



## Terms of Reference

**Seeking for a local consultant/ event planning company to support the organization and coordination of the Exchange Learning Event under the “Citizen Engagement for Good Governance, Accountability and Rule of Law” CEGGA phase II.**

### PROVISION OF EXCHANGE LEARNING SHARING EVENT

**TOPIC RELEVANT LOCAL CONSULTANT/ SERVICE PROVIDER: INDIVIDUAL OR COMPANY**

**LOCATION: VIENTIANE, LAO PDR**

**METHODOLOGY: MIX APPROACHES**

**LANGUAGE: LAO/ ENGLISH**

**DEADLINE FOR APPLICATIONS SUBMISSION: 8 JUNE 2025**

**EXPECTED DURATION OF ASSIGNMENT: 10 DAYS IN JULY 2025 (FACE TO FACE EVENT 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 8<sup>th</sup> and 9<sup>th</sup> National Socio-Economic Development Plan (NSEDP).

**Theme of the exchange learning event: "Strengthening Impact and Learning"**



## **Background of CEGGA under Cord small grant and capacity development mechanism**

23 Civil Society Organizations (CSOs) in Laos play a critical role in driving community-led development under CEGGA II in Vientiane Capital and 11 provinces (Huaphan, Bokeo, Oudomxay, Xiengkhouang, Luang Prabang, Borikhamxay, Khammouane, Savannakhet, Champasak, Salavanh, Sekong) in five thematic areas:

1. Natural Resources and Environment;
2. Health and Nutrition;
3. Education;
4. Agriculture and Rural Development;
5. Legal Awareness and Support for Victims of Violence and Human Trafficking.

These CSOs received small grants to implement 22 projects for 2 years from 2023-2025 ( Refer to ANNEX), to encourage widespread distribution of lessons learned and foster stronger collaborations moving forward, this 2-day event will bring together CSOs, networks, donors, and stakeholders for mutual learning and knowledge exchange.

## **DESCRIPTION OF THE ASSIGNMENT**

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### **Objective of the Assignment:**

To provide comprehensive logistical, planning, and coordination support for the successful implementation of a participatory and engaging Exchange Learning Event tailored to CEGGA's CSOs and grantees.

Consultant/Company to deliver tailored engaging Exchange Learning Event.

In this assignment, the event will serve as a platform for 23 grantees to:

- To reflect and learn internally among CSOs about project impact, small grant management, and applied learning from capacity-building initiatives.
- To strengthen relationships and knowledge-sharing across thematic sectors.
- To showcase CSO achievements, good practices, and lessons learned to external partners including networks, donors, and stakeholders.
- To learn and potentially join networks that could support and elevate the impacts of their projects.
- To promote collaboration and identify support opportunities for future scaling and sustainability.

To ensure the effective design and delivery of this event, Cord seeks the services of a qualified Event Planner.



- **Intended participants** will include CSOs and NPAs directors, Project Manager, Project coordinator, Project officers, and Project field staff from 23 CEGGA grantee organisations, 10 CSOs outside of CEGGA grantees and relevant donors and other counterparts.
- **Propose Duration:** The assignment will begin on 9 and end on 22 July 2025, covering pre-event preparation, on-site delivery, and post-event reporting. The event is expected to take place on 17 to 18 July 2025.
  - **Location:** Vientiane, Lao PDR, Venue (TBC).
  - **Methodologies:** Experience Sharing (Storytelling, Panels)
    - Group Reflection and Peer Learning
    - Gallery Walk & Networking Marketplace
    - Thematic Discussions
    - Mini workshops on overcoming practical challenges
  - **The expected number of people** to be attended is approximately 120 persons.

### Expected Outputs:

1. Documented case stories of project impact;
2. A CSO learning brief highlighting common lessons;
3. Strengthened CSO network relationships;
4. Action points for donor-CSO collaboration;
5. Increased visibility of CSO contributions.

### Scope of Work:

#### Pre-Event Planning:

- Develop a detailed event plan and work schedule in coordination with Cord event coordinator .
- Identify and support the booking of a venue that is accessible and equipped to accommodate all targeted participants.
- Support Coordination of travel, accommodation, and per diem arrangements for participants (if applicable).
- Support the development and finalization of the event agenda in collaboration with Cord's staff.
- Advise on event promotion plan
- Procure event materials (e.g., name tags, folders, printed materials, posters presentation, set up booths to display key learning).
- Liaise with vendors for catering, interpretation/ translation, and Audio Visual or AV equipment.
- Ensure inclusivity (e.g., gender-sensitive arrangements, disability access, language support).

### During the Event:

- Manage the event registration desk and participant check-in.
- Provide onsite coordination and support to ensure smooth flow of activities.
- Coordinate and support multiple sessions facilitators, speakers, and session moderators.
- Monitor event logistics (e.g., timekeeping, AV troubleshooting, catering schedules).
- Document highlights and key moments through notes, photos, and recordings.

### Post-Event:

- Support the collection and analysis of participant feedback through surveys.
- Provide input to the preparation of the event report including:
  - Summary of sessions;
  - Key learnings;
  - Participant feedback compilation;
  - Recommendations for future events.
- Support proper closure of logistical arrangements, including final vendor payments and reconciliation.

### Important remarks:

- The event must be conducted in Lao and English languages.
- The event material e.g. visibility and others should be Lao & English language.

## DELIVERABLES

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- Detailed event work plan and timeline.
- Finalized event agenda (English and Lao).
- Develop event material.
- List of confirmed participants and logistical arrangements (English and Lao).
- Facilitate 2 days Exchange Learning Event. Production of the event report in English language, including summary of proceedings, participant feedback, and lessons learned including a summary of the booths and attaching all event materials, and recommendations, maximum 5 days after the event end.
- Work together with the Cord Team to discuss and design develop relevant tools for learning, sharing and evaluate, such as creating forms to provide feedback on event conducted, and offering feedback on each participant's sharing (details to be provided by Cord upon selection).

## PROCEDURE FOR APPLYING

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

- a) A cover letter outlining relevant experience;



Implemented by



b) Provide portfolio showcasing relevant past assignments;

c) Attached quotation and timeline.

For additional information on this assignment, interested applicants can contact Mrs. Maninh Sihaphom at [msihaphom@cord.org.uk](mailto:msihaphom@cord.org.uk) or at +856 20 5530 5700.

The above documentation should be submitted by e-mail to [msihaphom@cord.org.uk](mailto:msihaphom@cord.org.uk) before and not later than 8<sup>th</sup> June 2025.