

**Terms of Reference  
for conducting a  
Feasibility Study of  
'Sustainable Agriculture & Rural Livelihoods Initiative'  
(SARLI Phase 2)**

## **1 Background and Rationale**

ADRA Laos has been registered as an independent International INGO in Lao PDR since 1992 with a core focus of assisting those most vulnerable by alleviating poverty through community driven development projects. ADRA Laos is connected to the Adventist Development and Relief Agency network which has 115 offices worldwide.

Since its registration with the Lao Government, ADRA Laos has implemented over 125 projects in 13 different provinces and provided services to more than 500,000 primary beneficiaries. With a total funding of more than \$20 million dollars since 1992, ADRA Laos invested across multiple sectors with projects ranging from food security, nutrition, to maternal, child and community health, water sanitation and hygiene, education, agriculture and animal husbandry, natural resource management, climate change, economic development, and disaster relief. Currently, ADRA Laos manages 3 integrated rural livelihoods, agriculture and climate change mitigation projects that reach 110 communities and 52 farmer organizations in Vientiane and Xiengkhouang provinces.

ADRA Laos is preparing a proposal for the German Federal Ministry for Economic Cooperation and Development (BMZ) for a potential sustainable agriculture project in Xiengkhouang and Vientiane provinces. The **Sustainable Agriculture and Rural Livelihoods Initiative (SARLI) Phase 2** project aims to work with innovative farmer organizations/groups and government counterparts to strengthen their institutional and civic capacities to undergo a shift to sustainable agriculture practices and access to new opportunities.

## **2 Project Objectives**

To address the issues of unsustainable agriculture systems, weak farmer organizations, and limited access to markets, the planned project will strengthen farmer organizations to plan and accelerate the development and uptake sustainable agriculture techniques (GAP) for enhanced local resilience to climate change impacts and identifying new market opportunities. The project will contribute to the SDGs 12 "Ensure sustainable consumption

and production patterns” and 13 “Take urgent action to combat climate change and its impacts”. In collaboration with government partners and farmer organizations, ADRA Laos will promote the approaches of Good Agriculture Practices (GAP) and Climate Friendly Agriculture (CSA), to achieve the following outcomes:

1. Improved sustainable and climate-friendly agriculture practices through strengthening the capacity of inclusive and innovative farmer organizations, including a focus on youth farmers.
2. Enhanced farmer organization’s institutional and civic capacity through capacity building and access to start-up grants with focus on young innovative farmers.
3. Enhanced farmer organizations’ advocacy capacity for linkages/access to markets, value chain development, policy dialogue, and sustainable agriculture transformation.

As part of the proposal development process, BMZ requires an independent study on the feasibility of the proposed intervention design which findings will be included in the proposal. The detailed terms of reference are laid out in this document.

### 3 Objective of the Feasibility Study

The objectives of this feasibility study are to assess its feasibility with respect to the OECD DAC criteria to ascertain the likelihood of the designed activities, having the expected results in the areas of relevance, efficiency, effectiveness, impacts, and foreseen sustainability of the project.

### 4 Scope of Work

The consultant will evaluate Phase 2 of ‘Sustainable Agriculture & Rural Livelihoods Initiative’ (SARLI),” planned for implementation from 2025 to 2029, with respect to viability, relevance, and potential impact. Focusing on the project’s planned activities and objectives, the study will cover the provinces of Xiengkhouang and Vientiane in Lao PDR. The assessment will include an analysis of technical, financial, social, and environmental aspects to inform specific recommendations for project planning and execution as laid out in detail in this ToR. Conducted from November to January, the study will conclude with a comprehensive report submitted by 28 January 2025.

### 5 Process

The consultancy is to accomplish the task in **22 working days** and is expected to start by 28 November 2024, with the final report due by 20 January 2025.

#### Location, travel requirements

- The review process should involve selected project site visits and stakeholder meetings with farmer organizations, DAFOs and PAFOs in Xiengkhouang and Vientiane provinces, Sustainable Agriculture and Environmental Development Association, and other development partners. ADRA Laos will assist with arranging the logistics for these visits.
- Travel logistics (Timeline) will be agreed upon at the time of signing the contract. Travel costs will be covered by ADRA Laos.

### Team structure

The workforce for doing the feasibility study can either be a consultant working alone or with a team. The consultancy team will report directly to ADRA Program Lead.

## **6 Outputs and Deliverables**

The feasibility study for the SARLI Phase 2 project serves as a critical evaluation tool for assessing the viability of the proposed project initiative. Its primary purpose is to enhance the project design and to provide ADRA Laos with a comprehensive analysis that helps determine whether the SARLI Phase 2 project design is feasible and will deliver the intended results. The feasibility study deliverables are expected to provide ADRA and stakeholders with the necessary information to make informed decisions about final project direction and envisioned results.

### **Inception Report**

Due within 10 days of contracting, the inception report (4-6 pages) will outline the planned design and methodology for the feasibility study. The report will cover:

- Overview of project objectives, scope, and context.
- Identification of key stakeholders and their roles within the project framework.
- Detailed methodology, work plan, and timeline.
- Identification of potential risks and conflict areas, with recommended mitigation strategies.
- Any limitations or anticipated challenges in conducting the study.

### **Draft Feasibility Study Report**

The draft report (maximum 30 pages in English) will provide initial findings, key conclusions, and preliminary recommendations for SARLI Phase 2. The report should follow the structure outlined in Annex 2, and it must include an executive summary (maximum 5 pages) and mandatory annexes. ADRA will review and provide feedback on this draft.

### **Final Feasibility Study Report**

Following ADRA's review, the consultant will produce a final feasibility report, addressing any feedback provided. This report must align with BMZ's required document structure (see Annexes 2 and 3). The final report will be considered complete upon approval by ADRA.

### **Supporting Documentation and Raw Data**

The consultant is expected to collect and summarize data from stakeholder engagement and document reviews. Raw data and summaries of initial findings should be shared with ADRA for transparency and to support the final analysis.

### **Stakeholder Presentation and Debrief**

The consultant will conduct a presentation for ADRA and key stakeholders, sharing initial findings from site visits and document analysis. This session will include concrete recommendations and a discussion of potential areas for project design adjustments.

## **7 Design and Methodology**

The consultant will employ a comprehensive approach to assess the feasibility of the SARLI Phase 2 project. Key tasks, methods, and considerations are outlined as follows:

### **1. Document Review**

The consultant will conduct an in-depth review of all relevant documents, including:

- National strategy and policy papers, background literature, and references.
- Documents from previous projects (especially SARLI Phase 1), including drafts, plans, and project outlines.
- Project-specific documents such as the concept note, logical framework, budget, M&E tools, and records from the previous project phase.
- Relevant internal and external information sources as available, for example from the Ministry of Agriculture and Forestry and other Development Partners and local agricultural and livelihood industry.
- BMZ Donor Guidelines

### **2. Stakeholder Coordination and Engagement**

The consultant will work closely with the Program Lead and programs team and coordinate with key stakeholders to gain insights into the project context and design. Key activities include:

- Meetings with ADRA Laos staff, including the Country Director, Program Lead, and other relevant team members.
- Interviews and focus group discussions with representatives from proposed partner organizations and institutions, including farmer organizations, the Provincial and District Agricultural and Forestry Offices.

### 3. Field Visit and Data Collection

The consultant is expected to conduct field visits (refer to Annex 1 for key questions for feasibility studies) to the project locations in Xiengkhouang and Vientiane Provinces. During this visit, data will be collected through:

- Key Informant Interviews and Focus Group Discussions with ADRA staff (including the Country Director, Program Lead, other Program and Project staff) and local stakeholders
- Environmental Impact Assessment (using ADRA's provided tool) to evaluate potential environmental effects.
- Gathering primary data through interviews with farmer organizations and other relevant stakeholders to inform a grounded assessment of the project's feasibility.

### 4. Evaluation of Proposed Interventions

The consultant will assess the proposed interventions to determine their viability, cost-effectiveness, and contextual appropriateness. This evaluation will consider:

- **Technical Feasibility:** Analysis of infrastructure, capacity building, and agribusiness opportunities.
- **Timeline and Budget:** An assessment of the proposed timeline and budgetary efficiency of the interventions.
- **Sustainability:** A projection of the anticipated long-term impacts and benefits of the project.
- **Alignment with SDGs and BMZ:** A review of the project's compliance with broader development goals, specifically aligning with the guidelines and objectives set forth by BMZ

## 5. Review of Partner Selection and Collaboration Models

The study will evaluate the methods and criteria used for local partner selection, as well as the proposed cooperation models. This review will assess how partnerships will be established, managed, and leveraged for effective project implementation.

## 6. Sustainability and Long-Term Impact Analysis

The consultant will analyze the sustainability of the proposed intervention design and assess how the project's results will continue to generate value beyond its duration. This analysis will focus on:

- The anticipated long-term impacts and benefits of the project interventions.
- How the project design supports lasting outcomes in alignment with community needs and resources.

## 8 Expert Profile of the Evaluation Team

### Required qualifications:

- Masters qualifications in rural development and/or related field
- The consultant(s) is expected to have relevant technical experience and qualifications in agriculture, food security, marketing and value chain, climate change adaptation, livelihoods and social inclusion and be able to provide inputs on the technical design for the proposed project.
- The consultant is expected to be able to work with minimal supervision, under significant time constraints, able to organize himself/ herself efficiently in the country context, and to communicate and cooperate effectively with partners with different operating styles.
- The consultant will have a command of the English language, and the feasibility reports and correspondence will need to be communicated in plain English.
- Strong track record of experience in the development sectors of Lao PDR or neighboring countries are preferred.
- At least 5 years' experience in project evaluation, management, and feasibility studies is an asset.

## 9 Tentative Timetable

Activity	Deliverables	Dates (tentative)	# days
Consultancy contract signed	Contract signed	28 Nov	
Preparatory Session (debriefing and Environmental Impact Assessment)	Online Meeting between consultant, ADRA Laos and ADRA Germany.	3 Dec	1
Literature review and Inception report design, incl. finalization of research methods and workplan;	Inception report Consultant will develop and propose the methods to be used	5 Dec	3
Inception report review by ADRA	Feedback to Consultant	6 Dec	
Consultant revises the inception report	Final Inception report	9 Dec	1
Stakeholder engagement, enquiry and investigations	ADRA Lao will arrange site visits as requested for meetings with partners, including logistics. Consultant will undertake site visits and meet with potential stakeholders and document his/her observations	9-20 Dec	7
Debrief	The consultant will deliver a debrief on the visits and design document review including recommendations and a list of potential design change areas.	24 Dec	1
Feasibility Report writing	The consultant will write and share the draft report.	6 Jan	6
Draft Feasibility report review by ADRA	ADRA Lao and ADRA Germany will review, make comments	13-15 Jan	
Consultant to design the final feasibility report	Final report addresses the comments made by ADRA Report approval by ADRA	20 Jan	3
<b>Total consultancy days</b>			<b>22</b>

## 10 Management of the Feasibility Study

The stakeholders involved in the management of the feasibility study include ADRA Laos Program Lead, and MEAL Officer, Technical Advisor, and ADRA Germany Program Coordinator

and Technical Advisor. Stakeholders involved in the study process will include the government counterparts, CSO partners (SAEDA), and a selection of target household beneficiaries/Farmer organizations in the designated target areas.

## 10. Confidentiality

All documents and data acquired from documents as well as during interviews and meetings are confidential and to be used solely for the purpose of the evaluation.

The deliverables as well as all material linked to the evaluation (produced by the evaluator(s) or the organization itself) are confidential and always remains the property of the contracting party.

## 11 Attachments

- Annex 1 – Key feasibility question sets
- Annex 2 - Structure of the evaluation report
- Annex 3 – BMZ Guidelines for conducting feasibility studies
- Annex 4 - Draft Logical Framework and Concept Note



## 12 Application

**Candidate must submit the detailed proposal by 27 November 2024:**

- Cover letter - highlighting experience relating to this assignment
- CV/Resume – with three references
- Technical proposal (maximum 4 pages, methodology on how to complete the feasibility study with a proposed work plan and timeframe and reference to the perceived feasibility of the ToR).
- Financial proposal (fixed total budget including the breakdowns of all costs)

We appreciate the time and effort each consultant puts into his/her application. Please note that only shortlisted consultants will be contacted for further discussions.

The recruitment process involves ongoing evaluation of applications. As suitable candidates emerge, the timeline for selection may be accelerated.

The candidate should submit all their application documents via email to the Human Resource Officer:

**ADRA Lao PDR**

Ms Koung Kouangbounyalath

HR Officer

House 301, Unit 17, Ban Saphangmore, Xaysetha District,

P.O. Box 5000, Vientiane, Lao PDR

Tel (856 21) 264 611, Cell (856 20) 2999 8544

**Email: [hr@adralaos.org](mailto:hr@adralaos.org)**

## **Annex 1 – BMZ Guidelines for Conducting feasibility studies**



guideline-for-conduc  
ting-feasibility-studies

## **Annex 2 – Feasibility Report Structure**

- 1. Purpose and use of the feasibility study**
- 2. Methodology**
- 3. Initial situation and problem analysis, on macro- meso- and micro-levels**
- 4. Local project partner in the partner country**
- 5. Beneficiaries and other stakeholders (on a micro-, meso- and macro-level)**
- 6. Evaluation of the planned project based on OECD DAC criteria<sup>2</sup>**
  - 1.6.1 Relevance**
  - 1.6.2 Coherence**
  - 1.6.3 Effectiveness**
  - 1.6.4 Efficiency**
  - 1.6.5 Impact/Significance**
  - 1.6.6 Sustainability**
- 7. Recommendations**

### **Annex 3 – Draft Logical Framework and Concept Note**

These documents will be shared with the contracted consultant.

### **Annex 4 – Environmental Assessment Guide**

This document will be shared with the contracted consultant.