



**Terms of Reference**  
**Seeking Consultant to design and conduct baseline survey**

**Deadline for applications submission: September 8<sup>th</sup>, 2025**

**LANGUAGE: LAO AND ENGLISH**

**Expected duration of assignment: Max 20 Days**

**Introduction**

Cord is an international Non-Governmental Organisation (INGO) with administrative headquarters in the United Kingdom and an operational staff team in Laos. Cord has 50 years of experience in humanitarian and development work with communities worldwide affected by conflicts. We believe that people can only flourish where strong relationships exist between governments, civil Society and the private sector, creating a space for dialogue, dispute resolution and confidence building. This leads to more inclusive development, better governance and people's rights being represented.

MHP is a non-profit organization (NPA) located in Bokeo province, established and officially approved in 2010. MHP aspires to be an independent and effective association, which is able to be 'complete', having education, peace and justice, equal opportunities for women and men and their culture. MHP works in Agriculture and Forestry, Industry and trade, Women promotion, Youth promotion sector.

The Access to Land- Lao Women's Economic Development project is a joint project designed and implemented by Cord and MHP and funded by the European Union.

**Project Description**

The Access to Land – Lao Women's Economic Development (ALLOWED) project is funded by the European Union and will be implemented over 45 months (2025–2029). The project targets 200 women across 18 villages in Paktha, Phaoudom, Xonnabouly, and Khong districts within Bokeo, Savannakhet, and Champasak provinces. It works with 18 Village Land and Forest Committees (VLFCs) and 12 civil society organizations to improve women's access to land, economic opportunities, and participation in governance.

**Scope and the Objectives of Consultancy**

**Objective**

The consultant will design and implement a comprehensive, methodologically sound baseline survey for the ALLOWED project. The survey will cover all 18 target villages and provide essential data to:

- Inform the revision of training programs for sub-national government stakeholders and target beneficiaries.
- Support the development of communication materials for the public.
- Provide the baseline data for which project impact will be tracked.

### **Scope of Work**

The consultant will lead all aspects of the baseline survey, including:

#### **A. Review and Analysis of Project Documentation**

- Review the project's log frame, indicators, and existing tools.
- Analyse project documents to understand objectives, target groups, and expected outcomes.

#### **B. Survey Design and Methodology Development**

- Develop a robust, inclusive, and gender-sensitive survey framework.
- Define survey objectives and key research questions.
- Design the questionnaire structure, content, and logical flow.
- Integrate skip patterns and data validation logic.

#### **C. Tool Development**

- Draft survey instruments using KoboToolbox.
- Develop culturally appropriate tools for diverse groups, including youth, women, ethnic minorities, and disadvantaged persons.
- Prepare interview guides and FGD templates.

#### **D. Data Collection**

- Design data collection methods and lead team in the collection of data

#### **E. Implementation Support**

- Provide a comprehensive survey implementation guide.
- Develop detailed guidance for enumerators and supervisors.
- Include a tool validation checklist and recommendations for piloting and quality assurance.

#### **F. Coordination and Alignment**

- Collaborate with project teams to ensure strategic and operational alignment.
- Revise tools based on feedback from Cord and MHP.

### **Deliverables**

Deliverables include:

- Inception report with detailed work plan and methodology.
- Draft and final versions of survey tools.
- Enumerator training materials and implementation guide.
- Completed data collection and preliminary analysis.
- Final baseline survey report in Lao and English.

**Timeline**

The assignment is expected to be completed within 20 working days over a period of weeks, starting from September 15th

**Selection Criteria**

- Proven experience in survey design, especially for online platforms (kobotoolbox);
- Familiarity with ethical standards in research;
- Excellent written communication skills;
- Strong understanding of gender-sensitive and participatory research methods.
- Spoken and Written Lao and English language skills required.
- Experience in development and/or humanitarian response programming, with a focus on community in Lao PDR
- Demonstrate research

**Reporting**

The consultant will report to the ALLOWED Project Monitoring & Evaluation Coordinator and collaborate closely with the project team on the baseline study report.

**Application Process**

The Project Management Committee invites applicants to submit a detailed proposal to [laosoffice@cord.org.uk](mailto:laosoffice@cord.org.uk) with the following components:

- A maximum of 3pages detailing the proposed methodology and approach for theconsultancy
- An indicative work plan with time frame and budget
- Consultant(s) CV

Optional: a previous work product of a similar nature