



## INVITATIONTOTENDER

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## 1. Background Information on Plan International

Plan International has been working in Laos since 2007 and is delivering integrated programmes in Bokeo, Champasak, Luang Prabang, Oudomxay, Saravane, Vientiane Capital and Vientiane provinces, and working through partners in other provinces. Plan Laos' 2020-2027 Country Strategy takes a life cycle approach and focuses on supporting children, especially girls to access their rights to **public health & nutrition, education & skills, adolescent development and participation, and skills & opportunities for youth employment and entrepreneurship**. We are globally mandated to provide humanitarian assistance in the event of an emergency taking place in Lao PDR.

Plan Laos is a leading INGO in Laos, and participates in a number of civil society and government sectoral working groups, regional and global networks. We work closely with the Ministry of Health; Ministry of Education and Sports; Ministry of Agriculture and Forestry; UN and civil society partners in accordance with the principles of aid effectiveness, promoting the child rights, especially girls. Our work includes community-based action, partner strengthening, and policy influencing and advocacy. Our values-based feminist leadership principles underpin our work. We are committed to the principles of being locally-led, globally connected.

Globally, by 2027, Plan International wants to have impacted the lives of 200 million girls.

Read more about Plan International Laos at Website: [www.plan-international.org/laos](http://www.plan-international.org/laos)

Facebook: Plan International Laos

**The Lasting Laos project** is funded by the European Union (EU) under the SWITCH-Asia Programme with co-funding from Plan International Germany. The project builds upon and scales-up key aspects of the previously EU funded project, SUSTOUR Laos project (2020-2024). Specific actions continued into the Lasting Laos project include: Lasting Laos sustainability certification programme, developing green products and services, tackling single-use plastic (SUP) waste and access to finance for MSMEs in the tourism value chain.

Focusing upon key tourist destinations and urban centres with the highest concentration of MSMEs (Vientiane Capital, Luang Prabang Province, Vientiane Province), while expanding and scaling-up to one additional province (Champasak Province), the project contributes to the tourism value chain in its growth, ensuring MSMEs are sustainable, non-polluting and contributing to the sustainable livelihoods of Lao women, men and children.

Plan International, in partnership with LNCCI, will achieve this by promoting and standardizing sustainability certifications, and bringing MSMEs in a variety of tourism related sectors into the green transition of the economy. The Lasting Laos certification provides tailored support for MSMEs, equipping them with the knowledge and skills to transform their businesses towards circular economy, decent work and SCP practices while creating spaces and opportunities for young entrepreneurs to innovate in these areas. The project creates a foundation for replication and scale-up across other sectors of the Laos economy and ultimately aims to cultivate a movement for environmentally and socially conscious entrepreneurship and investment in the Lao tourism value chain. The project has 2 main objectives:

- **Specific Objective 1:** MSMEs throughout the Lao tourism supply chain adopt SCP, circular economy and decent work practices through the Lasting Laos sustainability certification programme supported by an enabling policy environment.
- **Specific Objective 2:** MSMEs and young entrepreneurs (YEs) are provided with technical support to access green financing instruments (GFIs) in order to produce and adopt and promote green products, services and solutions that demonstrate circular economy, low carbon and SCP practices for the Lao tourism value chain.

**The Plastic-Smart Laos project**, funded by the Global Environment Fund with co-funding from France and the French Facility for Global Environment (FFEM), and implemented in cooperation between the

World Wildlife Fund (WWF), Swisscontact and Plan International Laos, will support Laos in its efforts to become a plastic-smart country with the objective of reducing the production and use of SUP, in particular those used for the consumption of food and beverage. By aiming to reduce food and plastic SUPs in Laos, the programme will indirectly help to tackle a key source of plastic pollution in the country (45% is SUP waste), and therefore reduce the leakage of plastic waste into the environment.

The programme will adopt a systemic and integrated approach, taking account of all the links in the value chain. In particular, it will involve deploying upstream interventions to reduce the production and use of problematic and unnecessary food and beverage SUP. The private sector will be empowered to be part of the solution both as drivers of change and innovators of concrete solutions. Across the programme's 5 components, LNCCI will work with Plan to ensure the quality implementation of the following:

- **Support Component 1:** facilitating the adoption of a regulatory framework enabling the reduction of problematic food and beverage SUPs, and incentivize the production and use of eco-friendly substitutes.
- **Lead on Component 3:** supporting the transition of the tourism/hospitality sectors towards less SUP and better waste management practices through the Lasting Laos certification programme.

## 2. Summary of the Requirement

The overall objective of this [service](#) is to support PIL and LNCCI in conducting resource use assessments and providing monitoring and mentorship for 60 pilot tourism MSMEs over the course of the Lasting Laos and Plastic Smart Laos projects. The activity will strengthen MSMEs' environmental performance by assessing and improving energy efficiency, water conservation, and waste management practices aligned with the Lasting Laos Certification Programme. Establishing a baseline and monitoring throughout the projects will determine the reduced levels of resource use and each business' environmental performance. Mentorship and coaching will provide the businesses with essential technical assistance to implement improvements in resource use and realize benefits in resource efficiency.

The 60 pilots MSMEs, primarily hotels/guesthouses (to be selected by PIL), must be located in the project target areas of Vientiane Capital, Luang Prabang and Vang Vieng, and must have already obtained a relevant sustainability certification (e.g. Lasting Laos, Travelife, etc.) or demonstrated a strong commitment to become Lasting Laos certified over the course of the projects. Furthermore, this [service](#) will indirectly assess the effectiveness of the Lasting Laos certification in regards to these aspects and address a fundamental question regarding sustainability certifications, i.e., do they actually improve the environmental performance of those that they certify? The findings will be used to strengthen the certification programme.

The [service](#) will support components of both the Lasting Laos and Plastic Smart Laos projects. Each project has specific requirements which need to be met by the service provider. Under the Lasting Laos project, the work will focus only on water and energy use of the 60 pilots MSMEs, while under the Plastic Smart Laos project, the work will focus only on waste management with an emphasis on single-use plastics (SUPs).

## 3. ITT Overview and Instructions

### 3.1 Overview

Plan International Laos is inviting interested consulting firms or companies to submit a **bid** for the **Professional Service** "[Resource Use Assessments, Monitoring and Mentorship for Tourism Businesses](#)" as part of a competitive process. Successful Bidder(s) will be expected to enter into a **formal contract** with our organization. Plan International Laos reserves the right not to award a contract as a result of this Invitation to Tender. Please see the details of this service in the annex

### 3.2 Instructions to Tenderers

It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified. The committee will not take it into consideration if there is incomplete information. Further details can be found in section 7 of this ITT document, '**Submission Checklist.**'

Documents comprising this tender pack are as follows and please make sure you read and understand the requirements of this service in the **ANNEX A.**

- **ANNEX A - ToR\_Resource Use Assessments Monitoring and Mentoring-Final.**
- ANNEX B - Supplier Questionnaire
- ANNEX D- Non-Staff Code of Conduct

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Tenderers are required to submit their proposal, inclusive of all required annexes. Please submit the tender envelope to the address or email below, and it must be received by the deadline specified in the section '**3.3 Key Dates and Timelines.**'

Country Office, Vientiane Capital, Laos
House No 203, Unit 10, Phonsinuan Village, Sisattanak District, Vientiane Capital, Lao PDR Tel: +856 (0) 21 353 408 -11, Or Email to: <a href="mailto:Laos.procurement@plan-international.org">Laos.procurement@plan-international.org</a> with cc to <a href="mailto:Pengmoua.Nengthongpavue@plan-international.org">Pengmoua.Nengthongpavue@plan-international.org</a>

The tender documents must include all supporting documents with the subject line "**Resource Use Assessments, Monitoring and Mentorship for Tourism Businesses**". Each Tenderer or member of the consortium or sub-contractor may submit only one offer.

### 3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International Laos reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties if any changes to these key dates and timelines.

Description	Deadline: Date or week
Deadline for submission of offers	<b>23<sup>rd</sup> January 2026</b>
Selection process	Week 4 <sup>th</sup> January 2026
Contracting process	Weeks 1 <sup>st</sup> and 2 <sup>nd</sup> of February 2026
Starting date	Week 16 <sup>th</sup> February 2026

### 3.4 Pricing and application process

Bidders are required to submit the following documents.

1. An expression of interest (1-page maximum).
2. An indicative work plan with a timeframe (1-page maximum).
3. An indicative budget with a daily rate, any travel and other costs (must be inclusive of per diem, travel costs and other related government charges (Tax, VAT) and must be budgeted in **[US Dollars]**.
4. Curriculum Vitae of any person mentioned in the work plan
5. **If a consulting firm or company, you need to provide supporting documents**
  - A company name, registered office address, physical address, telephone numbers,
  - Copy of business registration certificate.
  - Copy the latest tax payment certificate.
  - An organizational structure that shows the number of male/female staff
  - Names of directors/proprietors and name of the contact person.

To ensure a fair and transparent process, International Laos will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

### **3.5 Confidentiality**

The contents of this document are confidential and have been disclosed to you in strict confidence. Tenderers must not disclose the contents of this document to any third party except to those of your team (including staff members, consultants and advisers) who need to see the information on a need to know basis in order to assist you with your submission. Tenderers are responsible for any breaches of confidentiality by your team.

## **4. Specification and Scope of Requirement**

- A legally registered company, consulting firm, or organization operating in Laos with a minimum of 5 years' experience in environmental management, sustainability audits, or MSME support.
- Proven track record in conducting energy, water, or waste management assessments within the tourism, hospitality, or service sectors.
- Demonstrated understanding of sustainable consumption and production (SCP), circular economy, and green business certification systems (e.g. Travelife, ASEAN Green Hotel, or similar).
- Multidisciplinary team with relevant technical specialists, including:
  - Energy/Mechanical Engineer – experience in energy audits, efficiency measures, or renewable energy applications.
  - Environmental or Water Resource Specialist – experience in water conservation and wastewater management.
  - Waste Management Expert – knowledge of waste audits, plastic reduction, and circular economy practices.
- Sustainability or Business Advisor – experience in MSME coaching, monitoring, and behaviour change facilitation.
- Strong skills in data collection, analysis, and report writing.
- Excellent communication skills in both Lao and English languages is a must.
- Experience working with development organizations or donor-funded projects is an asset.
- Commitment to Plan International's Child Protection and Safeguarding Policy and ethical standards.



**Child Protection:** Plan or its partners does not tolerate child abuse. All staff and consultants are selected and employed in line with the conditions of Plan's Child Protection Policy. These include appropriate reference and background checks.

## 5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. All requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the table below:

No	Criteria	Weight %
1	<b>Financial proposal</b> • Economically advantageous for the organisation.	30%
2	Related experience (Technical)	65%
3	Gender Responsive Procurement. Bidders will be allocated 5% of the overall score if they meet one or more of the following: <ul style="list-style-type: none"> <li>▪ If headed up by a woman</li> <li>▪ If supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women.</li> <li>▪ If the % of women in management positions is over 35%</li> <li>▪ If % of women workers is 55% or above</li> </ul>	5%

## 6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under section no. 8 below. The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out. By participating in this tender, you acknowledge and understand that International Laos reserves the right to:

- Decide not to award to any supplier
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer
- Notification of the award of contract will be issued by letter.

## 7. Submission Checklist

Document	Form
<b>Express of Interest (Technical and Financial proposal)</b>	Please provide in any format and send in hard copy or email including signature and stamp.
<b>Annex B</b> - Supplier Questionnaire	Please complete with all requested information and return in hard copy or email including signature and stamp.
<b>Annex C</b> - Non-Staff Code of Conduct	Please complete with all requested information and return in hard copy or email including signature and stamp.
If you are a company, please submit the additional documents:	<i>Please provide in any format</i>

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| <ul style="list-style-type: none"><li>○ A company name, registered office address, physical address, telephone numbers,</li><li>○ Copy of business registration certificate.</li><li>○ Copy the latest tax payment certificate.</li></ul> |  |
| <p><b><i>[The above documents are the minimum required as part of any tender process.]</i></b></p>  |  |