



Comité de Coopération avec le Laos

Terms of reference for a consultancy on:

Facilitation of the CCL internal seminar

1. Background to the assignment

The CCL (Comité de Coopération avec le Laos) has been involved in implementing rural development programs in Laos for almost 40 years especially in the northern provinces. In 2020, CCL is implementing projects in 3 provinces: Phongsaly, Oudomxay and Khammouane.

In terms of staffing, CCL is currently composed of 7 permanent staff (Director, Finance Director, Accountant, Accountant Assistant, Secretary and 2 project advisors) in its permanent direction office in Vientiane, respectively 17 staff and 8 staff in its Phongsaly offices (1 office in Bounneua district and 1 office in Nyot Ou district), 11 staff in Oudomxay province and finally 8 staff in Nakai district, Khammouane province. In total, the CCL is composed currently of 51 staffs.

Overall, the annual internal CCL seminar aims to strengthen the synergies and coordination between the teams of the different CCL projects. More specifically, the objectives are to :

- i) Strengthening the team building and corporate culture among the staff
 - ✓ Bring teams together and promote inter-project and interpersonal exchanges;
 - ✓ Identify the common vision of CCL within the teams and discuss it;
 - ✓ Allow teams to report difficulties related to their position, the reality in the field (especially on gender issues, harassment, internal or external conflicts, security)
 - ✓ Share general information: history of the CCL, its organization, role and function of CCL Paris, CCL Vientiane, ongoing projects, etc.
 - ✓ Remind fundamental principles: code of conduct, good ethical and safety practices, etc.
- ii) Reflection and exchanges on the CCL's medium-term strategy and its challenges (type of approach, intervention, area of intervention, themes)
- iii) Strengthening exchanges and reflection among the staff on thematic identified beforehand (monitoring-evaluation, participatory approach, etc.)

The results of the seminar would be a base for CCL board to develop CCL's pluri-annual strategy and a first step for CCL's direction to identify potential needs of support among the teams.

2. Objectives and expected activities of the consultancy

2.1. Objective of the consultancy:

- Support the facilitation of the CCL internal seminar during 3 days;
- Propose and set up team-building participatory and interactive exercises that can be integrated within the program schedule;
- Support the team in assessing communication efficiency and potential pathways and tools to set up to improve it.

2.2. Expected consultancy work: activities and methods

Methodology: The consultant(s) will be free to propose methodological tools & serious games insofar it contributes to reach objectives described above.

The seminar will be conducted in Lao language, a translator in English will be recruited by CCL to support the staff who don't speak/understand English.

Activities: The consultant(s) will be free to design some activities according to its/their methodology. They should include at least one ice-breaking game the first morning of the workshop in order that each participant presents himself, his background, his history with CCL, etc. Objective would be also that everyone is confident to talk during the workshop.

The facilitation could also include at least one module to discuss about the internal communication within the project team.

Deliverables:

- Short description of the methods and tools to be used during the seminar, to be provided at least 3 working-days before (in English, soft copy, max 5 pages)
- A report of the seminar with at least: i) a presentation of the methodology and the main tools used during the seminar; ii) a synthetic presentation of the results and conclusions of each topic discussed; iii) recommendations for the CCL's Board and direction (in English and Lao; soft copy, maximum 25 pages)

The training will take place in **Luang Prabang, Laos**.

The number of participants expected in **50 persons**.

The training should take place **between December 15th and 17th (or 16th to 18th)**.

3-Selection process

The CCL is looking for one consultant national or international, or one Lao Non-Profit Association, or one International Non-Governmental Association, or one team of consultants.

Application file should include:

- Curriculum Vitae (or in the case the application is an organisation: a presentation of the organisation and CVs of the members proposed to set up the consultancy)
- a technical proposal which includes the full description of the activities planned, in terms of method applied, provisional planning, expected outcomes, detailed number of days



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required. In the case of a proposal from a team of consultants, the role and responsibilities of each member should be clearly described.

- A financial proposal which details the consultancy fees and every expense expected to be made to reach the objectives of the consultancy. (Logistic is provided by CCL – meeting room, participant’s transportation accommodation and meals, coffee breaks and office furniture. These should not be included in the financial proposal).

The following skills will be assets:

- Background or knowledge in social sciences or other relevant background,
- Strong experience in implementation of reflection and learning workshops
- Ability to lead trainings and coaching,
- Knowledge and/or personal interest in rural development issues and NRM/biodiversity issue
- Fluency in English & Lao (both speaking and writing).
- Women are encouraged to apply

For any question about this call for proposition, please contact: Mr Anthony Gueguen:
a.gueguen.ccl@gmail.com

Candidates should send their application file per email by November 25th to the CCL Director, Mrs. Manivone Vorachak, manirachak@gmail.com, and the Project advisor Mr Anthony GUEGUEN, a.gueguen.ccl@gmail.com

The consultant(s) selected will be offered a consultancy contract signed with CCL.