

Terms of Reference

Seeking for a local consultant/ capacity development service provider (CDSP) to support Lao CSOs on “Capacity Development” under the “Citizen Engagement for Good Governance, Accountability and Rule of Law” CEGGA phase II.

PROVISION OF TRAINING AND COACHING ON “STRATEGIC PLANNING (SP)”

CAPACITY DEVELOPMENT SERVICE PROVIDER: INDIVIDUAL OR COMPANY

LOCATION: VIENTIANE, LAO PDR

METHODOLOGY: MIX APPROACH OF FACE-TO-FACE TRAINING/WORKSHOP AND FOLLOW UP COACHING WORKSHOP

DEADLINE FOR APPLICATIONS SUBMISSION: 25TH UNTIL 3RD NOVEMBER 2024

LANGUAGE: LAO (POSSIBLE IN ENGLISH IF SIMULTANEOUS TRANSLATION IS PROVIDED BY THE CONSULTANT)

EXPECTED DURATION OF ASSIGNMENT: 8 DAYS (FACE TO FACE TRAINING/WORKSHOP AND FOLLOW UP COACHING WORKSHOP INCLUDING PREPARATION AND REPORTING)

CORD LAOS

Cord is an international Non-Governmental Organisation (INGO) with administrative headquarters in the United Kingdom and an operational staff team in Laos.

Cord has 50 years of experience in humanitarian and development work with communities worldwide affected by conflict. We believe that people can only flourish where strong relationships exist between Government, Civil Society, and the private sector, creating a space for dialogue, dispute resolution and confidence building. This leads to more inclusive development better governance and people’s rights being represented.

Cord Laos is a small and committed multi-disciplinary team of technical national and international experts that deliver initiatives to develop the capacity of communities, civil society, and government. Cord works in partnership with a range of stakeholders and has a multi-donor multi-partner programme.

ABOUT THE CEGGA PROGRAMME

The ‘Citizen Engagement for Good Governance, Accountability and Rule of Law’ (CEGGA)- Phase II Programme aims to increase citizens’ engagement in the development of Lao PDR, based on the promotion of good governance, human rights and the rule of law. The CEGGA Programme is a joint technical cooperation initiative of the Team Europe partners, European Union, Germany and Switzerland with Lao PDR as part of the European joint Programming Strategy in alignment with the 8th and 9th National Socio-Economic Development Plan (NSEDPlan). In a first Programme phase from January 2017 until October 2022, The Team Europe’s follow-on Programme CEGGAII with Lao PDR is scheduled to be implemented from November 2022 until October 2025. In cooperation with the Ministry of Home Affairs, the Ministry of Justice, the National Assembly for inclusive national development in three core areas:

1) Improved dialogue between Civil Society Organisations and State institutions.

- 2) Implementation of citizen-oriented decision-making processes of the National Assembly and Provincial People's Assemblies in selected partner provinces.
- 3) Strengthened access to justice for citizens.

DESCRIPTION OF THE ASSIGNMENT

Consultant/Capacity Development Service Provider (CDSP) to deliver tailored training and coaching on topic of Strategic Planning (SP).

Based on the Organisational Capacity Assessment (OCA) the Civil Society Organisations (CSOs) and Non-Profit Associations (NPAs) targeted by CEEGA have a mixture of experience when it comes to strategic planning with a variety of needs with some in the very beginning stages and other having advanced knowledge of SP methods and having active organisational strategies. Cord is recruiting a consultant to guide two cohorts of NPAs to draft and/or refresh their organisational strategic plans.

Trainees will include members of Board committees, CSOs and NPAs directors, Programme Managers, Project Coordinators, Finance managers and/or Project managers from 18 organisations divided into two training groups if needed:

4 of CSOs and NPAs with little to no knowledge of strategic planning process.

14 of CSOs and NPAs with a strategic plan in place in need of an implementation or progress tracking plan.

Propose Duration: 11th to 13th December 2024 and 8th to 10th January 2025.

- 1 Day preparation.
- 3 Days face-to-face training/workshop the second week of December 2024 proposed date on 11th to 13th December 2024.
- 3 Days online follow up coaching for Basic to Medium proposed date 8th -10th January 2025.
- 1 Day for the reporting in English language, including a summary of the training/Workshop and follow up Coaching.
 - Location: Vientiane, Lao PDR.
 - Methodology: Participatory learning approach, adult learning, and active learning.
 - The expected number of people to be trained is approximately 36 persons for face-to-face training/workshop and 20 to 23 persons approximately during practical coaching sessions.

Objectives of the training:

- Clearly and correctly explain the meaning and importance of strategic planning defining the vision, mission and values, determining Strategic Goals and Sub-Strategic Goals, determination of Action Plans, Identifying Indicators, and Identifying programs and activities for implementation.
- Provide analysis of internal and external factors: strengths, weaknesses, challenges, opportunities, partner analysis, risk analysis through various tools such as SWOT, PESTEL Analysis.
- Monitoring the strategic plan and the implementation monitoring process (Monitoring Ongoing Process).
- Midterm Review, Strategic Plan (Midterm Review, Evaluation at the Halfway).

Specific contents for basic to medium level:

Face to Face:

- Introduction to Strategic Planning (SP) definition, process, tools, and methodologies.
- Context analysis, Stakeholder analysis.
- Design a simple M&E framework with practical indicators.
- Basic data analysis.
- Monitoring Strategic planning.
- Drawing lesson learn.
- Example strategic planning.

Follow up coaching:

- Based on results focus on Individual coaching for the specific needs of CSOs to improve strategic plans.

Important remarks:

- The training must be conducted in Lao language. International consultants are encouraged to apply and must budget for translation/interpretation. Cord can provide reliable interpreters with contact details if needed. The combination of local and international consultants/ CDSPs is also welcomed.
- The CSO participants English level is limited - training contents should be translated into Lao language.
- The training material e.g. PPT and others should be Lao & English language.
- The trainer is expected to take care of logistic and technical problem (before, during and after the training) and provide a 'how to' guide or PPT in Lao language and English.
- The level of participant is mixed – however the trainer should consider local CSOs engaged into the CEGGA Programme are small to medium size local CSOs often with limited resources, including project management knowledge.

DELIVERABLES

1. Develop and document:

- Agenda and training outline for the 3days training/workshop and the 3 days coaching workshop (English and Lao).
- Develop training/ workshop material e.g. develop strategic planning health check, develop check list structure of the comprehensive strategic planning, setting scenario analysis tools eg. PESTLE analysis, SWOT and give scenario of effective and ineffective strategic plan as example.
- Develop work plan for the follow-up practical sessions with the local CSOs and NPAs.
- Training material: PowerPoint, handouts, in both English and Lao language.



2. Facilitate 3 days Strategic planning and follow up coaching 3 days to CSOs/NPAs for basic and medium.
3. Production of the report in English language, including a summary of the training/workshop, coaching, and **attaching all training materials**, and recommendations, maximum 8 days after the training/practical sessions end.
4. Work together with the Cord Team to develop evaluation tools for learning, such as creating forms to provide feedback on the training/workshop conducted, and offering feedback on each participant's learning (details to be provided by Cord upon selection).

Expected outcomes:

- CSOs and NPAs are able to outline the definition of strategic planning and structure of a strategic plan.
- CSOs and NPAs are confident and able to conduct a strategic planning health check on their own.
- CSOs and NPAs have their own action plan to continue further development.
- CSOs and NPAs can operate and monitor their strategic plan.

PROCEDURE FOR APPLYING

Interested consultants/CDSPs who meet the qualification outlined are encouraged to submit the following document to Cord:

- a) An up-to-date C.V. of main trainer/ co-trainer (if any) addressing the selection criteria above mentioned. In the case the CDSP is proposing a team, please describe the specific roles and responsibilities of the main and co-trainer in the application.
- b) A short proposal for the work plan indicating the work to be done for achieving the tasks such as training and coaching course outline, methodology, work plan and timeline and an estimate proposed financial costs (consultant fee and cost of training material) to execute the service, inclusive of all costs.
- c) Provide examples of relevant past assignments.

For additional information on this assignment, interested applicants can contact Mrs. Maninh Sihaphom at msihaphom@cord.org.uk

The above documentation should be submitted by e-mail to: msihaphom@cord.org.uk before and not later than 3rd November 2024, before 16:00 PM.