

## Terms of Reference (ToR)

### Environmental Analysis

#### Integrated Nutrition and Health Initiative for Mokmai (INHIM) Project

##### 1. Background and Rationale

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization with more than 110 supporting and implementing country offices worldwide. ADRA Lao PDR belongs to this network and obtained legal status to operate as an International NGO in Lao since 1992 with the core focus to assist those most vulnerable by alleviating poverty through community driven integrated development projects.

ADRA has implemented more than 125 projects in Lao PDR since its inception in five core sectors including Health; Integrated Agriculture and Natural Resource Management; Economic Development; Education; and Emergency Management. ADRA has gained significant knowledge and technical expertise over nearly 3 decades in sub sectors including Nutrition; Maternal and Child Health; Water Sanitation and Hygiene (WASH); Tobacco Control; Permaculture; Livestock and Income Generation; Informal Adult Education; Climate Change Adaptation and Disaster Risk Reduction.

In 2024, ADR Laos was awarded Integrated Nutrition and Health Initiative for Mokmai (INHIM) Project by Canadian Foodgrains Bank and ADRA Canada. This four-year-plus project (November 2024-February 2029) is being implemented in Mok District, Xiengkhouang Province, located 400 km north-east of the capital Vientiane. Among all seven districts of Xiengkhouang, Mok is one of the least developed, as revealed by several health indicators, with underweight of 29.8% and stunting of 49.1% among CU5.<sup>1</sup> The mortality rate of CU1 is 43.7% and the mortality rate of CU5 is at 58.6%.

The district has 28 villages and a rural population of 25,200 people in 2,666 ethnic households, and 20 villages were participatorily selected for INHIM interventions which are nutrition-specific and nutrition-sensitive. It is expected that approximately 9,500 participants will be reached. The project goals and outcomes are as follows:

<b>Goal: Improved nutrition and health for at least 9,500 household members in 20 villages of the Mok Mai District, Xiengkhouang Province</b>
<b>Intermediate Outcome 1:</b> <i>Reduced acute malnutrition (weight for height), underweight (weight for age) and chronic malnutrition for children under the age of 5 and women of reproductive age.</i>
<b>Intermediate Outcome 2:</b> <i>Improved nutritious food consumption for WRA, adolescents and CU5.</i>
<b>Intermediate Outcome 3:</b> <i>Reduced prevalence of hygiene-related diseases that impact nutrition status among WRA and CU5.</i>
<b>Intermediate Outcome 4:</b> <i>Improved collaboration, adoption of best practices, and multi-sectoral approaches, and utilization of nutrition information system</i>

<sup>1</sup> Situational Environmental Assessment Mok Mai, from June 2023.

<i><b>Intermediate Outcome 5:</b> Increased awareness and knowledge of community members in reducing access barriers to gender-responsive and inclusive nutrition and SRHR</i>
<b>IMMEDIATE OUTCOMES</b>
<i><b>Immediate Outcome 1.1:</b> Increased knowledge and adoption of improved nutrition practices for WRA and caregivers.</i>
<i><b>Immediate Outcome 1.2:</b> Improved awareness among adolescents of nutrition and reproductive health.</i>
<i><b>Immediate Outcome 1.3:</b> Improved community monitoring and management of underweight and acute malnutrition cases.</i>
<i><b>Immediate Outcome 2.1:</b> Improved availability, access, and utilization of nutritious and diverse food sources produced from vegetable home gardens, and small livestock.</i>
<i><b>Immediate Outcome 3.1:</b> Increased knowledge and adoption of key hygiene-related disease prevention and treatment practices that impact the nutrition status of WRA and CU5.</i>
<i><b>Immediate Outcome 3.2:</b> Increased access and use of latrines by target households.</i>
<i><b>Immediate Outcome 4.1:</b> Increased documentation and dissemination of knowledge and experiences, networking, and use of nutrition information system</i>
<i><b>Immediate Outcomes 5.1:</b> Increased knowledge and awareness of men, women, and community leaders in equal health and rights of adolescent girls and women</i>

Intermediate Outcome 3 and Immediate Outcome 3.2 involve latrine construction. Under CFGB guidelines, this activity is projected to have moderate negative and/or high positive environmental impacts and requires a targeted environmental analysis. Therefore, ADRA Laos is seeking an experienced external consultant to undertake this study. The analysis should consider all aspects of latrine construction against possible negative and positive impacts.

## **2. The Assignment**

A comprehensive environmental analysis for Outcome 3.2 must be conducted to identify its potential environmental impacts, mitigation measures, and recommendations to ensure robust environmental stewardship.

This assessment is expected to meet the following objectives:

1. To evaluate and report on site-specific environmental risks or vulnerabilities and report against CFGB's environmental screening tool.
2. To identify potential positive and negative environmental impacts of the activities per project design.
3. To recommend specific adaptation measures for the specified outcome and ensure they are in line with government policy, guidelines, and regulations.
4. To propose a system or tool to routinely monitor and report on the project's environmental impacts of the activities.

## **3. Duration**

August 2025.

#### 4. Scope of Work & Key Tasks

No.	Main Tasks	Key Activities/Outputs	Estimated inputs (day)
1	<b>Literature review and inception report</b>	<ul style="list-style-type: none"><li>• Review existing literature on environmental impacts relevant WASH/latrine construction</li><li>• Review related project documents, including CFGB environmental policy</li><li>• Prepare an inception report, outlining workplan, analysis methodology, data collection &amp; stakeholder engagement.</li></ul>	2
2	<b>Field data collection</b>	<ul style="list-style-type: none"><li>• Conduct a field visit, inclusively engaging with at least 3 target villages, implementing partners in Mok district, the project team, and other related stakeholders</li></ul>	4
3	<b>Debrief</b>	<ul style="list-style-type: none"><li>• Conduct a debrief with ADRA Laos to present initial findings</li></ul>	1
4	<b>Data analysis and report writing</b>	<ul style="list-style-type: none"><li>• Analyze, draft, and finalize the report (English &amp; executive Lao summary)</li></ul>	3
	<b>Total number of days</b>		<b>10</b>

#### 5. Deliverables & Schedule

No.	Deliverable	Tentative Date
1	Inception report	Week 1, Aug 2025
2	Field data collection	Week 2, Aug 2025
3	Debrief	Week 3, Aug 2025
4	Data analysis and report writing	Week 4, Aug 2025

#### 6. Qualifications

The consultant should have:

- Qualifications in health/nutrition, agriculture, rural development, and/or related field (master level preferred).
- Proven experience in feasibility study, environmental analysis, climate risk assessment, and/or project evaluation.
- Good interpersonal communication skills including acute listening skills and being able to provide constructive feedback.
- Solid technical understanding of food security, livelihoods, climate change, and GEDSI and approaches such as Climate Smart Agriculture and Nature-based Solutions.
- Proficient in English and good report writing skills.

## 7. Implementation Management

The stakeholders involved in the management of this assessment include ADRA Laos' Program Lead, Program Officer, MEAL Officer, INHIM Project Manager, ADRA Canada and/or any assigned person. Stakeholders involved in the implementation include the Consultant, the NabCAP project team, government counterparts, and the selected target villages.

Stakeholders	Roles and Responsibilities
Program Lead (ADRA Laos)	Coordinate overall implementation of the assessment and review report
Program/MEAL Officer (ADRA Laos)	Facilitate field trip and logistics
INHIM Project Manager (NabCAP)	Coordinate field stakeholder engagement
Program Director (ADRA Canada)	Review and provide feedback to the report
The Consultant	Lead literature review, stakeholder engagement, data analysis, and report

## 8. Reporting & Payment Schedule

- 40% of total value of consultancy will be paid upon the submission of the inception report
- 60% of total value of consultancy will be paid upon the submission and acceptance of the final report

## 9. Application

Applications are to be submitted to [hr@adrالاos.org](mailto:hr@adrالاos.org) and copy [programlead@adrالاos.org](mailto:programlead@adrالاos.org). Documents should include:

- Current CVs with 3 reliable references.
- Technical proposal including work plan and methodology.
- Financial proposal in USD.

Note: Logistics and transportation for field work will be covered by the project.