

Terms of Reference
**Climate Change Adaptation in the Upland Areas through Innovative Practices (CCA
Project)**
Consultancy Endline Study/Final Evaluation

1. Background Plan International Laos

Plan, one of the world's largest children's INGOs, is mandated to work for child right and gender equality. Plan International Laos (Plan Laos) started operations in Laos in 2007 and today maintains a field presence in Bokeo, Champasak, Luang Prabang, Oudomxay, Salavan, and Vientiane provinces; and Vientiane Capital. We actively engage in coordination, policy and technical discussions with the Government of Laos, Lao civil society (not-for-profit/NPAs or CSOs) and development partners at local and national levels.

Under the 2021-2027 Country Strategic Plan, Plan Laos implements four major sector programs – i) Public Health & Nutrition ii) Education & Skills iii) Adolescent Development and Participation and iv) Skills & Opportunities for Youth Employment & Entrepreneurship (SOYEE).

The areas of Child Protection, Gender Equality and Social Inclusion, and Climate Change are cross cutting across all the programs, projects and internal policies. Gender transformative programming and influencing is the global approach used in every country office, including Plan Laos, to apply to their work that helps achieve its ambitions of gender equality and girl's rights.

2. Background of CCA

The Climate Change Adaptation in the Uplands through Innovative Practices Project (CCA) aims to contribute to increasing rural livelihood opportunities, especially for young women and youth, by supporting improved farming and entrepreneurship opportunities, as well as promoting climate adaptation methods in 16 upland communities of Bokeo Province. This project targets 10 villages in Pha Oudom District, and 6 villages in Paktha District which are experiencing the negative effects of climate change, in particular droughts, and need improving their coping strategies focusing on food security and enhanced income generating approaches. The project duration is from July 2022 to June 2026.

There are three project's outcomes intended to achieved and key intervention as following

1. Enabling environment for resilient agriculture practices through community-based approaches improved
 - 1.1 Construction or renovation of Community Innovation and Learning Centres.
 - 1.2 Commercial seed and seedling nursery and production and trade set-up.
 - 1.3 Information dissemination to farmers on weather predictions through training, use of Internet, social media, and other platforms.
 - 1.4 Select farmers to pilot the production of commercial cash crops, NTFP, animal breeding and small-scale fisheries.
 - 1.5 Deliver tailored work-based practical trainings for entrepreneurial skills and product development (including life skills, financial literacy, and accessing markets).
 - 1.6 Enhance and Expand an Improved rice-bank model.
 - 1.7 Farmer to farmer learning and exchange platforms established.
 - 1.8 Sustainable energy alternatives (solar electricity generation and solar pumps; fuel efficient stoves, biogas, and fertiliser generation) demonstrated.
 - 1.9 Documentation and learning process of innovative initiatives and methods.

2. Young farmers (especially young women) in 16 communities enhance and develop their skills from accessing knowledge services to improve their livelihoods and in-come generating activities.
 - 2.1 Conduct and expand Extension Management System (EMS)
 - 2.2 Expand the FALUPAM approach to enhance NTFP domestication and increase cultivation, and forest management.
 - 2.3 Deliver specific modules of the integrated training resource “Linking Agriculture, Nutrition and Natural resources (LANN)”.
 - 2.4 Expand livestock and fishery raising techniques.
 - 2.5 Small-scale grants provided to young farmers and/or Youth-led farmer group to expand income opportunities through value-added and post-harvest products.
3. Communities are better aware and have increased their adaption and coping strategies to the negative impacts of climate change.
 - 3.1 Conduct climate change awareness and campaigns in villages and 4 secondary schools.
 - 3.2 Conduct Climate change adaptation and Disaster risk reduction preparedness plan and actions in Secondary Schools.
 - 3.3 Innovations in community water supply and storage in prioritised villages.
 - 3.4 Climate change adaptation innovation in selected schools.
 - 3.5 Provide capacity building to Government partner staff, Community and CSO partners

3. Objectives of the Endline Study and Final Evaluation

The purpose of this consultancy (individual external consultant or a team of consultants) is to conduct an Endline study and Final Evaluation (FE) to collect data on key indicators to assess the progress and achievements of the project as well as its overall impact, target Outcomes and project objectives, according to the OECD DAC criteria as required in the project design.

The endline survey aims to assess the outcomes and impacts of a project after its completion. The purpose of the endline is to evaluate the overall results of the project, including an assessment of progress on baseline and midline indicators and to provide insights and recommendations for future adaptations in the approaches applied. It also evaluates changes in key outcome indicators that resulted from the project.”

The purpose of the FE is to assess the progress and achievements of the project as well as its overall impact according to the OECD DAC criteria (see more from 3.1 Evaluation Focus).

The Endline study and FE will assess the projects achievement in terms of progress made towards reaching the targets set in the project’s log frame. More specifically, the objectives of the Endline study and Final Evaluation are as follows:

- a) To understand changes in awareness on climate change and its impact in target communities, in particular among young people.
- b) To assess if the challenges and opportunities that young people face to find work have been reduced by the project activities.
- c) To assess if activities conducted by the project to help households and communities develop coping strategies for food securing and income generation were efficient.
- d) To assess the overall impact of the project.

3.1 Evaluation Focus

The FE study will have particular focus on the key issues outlined below, which are based on the guidelines of the OECD DAC criteria:

Effectiveness

Assess the extent to which the project stated objectives have been achieved or are likely to be attained by the project end:

- a) What changes have been achieved?
- b) To what extent has the target group been reached?
- c) What were the main factors influencing the achievement or non-achievement of objectives?
- d) Identify any unplanned results observed and how it has affected the project in positive as well as negative ways
- e) Were the project activities adequate to realise the project objectives?
- f) Was there a monitoring system, was it implemented and was it appropriate to gather timely relevant information on goal achievement?

Efficiency

Assess the overall project performance, the results in relation to the input, financial management and the implementation time.

- a) Was the project design appropriate?
- b) To what extent have project resources been used economically?
- c) Is the relation between input of resources and results achieved appropriate and justifiable?
- d) What is the cost-benefit relation?
- e) Were the results achieved within the time and budget?
- f) Was the project, including its finances, human resources and monitoring managed efficiently?

Impact

Assess the effects of the project on the general situation of the target group and stakeholders, measuring both the positive and negative impact.

- a) How has the project addressed the needs of the beneficiaries?
- b) To what extent does the project contribute towards increased food security in the target communities?
- c) Is there any impact on neighbouring communities or other people in the district that have not been directly addressed by the project?
- d) How is the project contributing to an increase in awareness of climate change, its impact and ways to mitigate it or adapt to it?
- e) What are the learnings of the villagers in relation to the project intervention?

Sustainability

Assess the extent to which benefits from the project will continue after the donor support has come to an end.

- a) Have the partner organisations and target groups embraced the vision and aims promoted by the project? Can they continue the project independently? Do they have their own problem-solving strategies?
- b) To what extent does the project intervention consider factor influencing sustainability, e.g., Government support, appropriate technology, socio-cultural aspects, institutional and management capacity building?
- c) How much can the target communities and other key stakeholders (i.e., district Government) continue the activities implemented by the project?

Relevance

Assess the extent to which the project is justified and appropriate in relation to the needs and situation of the beneficiaries.

- a) To what extent does the intervention comply with the development policies and planning of Lao PDR?
- b) How well is the project integrated into the local context?
- c) Should another project design/strategy rather than the one implemented would have addressed better the needs and priorities of the target group and/or the objectives of the project? If yes, why and how?
- d) Were risks appropriately identified by the project?

Coherence

- a) Has the project aligned with current relevant Government Policies, Strategies and Action Plans? If so, which ones and how?
- b) Has the project worked with other organisations and/or projects working in the same area or topic? If so, how?

Child Rights, Safeguarding, Gender and Inclusion

The additional research questions relate to five areas

1) CHILD RIGHTS ANALYSIS:

- What space and opportunities do boys and girls have to exercise their rights at home and in public? Which rights are realized and which rights not? What enables and constrains realization of their rights?

2) SAFEGUARDING:

- To what extent do community members (women, men, youth, and children) understand safeguarding principles, including protection from sexual exploitation, abuse, and harassment (SEAH), in the context of project activities and climate change adaptation interventions?
- What safeguarding reporting mechanisms are in place at community and project levels? Are these mechanisms accessible, confidential, and trusted by women, men, children, and vulnerable groups? To what extent are community members aware of how and where to report safeguarding concerns?

3) GENDER ANALYSIS:

- What factors influence the gender division of roles and responsibilities in climate-resilient agricultural practices? How rigid or flexible are these roles within households in the context of climate change, agricultural innovation, and socio-economic change? To what extent is women's contribution to climate-resilient agriculture recognized and valued by their families and communities, compared with men's?
- What space and opportunities do women have to participate in climate and agriculture-related public events, trainings, and decision-making processes, and to express their views? To what extent do women influence climate agriculture-related decisions compared with men? What leadership roles do women hold in climate agriculture initiatives, farmer groups, or community-based climate actions? What factors positively or negatively influence women's participation and leadership in these processes?

4) STAKEHOLDER ANALYSIS:

- The project will work with village, district and provincial authorities, with the MOU partner being the Provincial Agriculture and Forestry Office (PAFO). For this assignment, map the

stakeholders at village, district and provincial levels. This will encompass, community members and leaders, government officials.

4. Scope of Work

The study will have the following activities:

- a) To briefly review project documentation such as Project Design and Log frame.
- b) To review the questionnaire and other data collection tools used at baseline and provide (any) feedback.
- c) To train data collectors and facilitators.
- d) To collect data in 16 villages in two districts in Bokeo province using the agreed data collection tools.
- e) To conduct key informant interviews with the relevant stakeholders.
- f) Data analysis and report writing.

5. Methodology

The Endline and FE will be used by Project staff of Plan and CSO partner, Plan Germany in Vientiane. If the findings are not overly sensitive, the Project Team will consider online publication of Lao and English language versions.

In this section you can suggest key Endline and FE methods to be used and type of data to be collected and analysed. The selection of methods will depend on the project indicators, the thematic focus of the intervention and budget and time, and any limitations or potential risks to data collection. Any method proposed needs to be in Plan International's MERL Standards – namely that it is ethical and consider the needs and wellbeing of any respondents involved.

The methods and approach used in the Endline and FE to assess indicators should consistently be used every time the indicator values are being assessed throughout the project duration, but specifically during end-line assessments.

Note: it is expected that the consultant(s) will develop a detailed methodology for data collection, data management and analysis in their proposal. This methodology should be in direct response to the project indicators and, if applicable, other FE questions regarding the project context. This methodology will be further unpacked in the Inception Report by the consultant once the FE is underway.

5.1 Review of literature and finalisation of data collection tools

The consultant will do a rapid review of key project documents, such as Project Design, Log frame, Baseline and Midline study reports to familiarise with the project.

5.2 Data collection tools

The data collection tools will include both quantitative and qualitative tools which will be based on the tools used at baseline to allow for comparison of data and measure progress, achievements and impact of the Project (See Annex 1).

Key Informant Interviews

The consultant will develop checklists for Key Informant Interviews with village chiefs/authorities. They will be based on the KII with village chiefs conducted at baseline and will include new questions to understand the challenges faced by the Project and its main achievements.

KII will also be conducted with relevant Government staff, project partners and other identified key informants.

Survey

The consultant will translate the draft questionnaire to Laos and pilot-test it. The pilot test will verify the interview length, clarity or questions, appropriateness of response categories, and accuracy of translations. A short report with comments and recommendations from the pilot-test will be provided and discussed with Plan. Once the final tools are approved by Plan the questionnaire will be programmed into the electronic data collection tool (e.g., Kobo, Survey-to-Go, etc).

Data for questionnaires will be collected using tablets and/or phones in an electronic form, previously approved by Plan. Each interview will last between 45 and 60 minutes.

Focus Group Discussions

The consultant will translate the FGD guides to Lao and pilot test them. A pilot test of the qualitative tools will be conducted prior to training to test for length, clarity or questions, and accuracy of translation. Any suggested changes to the FGD guides will be discussed with Plan. Each FGD will last approximately 60 minutes.

5.3 Training of data collectors

Training of enumerators and other interviewers will be conducted, including the following topics: introduction to the study objectives, roles and protocols; how to conduct interviews and building rapport with respondents; field work procedures and protocols; review of questionnaire(s) and other data collection tools; use of data collection devices; research ethics, and informed consent procedures. The training should also include some practice in a nearby location.

5.4 Sampling

Key Informant Interviews will be conducted with village chiefs/authorities of all the target villages (total 15 interviews). The consultant will translate the KII guide to Lao. Each interview will last approximately 30 minutes.

For the Survey, the consultant will conduct 240 interviews with households but not limited depends on sampling approach. Sampling designed will be representative from all target villages or at least 75-80% of total target villages and 4 target schools, 15 per village and school. The households for interview will be selected using a simple systematic random sampling method in each village.

Additionally, the consultant will conduct 4 Focus Group Discussions (8-10 people per group) with young people between the ages of 14 and 30. Focus Group Discussions will be conducted with selected young people from the target villages and they will be conducted at district towns. The project will cover the costs of transportation and DSA of participants.

KII will be conducted with around 10 key informants including District Government officials, project partners, project staff, and others.

5.5 Data Collection

Data will be collected at the target villages. A data collection plan will be prepared by the consultant and shared with Plan for discussion and approval.

Before conducting data collection in target villages, the fieldwork team will seek approval from village heads.

Data collection teams will follow ethical protocols and seeking written consent from participants.

KII interviews will be conducted at Government or project partner offices in Bokeo.

5.6 Analysis

Data collected through questionnaires will be cleaned and shared with Plan in an Excel database. The data collected through questionnaires will be analysed using a statistical software, i.e., SPSS, STATA. The analysis will involve descriptive statistics.

Summary notes (one page) in English of all KII and FGDs will be prepared and shared with Plan as well as audio recordings of all FGDs.

The qualitative data analysis will provide more in-depth understanding of the issues explored in the survey. This can include analysis of recurrent topics and issues, reasons for challenges to participate in project activities, ways used to overcome them and the main achievements of the Project.

An analysis plan for both the quantitative and qualitative will be prepared by the consultant and shared with Plan for approval, before any analysis is conducted. This can include an outline of the report with findings.

Data analysis also support project's indicator or Log-frame.

5.7 Report writing

The consultant will prepare a preliminary report and PowerPoint presentation based on an outlined previously approved by Plan.

After feedback from Plan, the consultant will present the final report to Plan and project partners (GoL).

Plan will provide:

Information about the project and other information that is needed.

A set of quantitative (questionnaire) and qualitative (KII and FGD guides) tools.

Feedback on analysis plan and preliminary report and presentation.

Approval on all final documents (inception report, implementation plan, training plan, revisions post-pilot, analysis output, final report and presentation).

6. Ethics and Child Protection

Plan International is firmly committed to protecting the rights, safety, and well-being of all individuals involved in data collection and analysis. This commitment aligns with the Framework for Ethical MERL, the Global Policy on Safeguarding Children and Young People, and the Global Policy on Preventing Sexual Harassment, Exploitation and Abuse. Therefore, all applicants must clearly describe in their proposal how they will ensure ethical practice and child protection throughout the data collection process.

Applicants should explain how they will guarantee safe, appropriate, and non-discriminatory participation of all stakeholders, with particular attention to children and other vulnerable groups. They must also outline the measures they will take to ensure confidentiality and anonymity of all participants.

Furthermore, the data collection plan must demonstrate strong consideration for gender and disability inclusion, child protection, safeguarding principles, and ethical standards. This includes procedures for obtaining informed consent, designing surveys with appropriate length and content, applying “do no harm” approaches, ensuring meaningful participation of marginalized groups, avoiding raised expectations, and ensuring gender- and inclusion-sensitive interviewer/interviewee arrangements.

7. Deliverables and Schedule

The study is expected to start in February 2026, with data collection being conducted between February and March 2026 and results presented in April 2026. The following main tasks are expected during each phase:

7.1 Preparation

- Finalisation of sample, methodology, tools, roles/responsibilities, communication processes, implementation plan and quality control procedures.
- Translation of tools.
- Pilot testing.
- Recruitment of interviewers and facilitators.
- Development of the training materials and agenda.

Deliverable: Inception Report

7.2 Training

- Training of interviewers and facilitators, including practice during training in a nearby location.

Deliverable: Debrief of training

7.3 Data Collection

- Coordination with Provincial, District and Community leaders to implement the study.
- Selection of households to be interviewed
- Selection of FGD participants according to selection criteria
- Data collection according to plan
- Quality control

Deliverables: Clean data base and summary notes and audio recordings of FGDs

7.4 Analysis and Reporting

- Analysis of data according to the analysis plan
- Development of preliminary report and PowerPoint Presentation

Deliverable: Final report

The duration of the assignment is approximately as follows:

No	Activities	Outputs	Responsible	Estimated days
1	Briefing discussion with Plan Lao and PM (following background reading)		Consultant Plan Laos	1 day

2	Production of Draft Inception Report including detailed draft methodology, work plan, staffing, and data collection tools.	Draft Inception report submitted for approval to Plan Laos	Consultant	2 days
3	Consultant to revise and finalise inception report on the basis of comments received by Plan	Final inception report agreed between consultant and project staff.	Consultant	1 day
4	Training: <ul style="list-style-type: none"> Conduct training of enumerators and facilitators of FGDs. 	Short report on training	Consultant	2 days
5	Field work: <ul style="list-style-type: none"> Undertake field work (as per approved methodology). 	Qualitative and quantitative data collection. Brief on fieldwork	Consultant	15 days [+ travel days]
5	Analysis of collected data: <ul style="list-style-type: none"> Analysis of quantitative data Analysis of qualitative data 	Tables with results from survey Summaries of FGDs in English	Consultant	5 days
5	Writing report of findings <ul style="list-style-type: none"> Draft key findings and draft report Presentation given of the key findings in-country 	Presentation given on key findings	Consultant	6 days
	• Translation (of executive summary)	Presentation in Lao language	Consultant	1 day
6	Finalisation of the report on the basis of feedback from Plan project team	Final report produced	Consultant	1 day
Total Consultant Work/Days				34 days

7. Expected Qualifications

The team or company must have the following qualifications, skills and experience:

- Graduate degree in development studies, agriculture, economics or a similar related field.
- Excellent and proven research design and implementation skills in a multicultural and multilingual context.
- Proven data analysis and reporting skills. Provide at least two examples of previous work.
- At least 10 years of experience working with rural youth and rural communities, preferably in Lao PDR.
- At least 10 years of conducting mixed methods research in Lao PDR.
- Lao spoken and English written language skills
- Ability to work quickly and efficiently with minimal supervision

8. Applications

Interested companies/consultants. Please send your application of EoI to email laos.procurement@plan-international.org and to Somkhith.Vilasak@plan-international.org, with the email subject: Consultancy Endline Study/Final Evaluation for CCA project by **9 February 2026**. Including all supporting documents providing:

- a. A 2-page cover letter demonstrating you meet the competencies above and describing your proposed methodology.
- b. Detailed budget:
 - o Including daily fee rates. Please note that Plan Laos will withhold 5% of the consultant fee as per Withholding Tax requirements from the Government of Lao PDR. Please factor this into your final day rate.
 - o This should not include in-country work travel costs as this will be arranged by Plan International Laos or the project team. Consultants not requiring certain costs (such as accommodation in Vientiane) should indicate this in their application.
 - o Any international travel requirements should be included in the consultant rate but shown separately.
- c. Proposed timeline and confirmation of your ability to work in the dates provided and meet the required deadlines.
- d. Full detailed CVs of the main research team members.
- e. An example of a recent, similar study conducted by the consultant/company.

Any questions regarding the details for this ToR can be sent to Mr Kongsa Yangluexay, Project Manager at Kongsa.Yangluexay@plan-international.org."

Remark: Any non-Lao national member of the consultant team will need to have a valid working visa and supporting documents such as work permit and expert ID.