



Terms of Reference

Consultant for a training on Facilitation and effective communication skills For Generating inclusive Resilience and Environment Enhancement (GREEN) Project

Background

The CCL (Comité de Coopération avec le Laos) has been involved in implementing rural development programs in Laos for almost 40 years. Currently, CCL works in 4 provinces of Laos. In Phongsaly the CCL is currently implementing 2 projects aiming at strengthening local communities' resilience towards climate change impacts and economic shocks. The projects follow an integrated and participatory approach.

The mission is integrated in the following program:

- Generating an inclusive Resilience and Environment Enhancement - GREEN (CCL, funded by AFD & BfW, 2023-2026)

The specific objectives of the Generating inclusive Resilience and Environment Enhancement Project (GREEN project - Phongsaly and Boun Neua districts) are:

1. The natural resources of Phongsaly province are preserved and sustainably managed to favor a sustainable, inclusive, and localized economic development;
2. The local stakeholders of Phongsaly province are strengthened, locally acknowledged, and participate in the sustainable and inclusive development of the territory;
3. The local stakeholders of Phongsaly province are strengthened, locally acknowledged, and participate in the sustainable and inclusive development of the territory.

In 2013 CCL supported the creation of the non-profit association COSKA. Since then, a close partnership has been effective between both organizations. COSKA is partner to CCL for the implementation of both projects.

Context

GREEN project implemented activities in the field since June 2024. After one year of activities, it has been raised by the technical team that they would like to learn more about facilitation and communication skills. They felt they were lacking skills when they were conducting awareness raising activities.

As the project has several similar activities upcoming and aims to reinforce its team skills during the project timeframe, CCL would like to organize a training on facilitation and communications skills for the GREEN project team.

This training program focuses on developing essential facilitation and communication competencies that enable professionals to guide productive conversations, manage group dynamics, and achieve meaningful outcomes in collaborative settings at district (with officials), and village level (with beneficiaries).

Organizations increasingly recognize that technical expertise alone is insufficient for success in today's collaborative work environment. Many teams struggle with unproductive meetings, miscommunication across departments, and difficulty reaching consensus on complex decisions.

Remote and hybrid work models have further amplified these challenges, creating a growing demand for structured training in facilitation and communication skills.

This consultant role emerges from the need to bridge the gap between individual competence and collective effectiveness. Teams often possess the knowledge and skills to solve problems but lack the facilitation techniques to harness group intelligence effectively. Similarly, professionals may understand their subject matter deeply but struggle to communicate complex ideas clearly to diverse audiences or stakeholders with varying levels of expertise.

The training addresses critical workplace challenges including ineffective meetings that waste time and resources, communication breakdowns that lead to project delays and conflicts, difficulty building consensus among diverse team members, and the challenge of adapting communication styles for different audiences and cultural contexts. Organizations seek this experienced consultant to improve technicians facilitation skills in villages, enhance decision-making processes, reduce workplace conflicts, and build stronger internal and external relationships.

This consulting role involves designing and delivering training programs that help professionals develop two critical skill sets: facilitation abilities and effective communication techniques. As solutions become more tailored and decision-making groups become more diverse, technical consultants need to be able to develop a recommendation that is clear, concise and compelling.

Scope of the consultancy

Conduct comprehensive needs assessment to identify specific organizational communication and facilitation gaps. Develop customized training curricula, materials, and resources tailored to the GREEN project team. Create and facilitate interactive training with practical exercises, role-playing scenarios, and assessment tools that align with learning objectives.

Deliver communication skills modules focused on active listening, clear messaging, presentation skills, cross-cultural communication, and stakeholder engagement.

This training program will be evaluated thanks to pre- and post-training tests to measure skill development and knowledge retention.

Objectives & outputs of the consultancy

2.1- Overall objective of the consultancy:

To enhance organizational effectiveness and collaboration by building the capacity of participants to facilitate productive meetings, trainings, workshops and conduct activities in community level, engage diverse stakeholders, and communicate complex information clearly and persuasively across different audiences and contexts, and strengthening both internal team dynamics and external relationships.

2.2- Specific objectives of the consultancy:

1. Create participatory training tools to facilitate a training on facilitation and communication skills adapted to the GREEN project team
2. Organize and conduct a 2 to 3-days training to train GREEN project technicians and government relevant technicians on facilitation and effective communication skills.
3. Lead the formalization of a strategy of implementation of new communications skills.
4. Give a short report about the improvement made with GREEN project during this training

2.3- Expected outputs of the consultancy and description of the tasks:

Output 1: Project challenges Assessment Report

- Conduct a discussion session (online) with the project coordinator and the project advisor of GREEN project to identify current challenges related to communication or facilitation skills
- Analyze organizational communication patterns and meeting effectiveness

- Document skill gaps and priority areas for development
- Deliver a comprehensive assessment report with recommendations

Output 2: Customized Training Curriculum and Materials

- Design modular training program covering facilitation techniques and communication strategies
- Develop participant workbooks, facilitator guides, and reference materials
- Create interactive exercises, case studies, and role-playing scenarios
- Prepare digital resources and presentation materials

Output 3: Training Program Delivery

- Facilitate a 2 to 3 days multi-session workshop on meeting management and activities facilitation skills
- Conduct communication skills training including active listening, presentation techniques, and stakeholder engagement
- Lead practical exercises and simulations for skill application

Output 4: Participant Skill Development Documentation

- Conduct pre- and post-training assessments to measure progress
- Evaluate participant performance through practical demonstrations
- Document individual learning outcomes and competency achievements
- Analyze training effectiveness through feedback collection and assessment results
- Create action plans for participants to implement learned skills
- Deliver final evaluation report with suggestions for continued development initiatives
- Create participant certificates of completion

Method

Specific objective 1:

Conduct a discussion with the project coordinator and the project advisor to identify together the specific gaps of knowledge and skills to improve with this training. No need to come to BounNeua for this part.

Make a document about the gaps assessed and the recommendation given to the team to improve their approach. Then make adapted training tools that will be used for the second specific objective (training session in BounNeua).

Specific objective 2: 2 to 3 days' workshop in the city level is organized including 17 local authorities from relevant departments, 2 COSKA's technicians and 3 CCL's technicians (50% of women participant is targeted).

As previously said, this training should include participatory training tools and methods to improve the skills of each technician in facilitation of activities and meetings, and communication in the project.

The training will be conducted in BounNeua. The exact location of the room will be defined with local authorities.

Participants:

- Local authorities: PAE(1), PHO(1), PICO(1), DAFO-Bounneua (1 Technician), DAFO-Phongsali (1 Technician), DONRE-Bounneua (1 Technician), DONRE-Phongsaly (1 Technician), D-PI-Bounneua (1 Technician), D-PI-Phongsaly (1 Technician), DOIC-Bounneua (1 Technician), DOIC-Phongsaly (1 Technician), LWU-Bounneua (1 Technician), LWU-Phongsaly (1 Technician), DA-Bounneua (1 technician), DA-Phongsaly (1 technician), DHO-Bounneua (1 Technician), DHO-Phongsaly (1 Technician).

- Project partners: COSKA (2), CCL (3)

The total expected participants are 22 people. The workshop should be organised in December 2025.

Specific objective 3:

Lead the definition of a proper strategy to integrate the learned skills into the work of the project technicians.

That should be done with interactive discussions with the participants, concluded by the elaboration of a guideline, that will be approved by the project team internally.

Specific objective 4:

The skills improvement of the project team should be reported to CCL-GREEN project. It is the reason why we ask for an end of training report that include the summary of the skills developed, the results of the pre- and post-training tests to measure progress, the outcomes and competency achieved, the recommendations for ongoing skill reinforcement and the action plans for participants to implement learned skills

Expected starting date and time of the consultancy:

The number of expected working days is going up to 7 to 8 days, with a starting day planned in beginning of December 2025 and distributed as follows:

Number of days allocated for the consultancy:

- Output 1: half day
- Output 2: 1 and half day
- Output 3: 2 to 3 days of training
- Output4: 1 day
- Travelling days for field mission: 1 to 2 days

The project will cover travelling costs (including flight tickets, train tickets, bus and field mission to village). Accommodation and other personal costs will be covered by the consultant.

This number of working days is indicative and based on the project budget prevision and will be discussed with the selected consultant.

The consultant will receive assistance from our project coordinator and the project advisor to conduct the activities and to understand better the current situation on facilitation and communication skills at all levels of the project to create an adapted training.

If the consultant needs specific material, it needs to be justified and it will be discussed.

Deliverables

For this consultancy the deliverables will be:

- Assessment report of the project challenges related to facilitation and communication skills
- Training tools including: agenda, pre-post test form, presentation....) in English and Lao
- Training of the project team in BounNeua
- Report about the results of the activity (including objectives, attendance, outputs, advise for monitoring) in English and Loa

The consultant will receive the assistance of our Technical Assistants, Project Coordinator, Project Advisor to conduct the field activities and to understand better the situation environment of the project. The CCL team will be providing comments on the reports to identify areas of improvement.

If the consultant needs another specialist assistant, it needs to be justified and it will be discussed.

Selection process

The CCL is looking for one consultant, national (Lao PDR).

Application file should include:

- a Curriculum Vitae
- a technical proposal which includes the description of the method followed to complete each step of the consultancy.
- A financial proposal which details the consultancy fees (related to the number of working days required and every expense expected to be made to reach the objectives of the consultancy). The financial proposal should detail the expected costs for each of the outputs of the consultancy.
- Any other documents developed by the applicant and that could be relevant to the topic of the consultancy (ex: previous similar activity drafted, former works and results obtained on related fields, publications...)

The following skills will be assets:

- Background of knowledge in facilitator and communication issues
- Experiences with community participatory approach in the rural areas with diversify ethnic groups especially, Akha, Lue, Ho and Phounoi
- Women are encouraged to apply.

For any question about this call for proposition, please contact, before the 25th November 2025: Mr Robert WILLIAMSON, robert.williamson@ccl-laos.org or Mr Pasert KHOUNSOMHUENG: sertk14@gmail.com

Candidates should send their application file per email by 25th November 2025 to:

- CCL Director, Mrs. Manivone Vorachak, manirachak@gmail.com
- Project advisors: Mr Robert WILLIAMSON, robert.williamson@ccl-laos.org
- Project coordinator: Pasert KHOUNSOMHUENG, sertk14@gmail.com

The consultant selected will be offered a consultancy contract signed with CCL.