

Consultancy Services

Open for international (Vientiane-based) or national consultant

HELNETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Job title	Consultancy Services
Assignment	Consultant – trainer for Kobo Toolbox & Power BI
Project	Helvetas projects
Location	Vientiane Capital and in Khoua district, Phongsaly province
Duration	8 working days
Expected date of commencement	Mid to end May 2025
Main tasks	<ul style="list-style-type: none"> • Review of HELNETAS country strategy and some of the project documents • Develop training plan including propose training methodology and approaches based on the main topics outlined in the ToR • Conduct training in Vientiane Capital • Conduct mentoring and coaching for data collection, analysis and visualization in Khoua district, Phongsaly province • Provide pre & post-training assessment and recommended actions for HELNETAS Program Office
Qualifications	<ul style="list-style-type: none"> • Resident in Lao PDR with a valid working permit • Relevant advanced degrees in development studies, business administration, or related disciplines • A minimum of 7 years' experience in digital data management, Kobo and Power BI training, M&E and experience with Lao civil society a distinct asset • Demonstrable experience in database management, baseline survey/studies and experience in both qualitative and quantitative research methods. • Excellent written and verbal communication skills in English, with proficiency in Lao considered an asset as HELNETAS will not provide translation for the consultant. • Solid communication and presentation skills.

Contact and application address	Please submit your application to the following email address: procurement.laos@helvetas.org
Deadline for application	25 April 2025 at 5 pm Lao local time
Remarks	<ul style="list-style-type: none"> • Terms of References for this assignment can be downloaded HERE • Only shortlisted applicants will be invited for interview