Terms of reference

Consultancy on GIS capacity building

1 - Background to the assignment

A - CCL, the project ADAEBIO2

The CCL (Comité de Coopération avec le Laos) has been involved in implementing rural development programs in Laos for about 40 years. Currently, CCL works in different provinces in Laos, including Phongsaly, Oudomxay and Bolikhamxay.

The project ADAEBio phase 2 "Project on Integrated rural development in Beng, La and Xay districts, Oudomxay province", funded by Bread for the World and the French Development Agency, is implemented from 1st of January 2025 to 31st of December 2027. It targets 50 villages from ethnic minorities (Khmu 80%, Hmong 10%, Akha 9%, Lao/PouNoy 1%). The project follows an integrated and participatory approach and has 3 specific objectives:

1. The villagers and communities activate levers to reduce the economic and environmental vulnerability of their agroecosystems.
2. The local governance on environment and economic development issues is strengthened.
3. The local knowledge on development and environmental issues are acknowledged, strengthened and shared at the scale of the Oudomxay province and beyond.

B - Context on the need for capacity building on GIS

The project team operates across multiple remote villages and works with diverse data related to agroecosystems, protected conservation areas, governance, and community development. While field data collection is regularly conducted, the team currently lacks standardized skills to systematically capture, manage, and analyse spatial information. Here are some practical examples on where the need is expressed: analyse data related to a biodiversity camera trapping survey in forest area; design of maps of community forests for the management of non-ligneous forest products; delimitation and characterization of high-risk areas for pesticides use; presentation of project information to various stakeholders; etc. Strengthening their capacity in Geographic Information Systems (GIS) is therefore essential to ensure accurate collection of geographic data, proper storing, efficient management of vector layers, analysis of spatial attributes, and production of reliable maps and visual outputs. This increase in the autonomy of field staffs in collecting and analysing data will support evidence-based decision-making, facilitate monitoring of project activities, and improve communication at local, provincial and donor levels.

2 – Objectives and outputs of the consultancy

A – Specific objective of the consultancy

Specific objective: Prepare and facilitate a training workshop on Geographic Information System, with a focus on the processing of vector information and the delivery of basic maps.

The objective of the training workshop is to increase the skills of the project staff on collection, storing, processing and display of geographic-based data with open-access tools. This increase in skills must directly be usable in the practical context met by the project staff in their every-day work with rural communities on natural resource management, biodiversity monitoring and agroecology diffusion. The workshop will include the following topics:

- Presentation and practical use of an open-source mobile app for data collection, such as SW maps, QField or Mergin maps.
- Presentation and practical use of a GPS device for data collection.

- Presentation and practical use of an open-source desktop software for data analysis and map production, QGIS is preferred here.
- Collection of waypoints, tracks and areas.
- Transfer of data to a desktop software.
- Viewing and interpreting vector layers (points, lines, and polygons), including layer ordering, basic symbology, and understanding coordinate reference systems (CRS).
- Creating, editing, and digitizing vector data, including basic use of editing tools and snapping.
- Managing attribute tables by adding, editing, and validating fields and attribute values.
- Applying simple spatial operations such as selection, clipping, merging, and buffering.
- Exporting, reprojecting, and sharing vector data in common GIS formats.
- Producing basic maps including legends, scale bars, and export to standard formats.

B – Specific outputs of the consultancy

Specific output 1

Participants become autonomous in field data collection using GPS device and open-source mobile application.

Specific output 2

Participants are able to perform basic vector data handling on desktop GIS software, including creation, editing, cleaning, and simple spatial operations (clip, buffer, merge).

S*pecific Output 3*

Participants are able to produce simple and professional maps, and export GIS data, in line with project needs.

3 – Deliverables and timeline

N°	Deliverable	Timeline
1	Agenda, content, tools, technical documents associated to the workshop.	End February 2026
2	Facilitation of a training workshop on GIS	Early March 2026
3	Deliver a bilingual (Lao and English) report on the training workshop, documenting participants' progress, skills acquired, and areas requiring further support.	End March 2026

4 - Methodology

Activity	Expected number of days
Preparation step of the workshop, including content, tools, material, agenda and associated documents. Preliminary meeting with the project team is included in this step.	2
Workshop day 1: Participants are introduced to GPS device, mobile app and desktop software (in-room introduction).	1
Workshop day 2: Participants learn to operate GPS device and mobile app for field data collection, including waypoints, tracks, and areas. Full day in the field.	1
Workshop day 3: Participants import field data into desktop software and perform cleaning, validation, and coordinate system checks.	1

Workshop day 4: Participants practice basic vector operations in QGIS, including editing, clipping, buffering, merging, and simple spatial analysis.	1
Workshop day 5: Participants create professional maps in QGIS, applying symbology, labelling, layout design, and export functions.	1
Workshop day 6: Participants integrate all skills through practical exercises, producing maps from field data and presenting results while addressing remaining challenges.	1
Reporting on the training workshop	1
TOTAL	9

Note that the methodology is tentative.

Participants to the workshop (10 – subject to modification):

- CCL (9)
- COSKA, a partner NGO (1)

5 - Conditions

The consultancy is expected to be held over March, 2026.

A total of 9 days is expected. This number of working days is indicative and based on the project budget prevision and will be discussed with the selected consultant.

The workshop is supposed to be held in Muang Xay, Oudomxay province. One roundtrip Vientiane - Oudomxay will be covered by the project. DSA and accommodation costs will be covered by the project budget and should appear in the daily rate proposed by the consultant.

The project owns 2 GPS devices. The need for more devices must be assessed and addressed by the consultant in the proposal.

The consultant will work closely with the project staff.

6 - Selection process

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

The 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).
- Any other documents developed by the applicant and that could be relevant to the topic of the consultancy (ex: previous training, manual, maps, etc).

The following skills will be assets:

- Background and experience in GIS.
- Field experience in rural development and natural resources management in Lao PDR.
- Upper intermediate level in English is compulsory.
- Women are encouraged to apply.

For any question about this call for proposal, please contact, **before February 6, 2026**: Mr Dorian DEJACE, dorian.dejace@ccl-laos.org .

Candidates should send their application file per email by **February 6, 2026** to:

- CCL program officer: Ms. Violaine Fourile, violaine.fourile@ccl-laos.org
- CCL Project advisor for ADAEBIO2: Mr Dorian DEJACE, dorian.dejace@ccl-laos.org
- CCL Project advisor: a.gueguen.ccl@gmail.com

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