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**Comité de Coopération avec le Laos**

**Terms of reference:**

Designer consultancy

**1. Background to the assignment**

CCL is an international solidarity association born in 1980 from the desire of its founders, including the agronomist Marc Dufumier, to support Laos in its reconstruction after more than 30 years of war. With extensive experience in the northern highlands of Laos, CCL has extensive knowledge of the Mien and Sino-Tibetan ethnolinguistic groups. Over the years, CCL has trained and strengthened the technical capacities and management skills of staff in the target district, thus facilitating communication with beneficiaries, building trust, and increasing the impacts of activities on the ground. As highlighted by the project evaluation of the Promoting Climate Resilience project, “the long-term commitment and experience of CCL in implementing projects development in Phongsaly are the main reason for the success of the project. Project staff developed the community trust needed to motivate villagers to engage in new activities. The success of the project can be directly attributed to the commitment, motivation, and skills of the project management and field staff.”

Currently, the CCL implements rural development programs in Oudomxay, Phongsaly and Bolikhamxay, and provides technical assistance for the support project for populations impacted by the Nam Theun II dam, in Nakaï, province of Khammouane. CCL carries out significant research and capitalization work and is very active in the network of international NGOs present in Laos.

Each year, the CCL produces an annual narrative and financial report to inform its members and partners of its actions and activities. The report is then presented to the general assembly for validation.

This year, the CCL wishes to improve the general presentation of its annual report to make it a more suitable tool for external communication. To do this, the CCL wishes to call on the services of a designer capable of taking charge of the design of the report.

**2 – Objectives and expected activities of the consultancy**

**2.1. Overall objective of the consultancy:**

* Support the layout and design of the CCL annual report.

**2.2. Main activities of the consultancy:**

In connection with the CCL program manager:

* define the general layout of the report, including font, layout of texts and photos, etc.
* Take charge of the layout of the report (cover, summary, etc.)
* Present a draft report layout for validation to the program manager and CCL management.
* Consider random comments and present a final version of the report before the fixed deadline.

**2.4. Expects results of the consultancy:**

* A presentation of the CCL annual report is presented by the designer and validated by the CCL.

**2.2. Expected consultancy work: activities and methods**

Timing: The expecting work of the consultant will take place between June 1st,2025 and June 15,2025. The estimated days of consultancy for this mission is **4/5 days.**

Methodology: The consultant will work closely with the CCL program manager. Consultant will be paid at the end of mission, after submission of the deliverable, namely the annual report layout validated by CCL.

**3-Selection process**

To reach the objectives mentioned above, CCL is looking for one consultant national or international consultant.

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 motivation letter;
* A financial proposal which details the consultancy fees and every expense expected to be made to reach the objectives of the consultancy.
* Any other documents developed by the applicant(s) and that could be relevant to the topic of the consultancy (ex: former works and results obtained on related fields, publications...)

**The following skills will be assets:**

* Background/ experience as designer especially for annual reports, books, magazines, etc.
* Experience in working within NGOs sector will be appreciated.
* Knowledge and/or personal interest in rural development issues, agroecology, NRM/biodiversity issues;
* Fluency in English, French will be an asset,
* Women are encouraged to apply.

**For any question about this call for proposition, please contact:** Ms Violaine Fourile, violaine.fourile@ccl-laos.org

Candidates should send their application file per email by 28 May 2025 to Ms Violaine Fourile, [violaine.fourile@ccl-laos.org](mailto:violaine.fourile@ccl-laos.org)

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