

# Terms of Reference for Knowledge Product Consultant

## Introduction

Cord is an international NGO working with people in highly sensitive and oppressive contexts to transform dysfunctional relationships into those that create peaceful and inclusive societies.

We are searching for external consultant to produce a knowledge product documenting project approaches to coaching and mentoring.

## Project Description

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 8th and 9th National Socio-Economic Development Plan (NSED). In a first Programme phase from January 2017 until October 2022, The Team Europe's follow-on Programme CEGGAII with Lao PDR is scheduled to be implemented from November 2022 until October 2025. In cooperation with the Ministry of Home Affairs, the Ministry of Justice, the National Assembly for inclusive national development in three core areas:

- 1) Improved dialogue between Civil Society Organisations and State institutions.
- 2) Implementation of citizen-oriented decision-making processes of the National Assembly and Provincial People's Assemblies in selected partner provinces.
- 3) Strengthened access to justice for citizens.

A part of Cord's role on the project has been to lift target civil society organizations' organizational development capacity to increase their sustainability and the quality of projects delivered under the CEGGA II small grants mechanism. To assess the effectiveness and impact of these sessions, the project seeks to engage a consultant to produce a concise and insightful brief that captures key outcomes, lessons learned, and recommendations for future capacity-building initiatives.

## Scope and the Objectives of Consultancy

### Objective

To produce a well-structured and evidence-based brief that evaluates the impact of the coaching and mentoring sessions on the organizational development of target CSOs in CEGGA II small grants program, with a focus on sustainability and project quality improvements.

### Scope of Work

The consultant will be responsible for:

- Reviewing relevant project documentation, including the endline survey and any related monitoring and evaluation (M&E) data.
- Conducting small group discussions and individual interviews with selected CSO representatives, coaches/mentors, and project staff.
- Analyzing qualitative and quantitative data to identify key outcomes, challenges, and success factors.
- Drafting a 3-5 page brief summarizing:
  - The perceived and measurable impact of the coaching and mentoring sessions.
  - Case examples or testimonials illustrating change.
  - Lessons learned and recommendations for future OD support.

### Deliverables

1. Inception report outlining methodology and work plan (within 5 days of contract start).
2. Interview guides and list of proposed interviewees.

3. Draft impact brief for review and feedback.
4. Final impact brief incorporating feedback.

#### Timeline

The assignment is expected to be completed within 7 working days over a period of 3 weeks, starting from July 4<sup>th</sup>, 2025.

#### Selection Criteria

- Proven experience in organizational development, capacity building, or civil society strengthening.
- Strong qualitative research and analytical skills.
- Demonstrated ability to synthesize findings into clear, concise reports.
- Familiarity with coaching and mentoring methodologies is an asset.
- Excellent written and verbal communication skills in English.

#### Application Process

Cord invites applicants to submit a detailed proposal to [tsayavong@cord.org.uk](mailto:tsayavong@cord.org.uk) with the following components:

1. A maximum of 1.5 pages detailing the proposed methodology and approach for the consultancy
2. An indicative work plan with time frame and budget
3. Consultant(s) CV