



# Terms of Reference for End-of-Project Evaluation

**Phoukoud Integrated Climate Resilient Agriculture and Livelihoods Improvement  
(PICRAIL II) Project**

## 1. BACKGROUND AND RATIONALE

### 1.1 ADRA LAOS

ADRA Laos has been registered as an independent International INGO in Lao PDR since July 1992 with a core focus of assisting the most vulnerable groups by alleviating poverty through community driven development projects. ADRA Laos is connected to The Adventist Development and Relief Agency (ADRA) network which has 115 offices worldwide.

ADRA Laos has implemented more than 120 projects in Lao PDR since its inception in five core sectors including Health; Integrated Agriculture and Natural Resource Management; Economic Development; Education; and Emergency Response. ADRA Laos has gained significant knowledge and technical expertise over nearly 30 years in sub sectors including Agriculture, Livelihoods, Nutrition & Health; Water Sanitation and Hygiene (WASH); Climate Change Adaptation and Disaster Risk Reduction.

### 1.2 THE PROJECT

The Phoukoud Integrated Climate Resilient Agriculture and Livelihoods Improvement project, Phase II, is a 42-month initiative (November 2022-April 2026) in Laos. Funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), the Phase II of the PICRAIL project aims to improve food security and livelihoods in 16 villages for 2,051 households in Xiengkhouang province. The project focuses on sustainable agriculture, climate-resilient practices, and social inclusion, particularly for women (female headed households) and people with disabilities. Implementing organizations include ADRA Laos, SAEDA (Sustainable Agriculture and Environment Development Association), PDDA (People with Disabilities Development Association), and government district offices such as District Agriculture and Forestry, Labor and Social Welfare, Natural Resources and Environment, and Lao Women's Union.

The project's purpose is to improve food security and livelihoods of vulnerable smallholder farmers in Phoukoud District, Xiengkhouang Province, Lao PDR through nature-based solutions and climate-resilient agriculture.

The objectives are to:

- Improve food security and increase household income by training vulnerable households in climate-resilient agricultural techniques and nature-based solutions for crop and livestock production.
- Increase social inclusion by promoting gender equality, empowering women and people with disabilities to participate more fully in community decision-making processes.
- Enhance capacity building for local implementing partners.

The project builds on previous successes (PICRAIL Phase I). It employs nature-based solutions and community-led initiatives to achieve sustainable and equitable outcomes. It aims to address complex developmental issues as outline below:

Phoukoud District faces persistent food insecurity driven by poverty, low agricultural productivity, and climate-related risks. Most households depend on small-scale subsistence farming on 1–2 hectares of land, which cannot meet year-round food needs. Limited access to nutritious food, high malnutrition rates, and weak coping capacities highlight the vulnerability of rural families. Baseline and evaluation data from ADRA projects show increasing food shortages, inadequate dietary diversity, and inconsistent access to staple foods such as rice.

Agricultural productivity remains low due to soil degradation, shortened shifting cultivation cycles, insufficient water for irrigation, poor livestock management, and limited knowledge of climate-resilient and nature-based practices. Climate change intensifies droughts, floods, pest outbreaks, and livestock diseases. Water sources are scarce during the dry season, and infrastructure for water storage and irrigation is limited.

Additional challenges include unclear land ownership, overharvesting of non-timber forest products leading to biodiversity loss, and the presence of unexploded ordnance that restricts safe land use. Social factors—gender norms, ethnic disparities, disability-related barriers, and limited technical capacity of local authorities—further hinder community resilience and equitable participation. While PICRAIL I achieved progress, sustained support is needed to ensure long-term food security and livelihood improvements.

## **2. OBJECTIVES, PURPOSE AND USE**

The purpose of the final evaluation is to independently assess the overall performance and results of the project. It will assess the extent to which the project has achieved its intended objective in improving food security and livelihoods of vulnerable smallholder farmers in the Phoukoud district. The evaluation aims to ensure accountability to the beneficiaries, BMZ and other stakeholders as well as support organizational learnings of ADRA Laos and implementing partners and to provide evidence-based recommendations to inform future similar interventions.

The EOP evaluation report will be shared with government and local civil society partners and BMZ (Federal Ministry for Economic Cooperation and Development)/ADRA (Laos and Germany) to inform the planning, design and implementation of future projects.

## **3. SCOPE OF WORK**

The End of Project Evaluation is estimated to take 22 consultancy days within February and March 2026. Subsequent to the project's Mid-term Review and surveys (baseline, midline, and endline), this evaluation will encompass the entire project duration of PCRAIL II.

The target groups and stakeholders, and geographical areas for the evaluation may include:

- Target households in any of the 16 target villages, particularly female-headed households, people with disabilities, and other vulnerable households (at least 3 villages)
- Government counterparts at district and provincial levels who were engaged in project implementation
- The project team, CSO partners such as SAEDA (Sustainable Agriculture and Environment Development Association) and PDDA (People with Disabilities Development Association), and ADRA Laos's staff

#### **4. EVALUATION QUESTIONS AND CRITERIA ....**

The Evaluation is expected to BMZ guideline on OECD/DAC evaluation criteria. Sample questions as follows:

##### **Relevance**

- To what extent does the project align with national, regional, or local policies and strategies related to rural development, food security, and poverty reduction?
- To what extent does the project's approach align with international frameworks, such as the Sustainable Development Goals (SDGs), and the broader development agenda of the country or region?
- To what extent was the project design and interventions aligned with the needs and priorities of smallholder farmers and vulnerable groups: female headed households and PWDs
- To what extent have project stakeholders participated in the implementation and management of the project?
- To what extent did decision making processes during the project implementation systematically considered needs and perspective of community people including women and PWDs?
- To what extent is the project targeting the most vulnerable?

##### **Coherence**

- How well does the project complement other ongoing or planned interventions in the same geographical area or sector? Are there any overlaps or gaps in the project's objectives and activities?
- How well does the project integrate cross-cutting issues such as gender equality, disability inclusion, and climate change adaptation with other interventions in the region?
- To what extent are there any potential synergies between the project and other donor-funded programs or initiatives in the sector, and if so, how have these been leveraged or coordinated?
- To what extent does the project effectively coordinate with other actors, such as local governments, international organizations, and the private sector, in terms of resource mobilization, planning, and execution?
- How does the project's design ensure consistency in terms of long-term development goals and short-term operational activities?

##### **Efficiency**

- To what extent were resources (financial, human and technical) used efficiently and cost effectively in relation to the results achieved?
- Were project activities implemented in a timely and efficient manner in relation to the work plan and budget?
- How efficient were the management, coordination and decision-making arrangements among implementing partners?

##### **Effectiveness**

- How well are the smallholder farmers adopting and applying sustainable and climate-resilient agricultural practices promoted by the project?
- How effectively did the project contribute to increased participation and decision-making of women and people with disabilities at local level?
- To what extent were capacity-building outcomes of local implementing partners and civil society organizations achieved?
- What key factors enabled or constrained the achievement of planned results?

##### **Impacts**

- To what extent did the project contribute to improvements in food security, household income and positive changes in livelihoods in the target district?
- To what extent does the project contribute to the overall objective? (see Impact matrix or logframe)

- What are the positive and negative, intended and unintended changes have occurred as a result of the project?

### **Sustainability**

- To what extent are the project's benefits likely to be sustained beyond the project period?
- To what extent have institutional mechanisms been established or strengthened to sustain and scale the project's results?
- Will the intended positive change (foreseeably) have a lasting effect?
- Are the net benefits of the project likely to resist external risks?
- What factors may enhance or compromise the sustainability of the project results at both organizational and target group level?

### **Monitoring System**

- Is the monitoring system reliable and reactive?
- Does information and data collection produce a representative analysis of the project evolution in terms of activities and impacts?
- How participative is planning and monitoring?
- Have complaints mechanisms been put into place? And have the complaint structures been used by staff, partners and communities?

### **Cross-cutting issues**

- Has cross-cutting issues such as gender, disability, social inclusion, environment been addressed in project implementation and to what extent has the project strengthened (i) staff's, partners and communities' capacity (ii) local governance on key issues.
- How was gender taken into account in the selection of personnel? How diverse is the project team?
- Are timing and location of activities inclusive and gender-sensitive?
- Do the project activities reinforce or challenge prevailing gender stereotypes?

## **5. EVALUATION DESIGN AND METHODOLOGY**

### **5.1 METHODOLOGY**

Throughout its implementation ADRA Laos' Monitoring and Evaluation System has been used to manage the project. The system captures both qualitative and quantitative data which include results from baseline, midline, and endline surveys; impact stories, community voices, and stakeholder feedback; and regular project monitoring reports. Therefore, it is recommended that the final evaluation focuses on qualitative methods, including case studies, focus group discussions, key information interviews, and subsequent in-depth interviews. Nevertheless, the consultants will have a flexible to propose appropriate methodology based on the context and considering the objectives and scope of the evaluation. A detailed design and methodology for the evaluation will be proposed by the consultants in their inception report. A final agreement on the evaluation design and methodology will be done during the inception phase.

**Participatory and inclusive approach:** the methodology will emphasize a participatory and inclusive process to provide insights on the perspectives of diverse project stakeholders. This approach will ensure that the voices of women, PWDs and other vulnerable and marginalized groups are heard and considered in the evaluation.

### **5.2 PROCESS**

Key phases of the evaluation, activities, and actors involved.

Literature Review	Consultant. Documents provided by ADRA Laos' Programs team and any other relevant documents gathered by the Consultant
Preparation	Consultant & ADRA Laos. Logistical preparation for field engagement
Inception Report*	Consultant. To be shared with and reviewed by ADRA Laos and ADRA Germany
Stakeholder & Partner Engagement	Consultant. PICRAIL II staff, government counterparts, SAEDA, PDDA, beneficiaries, and ADRA Laos.
Debrief	Consultant. ADRA Laos (Program team, Project Manager), and ADRA Germany (Program Coordinator, MEAL Advisor)
EOP Evaluation Report – submission of first draft and then finalization based on feedback received	Consultant. Reviewed by ADRA Laos and ADRA Germany (multiple rounds of revisions possible)

## 6. OUTPUT AND DELIVERABLES

The consultant is liable for the following:

1. Inception Report (in English): Length should be 4-6 pages for the main text, excluding the front page, table of contents, and annexes. It should outline the planned design and methodology to meet the evaluation objectives and answer the evaluation questions. The report should include an appropriate sampling methodology, sample size for the target villages. The data collection tools and a detailed workplan for data collection, analysis, and reporting should be annexed. The consultant shall submit a draft inception report, followed by an inception meeting between ADRA Laos and ADRA Germany and the consultant, where the consultant will make a presentation. The report will be reviewed by the ADRA Laos and ADRA Germany and the final inception report shall then be submitted, incorporating inputs and recommendations.
2. Final evaluation report should follow BMZ template/structure. See Annex A. The report, both draft and final, should be 25-35 pages for the main text, including the executive summary but excluding the front page, table of contents, and annexes. The report must contain an executive summary of a maximum of 5 pages and several mandatory annexes. The consultant will prepare a draft report and share it with ADRA Laos/Germany followed by a presentation of findings on a prior agreed date. ADRA Laos/Germany will provide feedback on the draft report and the consultant then finalizes the report. If needed, multiple rounds of feedback and revision are possible, depending on the quality of the submitted versions. It is important to note that the final report requires the approval of the contracting party. In case of dissent, there should be documentation of the matter.

## 7. GENERAL DATA PROTECTION REGULATION

All documents and data obtained from documents, interviews, and meetings are confidential and are to be used solely for the purpose of the evaluation. The deliverables, as well as all materials related to the evaluation (produced by the evaluator(s) or the organization itself), are confidential and remain the property of the contracting party at all times.

All collected documents and data must be treated confidentially and, in the case of personal data, in accordance with data protection laws (particularly the EU General Data Protection Regulation and the Federal Data Protection Act). These documents and data are to be used exclusively for the evaluation, and interviews must always be anonymized. No later than one year after the completion of the

evaluation, the contractor shall permanently destroy the data and documents in accordance with data protection laws.

## 8. EXPERT PROFILE OF THE EVALUATION TEAM

The evaluation team must be external and independent of ADRA Laos and may be composed of one or more experts based in Laos. Experts applying should have:

- Qualifications in rural development and/or related field (Masters preferred)
- At least 5 years' experience in project evaluation (M&E) and project management
- Good interpersonal skills including acute listening skills and being able to provide constructive feedback
- Solid technical understanding of food security, livelihoods and smallholder agriculture programming is essential
- Proficient in English and good report writing skills

When applying consultant/s should include:

- Current CVs with 3 reliable references
- Technical proposal including a reference to the perceived feasibility of the ToR, a brief description of the overall evaluation design and methodology, and a work plan/adaptation to the workplan.
- Financial proposal, including a proposed budget for the complete evaluation in LAK, including tax. All insurances are the responsibility of the consultant. Transportation and DSA will be covered by the project based on ADRA Laos' policy

Once the preferred consultant/s are selected, the consultant/s will be contracted from 2 February to 31 March and may be extended until 30 April 2026.

## 9. TENTATIVE TIMETABLE AND QUANTITY STRUCTURE

The Consultant/s will accomplish the tasks in 22 working days with an anticipated start date of 10 February to 31 March 2026.

Activity	Deliverables	Date Range (tentative)	# of Days
EOP Evaluation advertised	Consultancy evaluation is advertised through all local avenues in Laos	15-25 Jan 26	11 days
Consultant/s selection and recruitment	Consultant/s recruited, contracted and initial meetings with ADRA Laos	26-30 Jan 26	5 days
Literature review	Conduct desk research and relevant ADRA Laos documentation	2-6 Feb 26	3 days
Preparation	Make logistical preparation, including enumerator training	2-6 Feb 26	5 days
Inception Report submission to ADRA Laos	Consultant/s will share and finalize an Inception Report with ADRA Laos and ADRA Germany's feedback	11-12 Feb 26	2 days

Field stakeholder and partner engagement, enquiry, and investigations	Consultant/s will undertake site visits and meet with potential stakeholders and document their observations. ADRA Laos programs team will support the logistics and transportation while PICRAIL team will assist in scheduling meetings with partners.	16-20 Feb 26	5 days
Data Analysis	The consultant will analyse field data, prepare and conduct data verification debrief containing initial findings and recommendations.	23-27 Feb 26	3 days
Debrief with ADRA Laos	The consultant will deliver a debrief on the visits, initial findings, and recommendations.	3 Mar 26	1 day
1 <sup>st</sup> EOP evaluation report draft and submission to ADRA Laos /ADRAGermany	The consultant will write the draft EOP Evaluation report and submit the 1 <sup>st</sup> draft to ADRA Laos/ ADRA Germany.	4-10 Mar 26	5 days
Draft EOP Report reviewed by ADRA Laos and ADRA Germany	ADRA Laos and ADRA Germany will review, make comments, and incorporate and address comments towards the final version	11-20 Mar 26	10 days
Revision and 2 <sup>nd</sup> draft of EOP evaluation report submission*	The consultant will incorporate comments/questions and submit the 2 <sup>nd</sup> EOP Report to ADRA Laos for any additional feedback/final check by ADRA Laos and ADRA Germany	23-24 Mar 26	2 days
Final Submission of EOP evaluation report to ADRA Laos	Final report submission to ADRA Laos.	27 Mar 26	1 day

\*Note that more revisions may be required depending on the quality of the report.

## 10. MANAGEMENT OF THE EVALUATION

The stakeholders involved in the management of the evaluation include ADRA Laos' (Country Director, Program Lead, Program Officer, MEAL Officer), and ADRA Germany (Program Coordinator, MEAL Advisor). Stakeholders involved in the evaluation process will include the Consultant/s, PICRAIL project team, government counterparts, SAEDA and PDDA staff, and a selection of target household beneficiaries.

### 10.1 RESPONSIBILITIES OF THE CONSULTANT

The consultant is required to:

1. Take the responsibility for the Evaluation and appoint a person as the contact point with ADRA Laos for all the liaison and coordination

2. Assemble an evaluation team that is capable to deliver the output of required quality in time and mention the team composition in his/her proposal
3. Make necessary appointments for the KIIs, mobilize participants for FGDs and visit the target households (HH) for data collection. Make arrangement and manage any follow-up in-depth interview needed. The project staff and government partners in the district will support logistical arrangement and community mobilization. All communication and coordination in the field for collecting data should be the consultant's responsibility
4. Deploy an adequate number of enumerators/data collectors to gather field data
5. Ensure that all his / her personnel employees sign and follow ADRA Laos' Code of Conduct and other relevant policies
6. Submit the deliverables (mentioned under item 7 below) on / in time, and
7. Maintain the confidentiality of all information gathered. Prior to undertaking, the consultant will have to declare that the information gathered would not be used for a purpose other than for those stipulated in the ToR.

*Note: The ADRA Laos will carry out random audits on data collection with or without the presence of evaluators/enumerators to ensure data quality and policy compliance.*

## 10.2 RESPONSIBILITIES OF ADRA LAOS

As the organization commissioning the Evaluation, ADRA Laos will;

1. Hold the responsibility for the provision of feedback/comments for inception report, questionnaires, draft report, and presentations as per the agreed time frame
2. Provide the templates for reporting and financial settlements
3. Keep the relevant stakeholders (who are to be interviewed by the consultant) informed about the evaluation
4. Make necessary arrangements for meetings and presentations whenever required
5. Review the timeline of evaluation and make necessary amendments in consultation with consultant
6. Pay as per the agreed schedule upon the completion of minimum requirements
7. Together with ADRA Germany, provide final approval of the report once finalized

## 10.3 RESPONSIBILITIES OF ADRA GERMANY

1. Review and provide feedback to the various versions of the draft report, especially concerning donor/BMZ criteria and requirements.
2. Participate in meetings with the consultant and ADRA Laos, as required
3. Final approval of the final version of the report together with ADRA Laos

## 11. APPLICATION PROCESS

ADRA Laos is seeking a competent external consultant/team to conduct a final evaluation to measure PICRAIL II's impact and draw critical learning for future programming. Interested candidates (individuals or companies) should send a comprehensive proposal describing/articulating the work requirements outlined in this ToR.

The proposal should include two documents for a) Technical Proposal and b) Financial proposal. Proposals can be emailed and marked "PICRAIL EOP Evaluation" on the subject line. They should be emailed to:

Email: [hr@adralaos.org](mailto:hr@adralaos.org)

Deadline for the receipt of proposals by ADRA Laos: 25 January 26

## 12. ANNEX

### Annex A: Report Structure



Report Structure.docx

### Annex B: Project Documents

*Related project documents will be shared with selected candidates only.*

### Annex C: BMZ Evaluation Guide



BMZ Guide on  
DAC.pdf