



Terms of Reference for a Consultancy: Facilitation of the Annual Seminar

1. Background to the Assignment

The Comité de Coopération avec le Laos is planning its annual internal seminar, a critical moment for staff gathering, reflection, and strategic planning. The seminar will focus on strengthening the organization's strategic alignment, enhancing operational clarity, boosting internal coordination, and promoting staff well-being.

The seminar is planned for 2 days on the 17 and 18th of November 2025. The organization seeks an experienced consultant/facilitator to design and lead a dynamic program that ensures maximum participation and concrete outcomes across all key areas.

2. Objectives of the Assignment

The main objective of the assignment is to facilitate a highly productive -day seminar that achieves the following five specific goals:

1. **Strategic Alignment:** Define strategic objectives for each intervention theme with clear indicators and ensure that all staff can link their current projects and activities to these overall organizational goals.
2. **Transversality and Synergy:** Strengthen internal coordination by designing a 1-Year Plan for regular transversal technical/thematic workshops (e.g., quarterly) and meetings between project technicians (e.g., Biodiversity, NRM, WASH, sustainable Agriculture, value chain etc...).
3. **Operational Clarity (Procurement):** Strengthen staff understanding of procurement procedures, identify common "sticky points" or challenges in implementation, and propose concrete, practical solutions to enhance efficiency and financial management.
4. **Core Values:** Raise the awareness of all staff on the cross-cutting organizational values of Security in all work and projects. Br
5. **Staff and Family/Communities Well-being:** Strengthen well-being aspects by dedicating a full session to discussing the "*Danger of the Screen*" for personal use and family/communities well-being (e.g., children's screen time).

3. Methodology and Agenda Structure

Methodology

The consultant must propose a methodology that is participatory, interactive, creative, and inclusive. The approach should prioritize group work, breakout sessions, and dynamic discussions to ensure maximum staff engagement and ownership of the outcomes. The methodology must effectively manage the defined agenda.

4. Expected Deliverables

The consultant(s) is/are expected to produce the following deliverables:

1. **In-depth Methodology and Tools:** A detailed technical proposal describing the activities, methods, provisional planning, and required resources for the seminar.
2. **Pre-Seminar Meeting:** A meeting with the organization's Direction to align final expectations, logistical details, and specific project context.
3. **Facilitation:** Professional facilitation of the entire 2-day seminar, ensuring positive dynamic and effective participation across all parallel and plenary sessions.
4. **Final Report:** A brief report (Maximum 10 pages in both languages, English and Lao, excluding annexes) summarizing:
 - The main points and lessons learned from all sessions (Procurement, Digital Well-being, Core Values).
 - The formalized outputs, including the Strategic Objectives/Indicators and the 1-Year Transversality Plan.
 - Concrete recommendations for further action and for the next annual seminar.

5. Timing and Duration

The total expected duration of the consultancy is estimated at 5 days, including preparatory work, the seminar days, and final reporting.

Activity	Estimated Days
Preparatory work (including methodology and tools design)	1 day
Pre-seminar meeting with Direction	1 day
Facilitation of the Annual Seminar	2.5 days
Drafting and Finalizing the Report	0.5 day
TOTAL	5 days

6. Consultant Profile and Submission

The following skills and experiences will be considered assets:

- Strong experience in designing and implementing reflection and learning workshops using participatory methods.
- Proven ability to lead complex strategic planning and coordination exercises.
- Excellent facilitation skills in multilingual/cross-cultural environments.

Background or knowledge in social sciences, management, or organizational development.

7. Application process:

Candidates should send by the **3rd of November 2025** to Ms Manivone VORACHAK, CCL Country Director: manirachak@gmail.com & : CCL program officer: Ms. Violaine Fourile, violaine.fourile@ccl-laos.org:

1. A Technical Proposal that includes the full description of planned activities, methodology, provisional planning, and expected outcomes.
2. A Financial Proposal detailing consultancy fees (excluding logistics like meeting rooms, participant accommodation, and meals, which will be provided by the organization).

Contracted auditor will be invited to a preparatory meeting at CCL's office in Vientiane.