is to assess the extent to which disability rights and disability inclusion are integrated into Viet Nam's legal and policy frameworks and implementation mechanisms for preventing and combating trafficking in persons, across key areas of the TIP response.

Using a human rights-based approach aligned with the CRPD, the assessment will identify key strengths, gaps and implementation challenges, and provide practical recommendations to strengthen the disability-inclusive TIP policies, practices and implementation mechanisms in Viet Nam.

The consultant will work in coordination with ASEAN-ACT Viet Nam. ASEAN-ACT will provide technical coordination and quality assurance, facilitate engagement with relevant agencies, and organise consultations and technical review.

Specific Duties

- Develop a detailed assessment plan, research outline and assessment tools, including key informant interview (KII) guide, in consultation with ASEAN-ACT.
- Conduct a desk review of relevant laws, policies, procedures, technical guidance, research reports, secondary data and international instruments related to disability inclusion in seven TIP areas: prevention; detection, verification and identification of victims; victim assistance; victim protection, access to justice and participation in proceedings; recovery and reintegration; inter-agency coordination; and data, statistics and monitoring.
- Apply four core assessment questions across each of the seven TIP areas:
 - (i) how disability-related issues are currently integrated;
 - (ii) which disability rights, needs or considerations are missing or insufficiently addressed and why;
 - (iii) which gaps or limitations affect disability inclusion; and
 - (iv) what should be added, strengthened or improved.
- Conduct interviews with relevant stakeholders, including government agencies responsible for TIP policy and implementation; agencies responsible for victim assistance and disability policy; criminal justice agencies; victim service providers; organisations of persons with disabilities (OPDs); and non-governmental organisations.
- Analyse and triangulate information from the desk review and stakeholder consultations; identify policy and legal gaps; develop preliminary findings and recommendations; and present initial findings for discussion.
- Prepare a draft of the assessment report, including a presentation of draft findings and a final assessment report, incorporating feedback from ASEAN-ACT and VAIDE. The assessment report will be submitted in Vietnamese.

Deliverables and Indicative Timeline

#	Stage	Key Activities	Deliverables	Level of Effort
1	Inception	Conduct a kick-off meeting and agree on the implementation plan; develop the assessment plan, report outline, and KII/FGD assessment tools.	• Assessment plan • Report outline • KII/FGD assessment tools	2 days

#	Stage	Key Activities	Deliverables	Level of Effort
2	Desk Review	Collect and review relevant legal and policy documents, research, secondary data, and international materials.	• Desk review framework • Draft report outline • Proposed stakeholder list and consultation schedule	3 days
3	Stakeholder Consultation	Conduct in-depth interviews, with support from the ASEAN-ACT team; consolidate interview notes/minutes and consultation results.	• Interview/consultation records/Consultation findings	2 days <i>(with support from ASEAN-ACT Viet Nam team)</i>
4	Analysis and Preliminary Findings	Analyse and triangulate data and information; assess legal and policy gaps; develop preliminary findings and recommendations; present initial results.	• Preliminary findings summary (slides)	3 days
5	Draft Assessment Report	Prepare the assessment report; present findings at a consultation workshop; revise findings and recommendations based on feedback received.	• First draft assessment report • Presentation for the consultation workshop	3.5 days
6	Final Assessment Report	Revise and finalise the assessment report based on feedback and agreed revisions.	• Final assessment report)	1.5 days
Total				15 days

Selection Criteria

Qualifications

- Master's degree or higher in law, public policy, social sciences, international development, human rights or a related field.

Essential Experience, Knowledge and Skills

- At least 7 years of relevant professional experience.
- Strong knowledge of trafficking in persons, disability rights and disability inclusion, gender equality, and relevant international conventions and standards.
- Demonstrated experience in legal and policy research, assessment or review.
- Strong analytical, consultation facilitation and report-writing skills.
- Demonstrated experience working with justice sector agencies, government authorities, organisations of persons with disabilities and international organisations.

Desirable

- Experience in counter-trafficking, disability inclusion, human rights or related policy programmes in Viet Nam and/or the ASEAN region.

How to Apply

Interested applicants must submit:

- Letter of interest (maximum 2 pages) in Vietnamese or English outlining their understanding of the assignment, proposed approach and methodology, and relevant experience in the areas covered by the consultancy. Please indicate your daily consultancy rate and the total cost for this assignment.
- A curriculum vitae

Applicants should indicate '**Consultant-Legal Assessment**' in your email title and submit your application to Recruitment@aseanact.org by **8 September 2026, 5:00 pm (Hanoi time)**

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, people with disabilities, and women are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

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Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

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Our global team of 2,500 staff and experts work in over 90 countries. We bring over 60 years of experience, relationships, and technical excellence to improve lives on behalf of our partners, clients, and stakeholders. We aim to maximise sustainable development impact across a wide range of practice areas, including Conflict Prevention, Stabilisation & Transition; Economic Growth; Environment & Infrastructure; Governance; and Human Development. Together, we aim to positively impact 500 million lives by 2045.