

**Terms of Reference for the Development of Community-Based health and climate  
resilience action planning Guide**

**Strengthening Climate Resilience of the Lao People's Democratic Republic (PDR) Health  
System Project**

**Save the Children International  
Lao PDR  
2025**

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## 1. Introduction

Save the Children (SC) is a global leader in humanitarian and development programming worldwide, working as the preeminent voice for children for over 100 years. We are the world's largest independent child rights organisation, underpinned by a vision of a world in which every child attains the right to survival, protection, development, and participation. Our mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. SCI Laos has worked in tandem with the Government of Lao (GoL) since 1987, driving changes in policy and practice to support the implementation of high-impact, lifesaving interventions at scale.

SCI Laos' long presence in the Lao PDR since 1987, coupled with broad and deep operating platforms, has forged strong relationships with GoL actors and the communities we serve. SCI Laos has a current operational presence in seven provinces with Health, Education, Climate Resilience/DRR, and Child Protection programs. SCI Laos works with existing structures while strengthening multi-sectoral teams of national implementers, the MoH, and other line ministry frontline worker capacities to facilitate, monitor, and expand national and community engagement processes and systems for improved health. In addition to national-level engagement, SCI Laos is active in seven provinces working in partnership with the Ministries of Health, Education, Labor and Social Welfare, and Natural Resources and Environment.

## 2. Background and Context

Save the Children International Laos received funding from the Green Climate Fund (GCF) to implement the project titled "Strengthening Climate Resilience of the Lao People's Democratic Republic (PDR) Health System". The project will support the Government of Laos (GoL) to advance progress on its national climate change and health priorities and commitments by increasing the climate resilience of the health system and strengthening community capacity to manage the current and anticipated health impacts of climate change. The project will work at both national and subnational levels using multiple, interrelated approaches. It will strengthen leadership and governance within the health system so it is climate resilient; expand access to and use of climate information and key WASH indicators so the health system can track, prepare for, and manage climate-related risks to health; and strengthen health system capacity in 25 climate-vulnerable rural districts to better manage climate-related disease burdens. It will strengthen 100 health facilities in the 25 districts to better prepare for the health impacts of climate change and upgrade the infrastructure in 79 of those facilities to increase climate resilience. Most specifically relating to Outcome 4 of the project, which is "Communities respond to early warnings, manage and mitigate risks and seek care appropriately," wherein the project will enhance the rural communities' understanding of how climate change impacts health, foresee and manage risks alongside seek care timely manner. Climate change leads to increased frequency and intensity of extreme weather events (EWEs), adversely impacting community health and resilience. Communities face heightened risks such as disease outbreaks, heat stress, and limited access to healthcare during disasters. To address these challenges, a comprehensive community health and climate resilience action plan planning guide is required to help communities prepare for, respond to, and recover from climate-related weather and health events, including EWEs. Aligning with this outcome, the project will facilitate community engagement efforts to involve communities in designing and rolling out localized action plans and solutions to address climate-related risks to health. The aim is to strengthen community capacity and facilitate participation in climate and health dialogue and action. Having put in place a climate-resilient action planning guide, the project will support the training of the community leaders and community-based health workers on the development of community action plans. A subset of communities will be prioritized to receive project funds to implement approved action plan activities led by the district-level community health and climate resilience action plan review committee.

## 3. Purpose, Objectives, and Scope of Study

### 3.1 Purpose

The purpose of this assignment, therefore, is to develop a community health and climate resilience action planning guide that will help communities to prepare for and respond to climate-induced weather and health events, including extreme weather events (EWEs). The guide will provide a structured framework for communities to

assess localized climate risks, identify vulnerabilities, and design strategies to enhance their resilience to climate-related health challenges and risks.

### 3.2 Objectives

The objectives of the assignment are:

- Develop a comprehensive community-led community health and climate resilience action planning guide to address community-specific climate and health risks by incorporating the best practices and lessons learned from similar resilience-building initiatives: These include:
  - A detailed guideline consisting of tools, templates, and checklists for communities to conduct hazard mapping, identify risks, vulnerabilities, and prioritize an action plan.
  - A ToR for the district-level committee to facilitate community-led climate-resilient health adaptation action plans.
  - A training guideline for relevant stakeholders, including community representatives, health workers, to familiarize and implement the guideline.
  - A monitoring checklist to monitor the execution of community-led climate resilient health adaptation action plans.
  - Reporting template and checklist for the community to provide updates on completed activities as per the approved plan.
  - Process flow of the approval of the community-led, climate-resilient-led health action plan for fund disbursement.
- Conduct stakeholder consultation and validation of the community-led community health and climate resilience action planning guide to ensure relevance and practicality.
- Ensure the guide aligns with national climate adaptation strategies and health guidelines.
- Develop a financial disbursement and accountability framework to execute/implement the approved community action plans. ( i.e., how funds will be disbursed with possible options depending on the context (cash, kind, voucher, etc), including fund flow mechanisms, and accountability measures (documentation, approval process, verification)

### 3.3 Scope

The assignment will cover the following:

#### **Literature Review**

Desk review of relevant literature, documents, national guidelines, policies, and frameworks related to climate resilience and health adaptation, and review of best practices from a similar context.

#### **Stakeholder Consultation**

Consult community (Community leaders, men, women, youth, including representatives from Lao Women Union and Lao Youth Union), health workers, community health workers, PHD, DHO, MOH, DONRE, and other relevant stakeholders (CSOs, UN agencies, and government), for input. Ensure inclusivity by incorporating perspectives from vulnerable communities and groups, youth, women, people living with disability, and children.

#### **Development of the Guide**

Development of a user-friendly guide to be used at the community level, structured around key steps for action planning, to prepare for and respond to climate-related weather and health events, including EWEs. This should include hazards/risk identification and mapping, response strategy, implementation, and monitoring. Include user-friendly tools, templates, and checklists to support community planning and decision-making.

#### **Validation**

Present the draft action plan guide to stakeholders for feedback and validation, and incorporate stakeholder input to finalize the guide at different levels, including at the central, provincial, and district levels.

#### **Endorsement**

Endorse and approve the community-led community health and climate resilience action planning guide, including all tools, templates, and checklists from the concerned government authority.

## 4. Methodology

The assignment will entail a desk review, stakeholder consultation, and validation workshop.

#### 4.1 Data Sources and Data Collection Methods / Tools

The data sources and collection methods for this assignment will be a combination of document reviews, participatory stakeholder consultation, including capturing diverse perspectives from the community, including vulnerable groups, women, youth, and people with disabilities. A validation workshop will be conducted with relevant stakeholders at different levels at the central, provincial, district, and community level (Stakeholders may include community-based organizations, Lao Women Union, Lao Youth Union, health workers, Village health volunteer, PHD, DHO, MONRE, DONRE ), including other community representatives.

A range of project documentation will be made available to the study team that will provide information for the design, implementation of the project. The study team is required to adhere to the [Save the Children Child Safeguarding, Protection from Sexual Exploitation and Abuse, Anti-Harassment, Intimidation and Bullying](#), and Data Protection and Privacy policies throughout the study process.

#### 5. Expected Deliverables

- a. An inception report outlining the understanding of the ToR, proposed methodology for the assessment, including a detailed work plan.
- b. A brief stakeholder consultation report capturing key health risks, inputs from different actors (vulnerable groups, youth, children, and people with disabilities), and how this has been fed into the draft action planning guide.
- c. Draft action planning guide; Initial draft guide with a clear structure outlining the key steps, tools, template, and checklists.
- d. Validation workshop report summarizing the feedback received during the validation workshop
- e. Final action planning guide: comprehensive, user-friendly guide ready for dissemination, including all the final tools, templates, and checklists.
- f. Training guideline materials, including presentation and handouts.
- g. Develop a financial disbursement and accountability framework to execute/implement the approved community action plans. (i.e., how funds will be disbursed with possible options depending on the context (cash, kind, voucher, etc), including fund flow mechanisms, and accountability measures (documentation, approval process, verification)
- h. Endorse and approve the community-led community health and climate resilience action planning guide, including all tools, templates, and checklists from the concerned government authority.

#### 6. Reporting and Governance

The consultant will report to the Project Manager SCI Laos for any technical guidance and support and provide weekly updates on the progress of the assignment.

##### 6.1 Terms and Conditions

All the reports, documents, and datasets prepared and generated during and after the assignment will be treated as the property of SCI and, as such, cannot be sold, used, or reproduced in any manner without prior written approval from SCI. Before the initiation of the research, informed consent will be obtained from all participants. This includes a clear explanation of the study's purpose, the role and potential risks of participating in the baseline study, and the right of the participants to withdraw at any time without penalty.

All data collected during the study will be treated with the utmost confidentiality. Identifiable information will be anonymized or pseudonymized to protect the privacy of the participants. Data storage and transfer will comply with SCI data protection regulations to ensure the security of sensitive information. SCI should be notified in time in the event the consultant requires additional time, above the previously agreed time to complete the task, but without SCI changing the scope of work, SCI's prior written approval shall be necessary for the same.

#### 7. Study management and timeline

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The study team lead and the SC study Project Manager will agree on final milestones and deadlines at the inception phase.

| Activity   | Responsible person | Deadline                         |
|--|--------------------|----------------------------------|
| Deadline for application by consultants  | Save the Children  | 18 <sup>th</sup> May, 2025       |
| Review of technical proposal and shortlisting  | Save the Children  | 23 <sup>rd</sup> May, 2025       |
| Interviewing and selection of the consultant   | Save the Children  | 30 <sup>th</sup> May, 2025       |
| Signing of the contract by the consultant  | Save the Children  | 6 <sup>th</sup> June, 2025       |
| Secondary document review and preparation of the inception report.   | Consultant         | 20 <sup>th</sup> June, 2025      |
| Stakeholder consultation report and the initial draft guide with tools, templates, and checklists.           | Consultant         | 8 <sup>th</sup> August, 2025     |
| Validation workshop report and the final action planning guide with all the tools, templates, and checklists | Consultant         | 5 <sup>th</sup> September, 2025  |
| Capacity-building materials, including presentations and handouts.   | Consultant         | 30 <sup>th</sup> September, 2025 |
| Endorsement and approval from the concerned government authority   | Consultant         | 31 <sup>st</sup> October, 2025   |

### 8. Study Team and Selection Criteria

Interested consultants/firms will be required to submit an Expression of Interest, which should demonstrate adherence to the following requirements.

#### Understanding of Requirements and Experience

To be considered, the study team members together must have demonstrated skills, expertise, and experience in:

- Advanced degree in Environmental Science, Public Health, Climate Change, or a related field.
- At least five years of experience in climate resilience planning, health adaptation, or community development.
- Proven expertise in developing guides, tools, or training materials.
- Strong facilitation skills and experience in conducting stakeholder consultations.
- Excellent writing and communication skills.

### 9. Financial Proposal

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but quality of the service and reasonableness of the proposed costs. Proposals shall include personnel allocation (role/number of days / daily rates/taxes), as well as any other applicable costs.

### 10. Schedule of Payment

The following payments will be made to the consultant using an agreed mode of payment. Payments will be made on approval of agreed deliverables and verification of quality by Save the Children. It is expected that payment will be made in 3 tranches according to the outputs below.

| Deliverable  | Payment     |
|--|-------------|
| Signing of contract  | 10%         |
| Submission of the inception report                             | 20%         |
| Stakeholder consultation workshop and submission of the report | 20%         |
| Validation workshop and submission of the report               | 20%         |
| Final guideline with tools, template, and checklist            | 20%         |
| Endorsement and approval from the government authority         | 10%         |
| <b>Total</b>   | <b>100%</b> |

## 11. Annexes

### 1: Project Proposals

<https://www.greenclimate.fund/sites/default/files/document/sap030-sca-lao-peoples-democratic-republic-2.pdf>

### 2: List of project target districts, health Facilities, and Villages (it will be provided on request)

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## 12. How to apply

Interested firms/ candidates are expected to submit documents in accordance with the following criteria:

### I. Essential Criteria

1. Valid legitimate business address
2. Valid Tax registration number & certificate
3. Valid business registration certificate
4. Trading license (if any)

(For freelance consultant, please provide a copy of your passport)

### II. Substantiality Criteria

1. Team member structure
2. C.V

### III. Commercial Criteria

1. Cost-effectiveness and ensuring value for money provide competitive price
2. Company: Business registration and Tax license valid, Bank account name must be the same name
  - Freelance consultant: has the same bank account name as the team leader
3. Payment Term at least 15 days or more after submission of invoice

### IV. Capability Criteria

1. Technical Understanding (Methodology & Approach)
  - 1.1 Understanding of Scope, Objectives, and Deliverables
  - 1.2 Methodology
  - 1.3 Recommendations and Reporting
2. Capability, Technical Expertise
  - 2.1 Qualifications and Certifications of Technical

## 2.2 Communication Skills

2.3 Language: Demonstrated proficiency in English, Lao and any local dialect.

## 3. Relevant Experience

3.1 Similar Consultancy Experience

3.2 Sector-Specific Experience (Weight: 5%)

## 4. Workplan, Timeline and Feasibility

### **Offline inbox:**

Enclose the original documents in a sealed envelope and send them to the registration office during office hours at the following address:

**Save the Children International in Laos, Rue Nerhu, 5<sup>th</sup> floors, Unit 25, Ban Phonxay, Xaysetha District, P.O. Box 7475, Vientiane Capital, Lao PDR**

### **Online inbox:**

Electronic submission via Email addressed to SCiL Procurement Committee at:

**[procurement.laos@savethechildren.org](mailto:procurement.laos@savethechildren.org)**

**The deadline for submitting bids is 17:00 PM on 18<sup>th</sup> May 2025.**

If you have any questions, please contact the Procurement Department at 021 454 201-3, during office hours or email to Procurement Committee:

**[pccommittee.laos@savethechildren.org](mailto:pccommittee.laos@savethechildren.org)**