



## **Terms of Reference**

### **PROVISION OF TRAINING COURSE ON “LOGICAL FRAMEWORKS DEVELOPMENT AND USE ”**

**CAPACITY DEVELOPMENT SERVICE PROVIDER: INDIVIDUAL OR COMPANY**

**LOCATION: VIENTIANE, LAO PDR**

**METHODOLOGY: FACE TO FACE**

**DEADLINE FOR APPLICATIONS SUBMISSION: NOV 15<sup>TH</sup> 2024**

**EXPECTED DURATION OF ASSIGNMENT: 3 DAYS**

### **CORD LAOS**

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**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 Governments, 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.

### **DESCRIPTION OF THE ASSIGNMENT**

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The Capacity Development Service Provider will deliver high quality training on the specified topics to identified CSOs and ensure the training responds to the specific needs of the participants.

1. Capacity Development Service Provider to deliver a tailored training on topic of “Logical Framework Development and Use” (Basic level).
2. “Basic level” means that participants may not be familiar with creating a logical framework and/or using it for proposal development, planning, meal, or reporting processes.
3. Objectives of the training:  
After training, participants are able to
  - Understand the importance of a logical framework
  - Describe the different components of logical frameworks and how to construct SMART indicators in line with major donor templates (EU, USAID, Etc)
  - Design simple and practical Logical Frameworks
4. Specific contents:
  - Introduction to Logical Frameworks (definition, tools and methodologies)
  - Design simple logical framework template with practical indicators
  - How to create and format SMART indicators in line with calls for proposals from major donors
5. Duration: 3-Day workshop, 10<sup>th</sup>-12<sup>th</sup> December 2024

6. Location: Vientiane, Lao PDR.
7. Methodology: participatory learning approach, adult learning, and active learning.
8. The expected number of participants are 25 persons approximately.

### **DUTIES AND RESPONSIBILITIES OF CAPACITY DEVELOPMENT SERVICE PROVIDER**

Under the guidance and technical support of Cord, the Capacity Development Service Provider will carry out the following tasks:

1. With preliminary guidance by Cord's team, tailor the training according to the topic, specific objectives and contents, target participants, and number of participants.
2. At least 7 days prior to the training event, develop and share training materials and other supportive documents e.g. session design, handouts, PowerPoint, etc. for discussion with Cord.
3. Provide high quality training to identified CSOs according to the needs of participants, identified in discussion with Cord, including for specific tools or equipment if needed.
4. Print and distribute handouts and other relevant documents in training language prior to the training.
5. Write a short report on the assignment (template provided by Cord) – due maximum 10 days after the training event/coaching end
6. Handover all training materials to Cord's Team.

### **DUTIES AND RESPONSIBILITIES OF CORD**

1. Cord will provide, ahead of the training:
  - a. advice for the development of training materials and other supportive documents e.g. session design, handouts, PowerPoint, etc. to ensure that the design is in line with specific needs of the CSOs and the Lao context.
  - b. short introduction on how to use the online database (see below)
2. Cord will take responsibility for all logistical arrangements for participants and training venue and when possible provide basic material to participants (e.g. notebook and pen, markers and paper).
3. Cord will give feedback recommendations to the Service Provider based on the feedback provided by CSOs.

### **EXPECTED OUTPUTS AND DELIVERABLES**

1. Develop and document a 3-day training session design, PowerPoint, handouts, in both English and Laos language.
2. Facilitate 3-day training on "Logical Frameworks".
3. Production of short report in English language, including summary of the training and attaching all training materials, and recommendations, using the template to be provided by Cord, maximum 10 days after the training/coaching end.

### **MINIMUM REQUIREMENTS FOR CAPACITY DEVELOPMENT SERVICE PROVIDER**

- Proven skills and experience in training, facilitation, coaching, and mentoring, designed for adult learning.
- Proven ability to create an enabling learning atmosphere for participants through sharing knowledge and experiences.

- Good knowledge of the civil society sector in Laos and ability to adapt to the learning journey with the CSOs.
- Strong oral and written communication skills that inspire CSOs to commit to the capacity development process.
- Focus on listening over speaking, to inspire and encourage, personal sensitivity, creativity.
- Ability to respond positively to critical feedback and different points of view.
- Awareness of and ability to integrate cross cutting issues related to development, gender, and marginalized groups.

### **PROCEDURE FOR APPLYING**

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Interested CDSPs who meet the specification job are encouraged to submit the following document to Cord:

- a) An up to date C.V. addressing the selection criteria above mentioned;
- b) A short proposal for the workplan indicating the work to be done for achieving the task and an estimate of the proposed financial costs for the execution of service, inclusive of all costs based on the Quotation template in Annex A;
- c) if possible, examples of relevant past assignments.

For additional information about this assignment, interested applicants can contact Mr. Khampheng Saysombath at [ksaysombath@cord.org.uk](mailto:ksaysombath@cord.org.uk)

The above documentation should be submitted by e-mail to: [ksaysombath@cord.org.uk](mailto:ksaysombath@cord.org.uk) before and not later than **Nov 15<sup>th</sup> 2024**

