July 28, 2025

**Terms of Reference (TOR)**

Recruitment of Consultant/Company: **Workshop Facilitator on Leadership, Negotiation, Team Dynamic/Power Management, Staff Mentoring and Coaching**

**Project**: Gender Equality through Vocational and Entrepreneurship Education

**Location**: Oudomxay and Khammouane Provinces, Laos

**Duration**: 2 Days

**I. Introduction**

For nearly two decades, Action Education (AE) has been committed to building pathways to quality education and lifelong learning for Lao communities. Recognizing the crucial role of gender equality in fostering individual and societal development, AE consistently integrates Gender Equality and Women's Empowerment (GEWE) considerations into its initiatives.

In line with this commitment, AE Laos has partnered with the National Commission for the Advancement of Women, Mothers, and Children (NCAWMC) and the Provincial Commissions for the Advancement of Women and Mother-Children (PAWMC) in Oudomxay and Khammouane provinces to implement the Gender Empowerment through Vocational and Entrepreneurship Education (GEVEE) project since March 2023.

GEVEE focuses on empowering young women and youth across 25 communities and 5 secondary schools in Oudomxay and Khammouane. Through gender awareness training and entrepreneurial skills development, the project aims to equip young women with the necessary tools to become independent and successful actors in the local economy.

In May 2025, AE Laos, together with its implementing partners (NCAWMC and PAWMC), conducted a “pause and reflect” evaluation of GEVEE implementation. Key challenges identified include coordination gaps and varying productivity levels among implementing partners.

To address these challenges, AE Laos and its partners agreed to develop locally customized solutions, including a two-day capacity-building workshop for representatives of NCAWMC and PAWMC in Oudomxay and Khammouane. This initiative is designed to strengthen collaboration and enhance effective implementation of the GEVEE project.

**III. Objectives**

This workshop aims to strengthen the professional capabilities of key representatives from the implementing partners. Focus areas include leadership competency, communication skills for team development, negotiation techniques, and coaching approaches—all essential for effective project execution and collaboration. The primary objectives of the workshop are to:

* Equip participants with practical strategies in leadership, negotiation, and team dynamics/power management, tailored to their professional contexts.
* Build participants’ capacity to apply mentoring and coaching techniques in supporting peers and team members.
* Foster stronger collaboration and professional growth among stakeholders from NCAWMC, PCAWMC, and DCAWMC, contributing to improved project outcomes.

**IV. Scope**

The selected consultant or company will be responsible for designing, preparing, and delivering a two-day interactive training workshop. Key responsibilities include:

* Conducting a brief needs assessment to tailor the training content
* Developing and submitting the training agenda, methodology, materials, and exercises for approval
* Facilitating the workshop using adult learning principles and participatory approaches
* Delivering practical sessions on leadership, negotiation, team dynamics and power management, mentoring, and coaching
* Providing a training report that includes a summary of participant feedback and key recommendations

The consultant will be based in Vientiane for the preparation phase, while the training will be conducted in Vangvieng. Travel, accommodation, and logistical support will be coordinated by the GEVEE project team as needed.

**V. Methodology**

To ensure participants fully grasp the workshop's objectives, a combination of experiential, participatory, and reflective facilitation methods will be employed. This integrated approach enables participants not only to learn key skills, but to actively practice, contextualize, and internalize them, fostering real-world application and strengthening collaboration across all stakeholder groups.

**VI. Deliverables**

The consultant is expected to provide the following deliverables within the agreed timeframe:

* Training needs assessment summary (optional but preferred).
* Training agenda and materials (PowerPoint slides, handouts, exercises).
* Delivery of a two-day workshop.
* Pre- & Post- Workshop Assessment
* Final training report with photos, attendance sheet, feedback summary, and recommendations.

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| **No.** | **Task Description** | **Outputs/Deliverables** | **Days** |
| 1 | Prepare curriculum, slides, case studies, exercises, and assessment | Tailored training package | 1 |
| 2 | Deliver workshop (in person or virtual) | 2 Day facilitated workshop | 2 |
| 3 | Submit workshop completion report with recommendations | Workshop report and recommendations | 1 |
|  |  | ***Total*** | 4 days |

**VII. Qualifications and Experience**

The consultant team should possess the following qualifications and experience:

* Proven experience in training delivery on leadership, communication, and coaching.
* Strong understanding of gender-sensitive and inclusive facilitation.
* At least 5 years of experience in capacity building, preferably in Southeast Asia.
* Familiarity with the Lao context and fluency in Lao and English preferred.
* Excellent communication and reporting skills.

**VIII. Budget**

The consultant should submit a detailed technical and financial proposals outlining the costs associated with delivery of the workshop. This should include fees for the consultant(s) and any other relevant costs.

**IX. Selection Criteria**

The consultant will be selected based on the following criteria:

* Qualifications and experience of the consultant(s).
* Technical proposal, including the proposed methodology and work plan.
* Financial proposal.

**X. Timeline**

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| # | Activity | Date |
| 1 | Sumit technical and financial proposal (quotation) | 30 July 2025 |
| 2 | Selection | 31 July 2025 |
| 3 | Prepare curriculum, slides, case studies, exercises, and assessment | 1 August 2025 |
| 4 | Deliver workshop in Vangvieng | 5-6 August 2025 |
| 5 | Submit workshop completion report with recommendations | 15 August 2025 |
| 6 | Final Payment | 31 August 2025 |

**XI. Submission Requirements**

Interested individuals or firms are invited to submit:

* Technical proposal outlining approach, brief methodology, and timeline
* Profile/CV and track record of similar assignments
* Financial Proposal/Quotation
* Sample of previous training materials (if available)