

Terms of Reference (ToR)

Consultant to Conduct Survey on Household Energy Consumption for Cooking in Laos

1. Background

SNV is a mission-driven global development organization operating in over 20 countries across Africa and Asia. In Lao PDR, SNV has been actively promoting clean cooking solutions with the support of development partners. Currently, with support from Energising Development (EnDev), SNV is piloting a Smoke-Free Village approach to promote electric cooking (eCooking) solutions and is also exploring the potential of carbon financing as a sustainable mechanism to continue and scale up these efforts beyond the current EnDev project phase.

To assess the feasibility of carbon financing and to support the modelling of potential emission reductions from transitioning from traditional cooking practices to eCooking, a household energy survey is required to establish current fuel consumption patterns.

In this regard, SNV is seeking consultancy services to conduct the survey in three provinces: Vientiane, Savannakhet, and Champasak.

2. Objective of the Assignment

The main objective is to conduct a survey on household energy consumption and cooking practices in five provinces—Vientiane, Savannakhet, Champasak, Luang Prabang and Xiengkhouang—to support the development of an eCooking carbon project.

Specific Objectives:

- Collect data on current household cooking methods, fuel types, and energy consumption patterns that will help to establish the baseline scenario to calculate potential emission reductions from a shift to electric cooking.
- Identify household characteristics relevant for modelling carbon credits, including income, fuel stacking, electricity access, electric infrastructure and cooking appliance usage.

3. Scope of Work

The Consultant will be responsible for:

- Translating the survey questionnaire from English to Lao. SNV's carbon expert consultant will provide the questionnaire.
- Work with the carbon expert consultant for sampling the households and developing a detailed activity plan for the field activity. A total of 1,000-1200 households across Vientiane, Savannakhet, Luang Prabang and Xiengkhouang and Champasak will be identified through a random sampling technique
- Conducting a household-level survey using Kobo Toolbox.
- Proposing and managing a team of qualified enumerators.

- Training enumerators and overseeing field data collection.
- Ensuring tablets provided by SNV are returned in good condition.
- Ensuring data quality and cleaning before submission.

4. Expected Deliverables

Deliverable	Description	Timeline	Remarks
Inception Report	Detailed methodology for conducting the survey, including team composition, sampling framework, and implementation plan.	Within 5 days of contract signing	Will be supported by the Carbon Expert for survey methodology development.
Enumerator Training Report	Summary of training provided to data collectors and dummy test	Before fieldwork	Carbon expert will be the resource person for training
Cleaned Dataset and Field Implementation Report	<ul style="list-style-type: none"> - Complete the dataset in the prescribed format. - Summary of fieldwork, including key challenges and mitigation strategies. 	Within 5 days after fieldwork	A concise report focusing on key points, as most household data will be uploaded directly to the cloud via Kobo Toolbox.

5. Team Composition

Team Leader	<ul style="list-style-type: none"> • Bachelor's degree in a relevant field (e.g., Social Sciences, Statistics, Environmental Studies, Energy, or related disciplines). • Demonstrated experience in designing and implementing household surveys. • Proven ability to manage teams and coordinate field survey operations effectively. • Proficiency in using Kobo Toolbox or similar digital data collection platforms. • Sound knowledge of the household energy sector, particularly in clean cooking solutions. • Strong analytical and report-writing skills, with the ability to produce clear and concise reports in English.
Enumerators	<ul style="list-style-type: none"> • At least a diploma or equivalent education in social sciences, economics, environment, or related fields. • Prior experience in household-level survey implementation (preferably using Kobo Toolbox or other digital tools). • Strong communication skills in Lao language

	<ul style="list-style-type: none"> • Ability to follow ethical guidelines and ensure informed consent from respondents. • Willingness to travel and stay in rural areas for data collection.
--	--

6. Timeline

Activity	Position	Duration (Estimated Input Days)	Proposed Start Date	Proposed End Date
Inception Activity: Team formation, tools development, planning, and coordination for field survey, etc	Team Leader (1)	5 Days	1 Sep 2025	5 Sep 2025
	Enumerators (5)	-		
Enumerator Training and Dummy Test	Team Leader (1)	3 Days	8 Sep 2025	11 Sep 2025
	Enumerators (5)	10 Days		
Field Survey in three provinces (including travel days).	Team Leader (1)	18 Days	12 Sep 2025	15 Oct 2025
	Enumerators (5)	90 Days		
Submission of complete data and field survey report	Team Leader (1)	5 Days	16 Oct 2025	21 Oct 2025
	Enumerators (5)	10 Days		

Note:

- The number provided in parentheses indicates the number of people
- Number of HHs surveyed by each enumerator per day: 12 (including travel days)

7. Budget and Payment Terms

The consultant should submit a financial proposal in the format below:

Position	Rate	Units	Amount
Team Leader		30 days	
Enumerator (5 persons)		105 days (21 days each enumerator)	
Communication cost (Data pack)		6 persons	
Any other cost....			
Total		

Note:

- 5% tax will be applicable and deducted from the contract amount
- Travel cost in the field will be covered by SNV as per its travel policy

Terms of Payment:

- 20% of the contract price after completion of the Inception activity and the Inception report
- 80% of the contract amount after completion of the works

8. SNV Support

SNV Laos will provide the following support to the consultant:

- Provision of 6 tablets for field data collection (to be returned after survey completion).
- Technical and training support on sampling strategy and data collection tools.
- Facilitation with local authorities and stakeholders at provincial and district levels.
- Coverage of travel costs for survey team members (enumerators and other field participants) in accordance with SNV Laos's travel policy.
- Review and feedback on deliverables throughout the assignment.

9. Reporting and Coordination

- The consultant will report to SNV Laos' Energy Sector Leader
- Weekly check-ins or as required.
- All raw data and reports will be SNV property.

10. Submission of Proposal

Interested consultants/teams are requested to submit:

- CV of the team leader and team members
- Technical proposal (max 5 pages)
- Financial proposal

Deadline for Submission: 8/Sep/2025

Submit to:

SNV Laos

Sanpanthong Tai Village, Sisattanak District, Vientiane Capital

Email: laos@snv.org