

## **Terms of Reference: “Community Facilitation Consultant for Early Warning System (EWS) Training and Awareness Campaign”**

### **1. Background**

People in Need (PIN) is a Czech non-profit organization founded in the early 1990s and is the largest humanitarian and development organization in Central and Eastern Europe, operating in over 30 countries. PIN provides aid across multiple sectors, including disaster response, conflict recovery, poverty reduction, and climate change adaptation.

In 2024, PIN piloted the Early Warning System (EWS1294) in Lao PDR, successfully installing 12 water-level sensors in flood-prone areas. The pilot demonstrated that the PIN-developed EWS and hydrological monitoring network can be adapted effectively to Lao conditions. The implementation took place in Champasak, Saravane, and Attapeu provinces, confirming its relevance for local communities.

Lao PDR continues to face increasing risks from floods and extreme weather events. Building on the pilot’s success, PIN is now scaling up the EWS to 33 high-risk districts across 9 provinces. A major challenge is that many communities still have **low trust in early warning systems**, limited understanding of alert messages, and lack clear procedures for response.

In Savannakhet Province specifically, PIN will conduct community training and awareness campaigns in **three districts: Champhone, Songkhone, and Thapangthong**, delivered jointly by the PIN team, local authorities, and a contracted facilitator.

The facilitator will play a central role in engaging communities, leading participatory discussions, and supporting non-technical components of the training and campaign.

### **2. Objective of the Assignment**

The objective of this assignment is to facilitate community training and awareness sessions on the EWS system in three districts of Savannakhet Province, ensuring participants not only understand the system works (registration and alerts dissemination), but can practice and demonstrate appropriate response behaviors to flood warnings, leading to improved preparedness and early action at household and community level. The facilitator will accompany the PIN team to all target locations and support the entire training and campaign process.

### **3. Target Audience**

- Community members (70–100 participants per village)
- Village leaders / Village disaster committees
- Women, elderly, persons with disabilities, ethnic minorities
- District and provincial authorities (DMH, PAE, DAE)

### **4. Scope of Services**

#### **Training Facilitation**

The Facilitator will design and lead practical, participatory activities to support long-term behavioral change, including but not limited to:

- Flood warning simulation exercises

- Group-based decision-making on response actions
- Household and community preparedness mapping
- Role-play scenarios focusing on vulnerable groups
- Activities that encourage participants to commit to concrete preparedness actions

### Tentative Training Agenda

No.	Activity	What to Do	Who	Materials	Result
2.1	Opening	Welcome by village leader and Facilitator	Village leader, PAE, DAE	Banner, mic	Participants feel welcome
2.2	Introduction	Explain what EWS1393 is and why it is important, its functions, how the system works, benefits	PIN team	Slides, posters	Participants understand EWS
2.3	Demonstration	Show how to register for alerts and use EWS system and show the Geoneon map of flood risk areas. Ask participants to locate their homes and discuss exposure risks	PIN team	Tablets, phones, forms	Participants know how to register and the Community identifies flood-prone zones and understands local risks.
2.4	Flood alert simulation exercise	Groups respond to simulated flood warning and identify actions, routes, and responsibilities	Facilitator	Flipcharts, markers, Markers Prepared “flood alert” message (printed or spoken) Whistle or bell (optional)	Participants practice real-life response to flood warnings and clearly understand what to do immediately after receiving an alert

2.5	Safe vs unsafe actions game	Sort and discuss flood response actions	Facilitator	Prepared action cards or illustrated pictures Flipcharts or ground mats for sorting Markers	Participants identify and correct common risky behaviors, leading to safer decision-making during real flood events.
2.6	Household preparedness mapping	Participants map routes and safe places	Facilitator	Paper, pencils Sample prepared map (optional)	Clear, visual evacuation and preparedness plan, strengthening household-level readiness
2.7	Distribute materials	Hand out posters, leaflets, stickers, fun quiz	PIN / Facilitator	Posters, leaflets, stickers, gifts	Participants take materials home
2.8	Closing	Encourage sharing info with neighbors	Facilitator	Banner, mic	Community motivated to act

## 5. Deliverables & Timeline

The facilitator will prepare and submit one (1) activity report that documents all three (3) district training sessions.

This report must be submitted within 10 days after the final training.

The report must include:

Section	Details Required in the Report
1. Event Summaries	Location and date for each of the three districts ( <b>Champhone, Songkhone, and Thapangthong</b> ) - Training agenda followed - Overview of activities conducted
2. Participant Data	<ul style="list-style-type: none"> <li>• Total number of participants per district</li> <li>• Gender and age breakdown</li> </ul>
3. Summary of Group Discussions	<ul style="list-style-type: none"> <li>• Main discussion points raised by participants</li> <li>• Community experiences with past floods</li> <li>• Understanding of flood risks and preparedness measures</li> <li>• Key messages participants understood</li> </ul>

4. Community Feedback & Questions	<ul style="list-style-type: none"> <li>• Questions raised by community members</li> <li>• Common concerns or misunderstandings</li> <li>• Feedback on clarity of EWS alerts and training content</li> </ul>
5. Summary of Engagement Activities	<ul style="list-style-type: none"> <li>• Key behaviors discussed and practiced</li> <li>• Common incorrect or risky behaviors identified</li> <li>• Observed changes in understanding during the session</li> <li>• Level of confidence in responding to warnings (facilitator observation)</li> </ul>
6. Challenges Faced	<ul style="list-style-type: none"> <li>• Logistical challenges during implementation</li> <li>• Training or facilitation challenges</li> <li>• Community-level challenges (e.g., language barriers, low literacy, low engagement)</li> </ul>
7. Lessons Learned	<ul style="list-style-type: none"> <li>• What worked well across districts</li> <li>• What did not work well</li> <li>• Key facilitation and engagement insights</li> <li>• Observed differences between communities</li> </ul>
8. Recommendations for Improvement	<ul style="list-style-type: none"> <li>• Actionable recommendations for future training sessions</li> <li>• Suggestions to improve EWS awareness and understanding</li> <li>• Recommendations for village authorities and local departments</li> <li>• Suggestions to improve future PIN campaigns</li> </ul>
9. Photos of Activities	<ul style="list-style-type: none"> <li>• Photos of facilitation, group work, activities, and material distribution (if assigned by PIN)</li> </ul>

## 6. Tentative Timeline

Proposed date:

Date	Activity	Location
03/02/2026	Travel from Vientiane Capital to Savannakhet Province by car; overnight stay in Savannakhet	Savannakhet Province
04/02/2026	Meeting with PAE and travel from Kaisone Phomvihane District to Champhone District to prepare the training venue (coordination, setup, and community engagement)	Champhone District, Savannakhet Province
05/02/2026	Training session	Champhone District, Savannakhet Province
06/02/2026	Travel from Champhone District to Songkhone District to prepare for the training (venue setup and coordination with village authorities); overnight stay in Songkhone District	Songkhone District, Savannakhet Province
07/02/2026	Weekend	—
08/02/2026	Weekend	—
09/02/2026	Training session	Songkhone District, Savannakhet Province

10/02/2026	Travel from Songkhone District to Thapangthong District to prepare for the training (venue setup and coordination with village authorities); overnight stay in Thapangthong District	Thapangthong District, Savannakhet Province
11/02/2026	Training session	Thapangthong District, Savannakhet Province
12/02/2026	Travel back to Kaisone Phomvihane District, Savannakhet Province; overnight stay	Kaisone Phomvihane District, Savannakhet Province
13/02/2026	Travel from Savannakhet Province to Vientiane Capital	Vientiane Capital

**Total working days: 11 days**

## **7. Required Qualifications & Skills**

### **Experience**

- Minimum **3 years of proven experience** in community facilitation, community mobilization, or training delivery.
- Experience working with **rural communities** in Lao PDR, especially ethnic or vulnerable populations.
- Prior experience in **disaster risk reduction (DRR)**, emergency preparedness, or early warning systems is an advantage.
- Experience facilitating **large community groups** (50–100 participants) is strongly preferred.
- Experience facilitating participatory **simulations, drills, or community-based preparedness activities** is a strong asset.

### **Skills & Competencies**

- Strong facilitation skills, including the ability to lead discussions, group exercises, and engagement activities.
- Ability to simplify technical concepts into easy-to-understand messages for low-literacy communities.
- Excellent interpersonal and communication skills, with demonstrated ability to engage diverse groups (women, elderly, disabled persons, ethnic groups).
- Good understanding of community dynamics and cultural sensitivity in Lao PDR.
- Ability to manage time, follow schedules, and coordinate effectively with PIN and local authorities.
- Ability to collect information, document findings, and prepare clear, concise reports.

### **Language Requirements**

- Fluency in **Lao language** (spoken and written) – required.
- Knowledge of local **ethnic languages** – preferred.
- Basic English literacy (for communication with PIN team) – an advantage.

## Other Requirements

- Willingness and ability to travel to **remote and rural areas** in Saravane Province.
- Physically able to participate in full-day community activities.
- Professional reliability and adherence to PIN's **Code of Conduct, Child Protection Policy, and Safeguarding Standards**.

## 8. Logistics & Support Provided by PIN

PIN will provide:

- Transportation to all field locations
- All training and awareness materials (posters, leaflets, banners, prizes, etc.)
- Coordination letters and government liaison

The facilitator is responsible for personal equipment (phone, laptop, clothing, personal items).

## 9. Payment Terms

Payment will be based on an agreed **daily professional fee**, covering the total of **11 working days** as outlined in the timeline.

## 10. Submission Requirements

Applicants must submit:

- CV outlining relevant experience
- Brief approach/methodology for facilitation
- Daily rate or total budget proposal
- Example(s) of community facilitation or DRR work (if available)

## 11. Selection criteria

Selection criteria:

Description	Score (%)
The contract will be awarded based on an evaluation of the technical proposal (70%) and the financial offer (30%). The evaluation will assess the consultant's experience, facilitation capacity, proposed methodology, and understanding of the assignment as outlined in the TOR.	
<b>Relevant Experience in Community Facilitation</b>  Demonstrated experience in community facilitation, community mobilization, or training delivery, particularly with rural and vulnerable communities in Lao PDR. Experience in disaster risk reduction (DRR), emergency preparedness, or	<b>30%</b>

early warning systems is a strong advantage. Experience facilitating large community groups (50–100 participants) is preferred.	
<b>Facilitation Skills &amp; Participatory Methods</b>  Evidence of strong facilitation skills, including experience leading participatory activities such as simulations, role plays, group discussions, mapping exercises, or drills. Ability to engage women, elderly persons, people with disabilities, and ethnic minorities effectively.	<b>20%</b>
<b>Proposed Methodology &amp; Approach</b>  Clarity and quality of the proposed facilitation approach, including understanding of participatory, behavior-change-oriented activities outlined in the TOR (e.g. flood alert simulations, safe/unsafe actions, household preparedness mapping). Suitability of the approach for low-literacy audiences.	<b>10%</b>
<b>Understanding of the Assignment &amp; Context</b>  Demonstrated understanding of PIN’s Early Warning System project, objectives of the training and awareness campaign, target audience, and expected outcomes in Savannakhet Province.	<b>5%</b>
<b>Reporting &amp; Documentation Capacity</b>  Ability to collect participant data, summarize discussions, document lessons learned, and produce a clear, structured activity report in line with TOR requirements.	<b>5%</b>
<b>Financial offer</b>  Cost-effectiveness and clarity of the proposed daily rate or total budget, alignment with the scope of work, timeline (11 working days), and deliverables outlined in the TOR.	<b>30%</b>

1. **Evaluation method** (performance of evaluation criteria):

- **Technical Proposal – 70%**
- **Financial Offer – 30%**

The Evaluation Committee will assign up to 5 points for each technical criterion using the scoring scale below:

Score	Evaluation
5	Excellent response that exceeds requirements; highly relevant experience, clear methodology, and strong assurance of high-quality delivery.
4	Good response that fully meets requirements and demonstrates solid capacity to deliver the assignment.
3	Satisfactory response that meets minimum requirements but provides limited assurance of quality delivery.
2	Weak response with notable gaps; raises concerns regarding capacity or approach.
1	Poor response with serious weaknesses and high risk of non-delivery.
0	No response or response fails to address the criterion.

## 12. Submission Instructions

Sealed or electronic proposals must be submitted to:

### People in Need – Lao PDR

23 Singha Road, Nongbone Village, Saysettha District  
Vientiane Capital, Lao P.D.R.

**Attention to:** People in need in Laos

**Submission Deadline:** 23th January 2026

### Email Contact:

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