



Overview

Application deadline	July 27, 2025
Contract start and end date	Aug to Oct 2025
Duration	18 days
Program sector(s)	Climate change adaptation, agro-forestry, sustainable natural resource management, sustainable income generation activities
Project/Program name	Sangthong Green District Model (SGDM)
Type of consultancy	External Baseline survey
Project/Program location	Sangthong District, Vientiane Capital Province, Lao PDR
Consultant location	In-country
Funded by	Luxembourg Ministry of Environment, Climate and Biodiversity

Background

CARE International is a global NGO working to end poverty and achieve social justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalised individuals in their communities and face unequal access to social and economic rights. In 2024, CARE worked in more than 100 countries around the world, supporting 200 million people from vulnerable communities to fight poverty and social injustice. To date, CARE supported over 52 million participants to promote lasting change in their lives, in line with the Sustainable Development Goals.

CARE International in Lao PDR began its operations in 1992 and has worked since then to improve the lives of vulnerable groups in both rural and urban areas, particularly the ethnic minority communities. CARE works in partnership with community members, the government, local civil society organisations, and the private sector. CARE currently implements projects in seven provinces: Vientiane Capital, Phongsaly, Luang Namtha, Luangprabang, Salavan, Champasack and Sekong.

CARE's "Marginalized Women and Girls" program in Laos empowers women and girls through integrated initiatives focusing on women's health, economic empowerment, and climate resilience, utilizing evidence-based practices to drive sustainable socio-economic justice. This is achieved by strengthening health systems, combating gender-based violence, improving food access, fostering resilient livelihoods and inclusive value chains, and enhancing climate adaptation through community-driven action plans that combine scientific and traditional knowledge, ultimately contributing to poverty reduction and a more equitable society. CARE Laos commits to women and girl empowerment, locally led and globally scaled through a comprehensive approach to long-term commitment to building local capacity as central to our mission.

Project Overview

CARE's 'Sangthong Green District Model' project supports the Sangthong District in becoming a 'Green District' by adopting a climate change strategy and action plan, addressing key elements focused on forest management and climate change adaptation for local communities. By promoting the model, the pilot

project will act as leverage to encourage further funding and interest for similar initiatives in other districts and villages. The project plans 3 main action areas:

1. **Sustainable forest management and restoration:** develop and operationalize the district climate change strategy in a 4-year action plan, update the knowledge of the land use, set up a gender-sensitive fire inspection and prevention system, and support activities of forest restoration.
2. **Sustainable income and capacity building:** with communities in 5 villages, promote agro-forestry, smart agriculture and other sustainable non-agriculture income generation, targeting women's economic development. Technical support will be provided by FFS and DAFO as well as exchanges between the different groups to discuss successes, challenges and ways forward.
3. **Cooperation and research to promote the model:** establish a learning center and site where community, interested stakeholders such as governmental actors, private sector actors, development agencies, schools, universities and others can come to visit, exchange and conduct research on how forest management and the 'green household model' can be effective and inclusive thanks to cooperation between communities, university and government sectors/DAFO.

Together, these initiatives aim to enhance the capacity of Sangthong district and its communities to manage natural resources sustainably and adapt to climate change through improved forest management, reforestation efforts, climate-smart agricultural practices and green jobs.

In Laos, forest cover decreased from 70% in the 1960s, to 40% since early 2003 and 58% in 2019. Forest wildfires are a significant challenge in Laos. For instance, in 2020, Laos had 18 million hectares of natural forest, but it lost 451,000 hectares of natural forest, equivalent to 242 million tons of CO₂ emissions. Deforestation, driven by upland agriculture, energy, mining, and infrastructure development, along with shifting cultivation practices, has severely degraded forests, including village forests.

The Sangthong District is identified as a high-risk area for forest fires. The risk of forest fires occurrence is over 50%, with meteorological conditions often favoring the occurrence of large-scale forest fires.^[3] Moreover, increased demand for cash crops like cassava, corn, and banana, as well as livestock production, has led to massive land and forest clearance by prescribed fire used in current farming practices.

Climate change, with unpredictable weather patterns, exacerbates the situation, causing erratic rainfall, flooding, and drought, which severely impacts poor farmers. Agriculture, vital for national economic development and food security, faces reduced productivity. With the support of MECB ICF Funding, this pilot project will build a foundation to design a model for the development of a green districts in Laos.

Purpose of Baseline survey

The purpose of the Baseline survey is to establish base measurements of the objective and result indicators identified in the project Logical Framework, as well as assess the identified qualitative thematic areas, against which to evaluate the project's impact before, during, and after implementation.

The objectives, results, and corresponding indicators to be measured during the baseline are as follows:

Project Specific Objective: Enhance the capacity of Sangthong district to manage natural resources sustainably and to support its communities, particularly women, in adapting to the consequences of climate change.

1. 80 % of direct beneficiaries have used their increased capacities for resilience and adaptation to the impacts of climate change
2. 90 % of direct beneficiaries have taken action to protect, manage, or restore ecosystems in support of adaptation to the impacts of climate change.

Key baseline questions will explore and assess the following qualitative thematic areas:

1. Community vulnerability to the impacts of climate change.
2. Community adaptive capacity to the impacts of climate change.
3. Gender norms and values, particularly related to access to and control over natural resources and sustainable income generating activities.

Additionally, the baseline survey will also include CARE's Global Indicators for Measuring Change as following under the climate justice impact areas.

Indicator #	Indicator name
CLJ Indicator 28	# and % of people of all genders that have used their increased capacities for resilience and adaptation to the effects of climate change.
CLJ Indicator 28.1	Climate-resilient livelihoods - # and % of people of all genders that have applied at least 3 practices to protect their livelihoods from negative impacts of climate related shocks and stresses.
CLJ Indicator 28.8	Climate resilient ecosystems - # and % of people of all genders that have taken action to protect, manage, or restore ecosystems in support of adaptation to the impacts of climate change

Baseline survey target group

Target of participants that will be involved in the baseline survey include the following.

1. **Village participants:** female and male in target villages participating in capacity building, receiving support from the project and joining the forest management and restoration activities such as nursery development, etc.
2. **Lecturers and Researchers:** female and male faculty and staff at the National University of Laos (NUoL) Faculty of Forestry (FFS) using services from the project and demonstration site as learning platforms and to conduct research related to forestry and land use and climate change for four years.

3. **Government staff:** female and male representatives from the Provincial Office of Natural Resource and Environment (PONRE) and the District Agriculture and Forestry Office (DAFO) engaged in technical implementation of activities with farmers.

Scope of the Baseline Survey

The evaluation will cover 4 out of 5 of the total project villages in Sangthong District, Vientiane Capital Province. The consultant should ensure that village sampling is based on the criteria of demographic diversity, location, and socioeconomic profile. The following are the expected phases of the baseline:

Phase One:

- Review all documents related to this project and select indicators and CARE's related documents: CARE Laos policies and tools such as CARE 2030 Vision, CARE Climate Justice Strategy, CARE Right to Health Strategy, CARE Gender Equality Strategy, CARE International in Lao PDR - Climate Change Adaptation Strategy, CARE International in Lao PDR - Gender Equality and Women's Voice Strategy, CARE International in Lao PDR - Health Strategy, MoU, SGDM proposal, Log Frame, budget, and other project documents.
- Based on **literature review and interviews** review the project objectives specific to the project location:
 - What is the current situation?
 - What are the needs of the target population?
 - What are the gaps in the current situation?
 - What are the expected outcomes of the intervention?
- Define the scope:
 - Who is the target population?
 - What is the geographic scope?
 - What is the timeframe for the baseline and what are the data sources?

Phase Two:

- Develop study design and sampling methodology. The Baseline survey report shall clearly describe the methodology used for sampling and the number of interviewees disaggregated by age and gender.
- Present inception report along with data collection tools.
- Provide data collection tool training to enumerators, and pilot and translate data collection tools into Lao (if the tools are in English).
- Lead the data collection process in the field with multiple target groups along with the enumerators to ensure the data is collected in an effective manner.

Phase Three:

- Overseeing cleaning and validation of quantitative and qualitative data
- Conducting all data analysis
- Present the evaluation result through a data validation workshop
- Prepare draft report and take feedback for finalization and presenting the key findings.
- Provide a one-page summary of the report after the final report is submitted.

- The report shall provide results on indicators reach with a methodology explained (results for the whole project population / no results per villages).

Approach and Methodology

The baseline survey will take a mixed-method approach and will process with:

1. A mix of quantitative and qualitative instruments and methods will be used. The data collection tools should be designed to respond to the purpose of the baseline.
2. A participatory approach should be adopted to capture the perspectives of key stakeholders and project participants/beneficiaries.
3. The methodology will be gender and target-group (ethnicity) sensitive.
4. Sampling will be discussed and decided together with CARE. The baseline survey will cover a minimum of four (4) villages, but can cover five (5) villages if possible. The sampling will be purposeful and represent local diversity (i.e. distance to roads, gender, ethnicity, type of production, access to land).
5. Train staff as enumerators of data collection, especially project staff, and government partners who are invited to join the process of the evaluation.
6. Present findings to relevant partners/stakeholders/CARE Staff
7. All project target groups of beneficiaries should be included during the data collection process.
8. The data collection should be disaggregated by age and gender and any other relevant diversity criteria in line with the project's Theory of Change and CARE Laos' MILKA standard.
9. All raw data (including data entry forms, database of entered data, graphics, and analysis for each village) shall be made available to CARE Staff and submitted with the baseline survey.

Roles and Responsibility

Phase	Responsible Person	Primary Tasks
Planning	MILKA team, Climate Change team, and SGDM Project team	Lead in the facilitation evaluation process and managing the external consultant by collaborating with CARE Donor (CARE Luxembourg (CLUX)), and government partners.
	External Consultant	<ul style="list-style-type: none"> - Lead in designing the necessary methodology and tool for evaluation by collaborating with CARE Laos' program team and CARE team. - Lead in providing training to the data collection team on methodology and tools to be used in the evaluation. - Ensure the appropriate team composition by collaborating with the CARE team regarding ethnic groups. - Lead in writing the inception report.
Data Collection	MILKA Advisor & SGDM Project team	<ul style="list-style-type: none"> - Lead in facilitating the logistics and making an appointment with the selected target groups mentioned above. - Provide relevant information and data as

		requested.
	External Consultant	- Lead in collecting the data following the data collection plan.
Data Analysis	External Consultant	<ul style="list-style-type: none"> - Lead in cleaning the data and data processing/translation if required. - Lead in analyzing the day following the objective and requirement from the baseline survey ToR. - Cross-check all data to ensure that collected data meets the needs of the baseline survey objectives and requirements.
Reporting	External Consultant	<ul style="list-style-type: none"> - Debriefing for the community representative and government partners at the district level. - Debriefing for the program team from CARE Laos, donor, and relevant Partners. - Provide a one-page evaluation summary for CARE

Deliverables

Below are summaries of key deliverables:

Deliverable	Description	By when
Kick off meeting	Participate in a 90-minute kick off meeting with CARE Laos and CARE Lux	W1 Aug, 2025
Inception report	Including the methodology, sampling, tools, and the guiding principles of the evaluation and data analysis plan.	W2 Aug, 2025
Data collection	Conduct data collection for the baseline survey in four (4) villages in Sangthong District, Vientiane Capital.	W2 Sep, 2025
Debriefing	Provide debriefing for CARE Laos and CARE Lux to share primarily findings	W2 Sep, 2025
Draft baseline survey report (max 30 pages, annexes excluded)	Included: <ol style="list-style-type: none"> I. Cover Page II. Table of Contents III. Acknowledgments IV. Abbreviations V. Executive Summary VI. Brief Project Overview VII. Methodology <ul style="list-style-type: none"> - Brief Baseline survey Design - Sampling strategy - Data analysis plan VIII. Key limitation and ethical Considerations to Baseline survey IX. Results, analysis, and discussion (for baseline survey specifically including a log frame showing baseline survey status for selected indicators). 	W4 Sep, 2025

	X. Conclusion and recommendations XI. References with proper citation XII. Appendices or Annexes XIII. Photos are CARE property and will be annexed to the final report together with consent forms. (Please refer to CARE Evaluation template)	
Indicator summary table	Update the indicator in the Logframe – target and value	W4 Sep, 2025
PowerPoint presentation (debriefing)	Includes the methodology, sampling, tools, key findings, imitations, and recommendations from the baseline survey study	W4 Sep, 2025
Raw and cleaned qualitative and quantitative data sets.	The consultant should deliver raw and clean data and maintain naming conventions and labeling for the use of the project/program/initiative and key stakeholders.	W4 Sep, 2025
Completion of the approved final report	Following the feedback on the draft report – submit the final version along with one page evaluation summary and materials to CARE	W2 Oct, 2025

Timeframe

Fieldwork for the baseline survey is expected to start W1 of Aug. The final report is expected to be submitted by W2 of Oct 2025.

The following table shows the anticipated work schedule:

	Item	Specific Task	Days	Tentative dates
1	Pre-field activities	Participate in 90 minute kick off meeting	2	W2 Aug, 2025
		Project literature review - CARE to support with documents (will be provided by CARE)		
		Design methodology and plan data collection. Develop baseline survey study tools.		
		Inception report		
		Sub-total	5	
2	Field activities	Travel to Sangthong District, Vientiane Capital Province	-	W2 Sep, 2025
		Training on data collection and preparing the document	2	
		Data collection in four villages in Sangthong District	5	
		Consultant travel to VTE	-	
		Sub-total	7	
3	Report writing	Prepare the draft Report	3	W2 of Oct, 2025
		Prepare presentation for CARE senior program team and donor & relevant partners	1	
		Finalize the report (considering comments from CARE) and submit the finalized report to CARE.	2	
		Sub-total	6	

	Grant Total	18	
--	-------------	----	--

NOTE: CARE in Laos will cover the consultant's transportation and accommodation during data collection in the field.

Selection Criteria

1	Experience	<ul style="list-style-type: none"> At least 5 years' experience in the fields of climate change, agriculture, agroforestry, and green district model programming in Lao PDR or southeast Asia Demonstrated strong social research and reporting skills, including experience conducting quantitative and qualitative research. Demonstrated successful experience in conducting project baseline survey studies, especially for development projects. Demonstrated good understanding of gender issues, and women's empowerment in Laos. Relevant technical experience (e.g. climate change, agriculture, natural resource management, women's economic empowerment, gender mainstreaming, ethnic minorities, sustainable livelihoods etc.) is preferred.
2	Qualification	<ul style="list-style-type: none"> Relevant post-graduate qualifications.
3	Technical skills	<ul style="list-style-type: none"> Research, survey (e.g. PRA/PLA), stakeholder interviews (ranging from field level to national level stakeholders), report writing, and presentation. Ability to work autonomously and demonstrated skills in leading baseline survey projects.
4	Language	<ul style="list-style-type: none"> Excellent command of English (writing and speaking). Experience in Lao PDR and Lao language skills are desirable.
5	References	<ul style="list-style-type: none"> A minimum of two referee contacts who have managed the proposed consultant previously.

As a matter of course, all consultants are subject to the following policies:

- CARE Lao Child Protection Policy.
- Terrorist Check Safety and Security Management Plan.
- CARE Code of Conduct.

How to apply

If you are interested in this role, please submit your (1) CV, (2) cover letter, (3) two references, (4) proposed baseline survey study plan, and (5) cost quotation (daily rate) to: Lao.contracts@care.org by **27th July, 2025**, please include the text: **"Application for SGDM Baseline survey Consultancy"** in the subject of your email.

For specific technical and more information, please contact Ms. Nouandam Kommana at nouandam.kommana@care.org.