



## Terms of Reference for ACIS4 Project Mid Term Review in Khoua District, Phongsaly Province

### Overview

Application deadline	10 Feb 2026
Contract start	Mar 2026
Duration	Mar – Jun 2026
Program sector(s)	Climate Change
Project/Program name	The Agro-Climate Information System for the Adoption of Resilient Farming Practices by Women and Ethnic Minority Farmers in Phongsaly – ACIS IV
Type of consultancy	External Project Mid Term Review
Project/Program location	Khoua District, Phongsaly Province
Consultant location	National and In-country
Funded by	Ministry of Environment Climate and Biodiversity of Luxemburg (MECB)

### Organizational Overview

CARE International is a global NGO working to end poverty and achieve social-justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalised individuals in their communities and face unequal access to social and economic rights. In 2024, CARE worked in more than 100 countries around the world, supporting 200 million people from vulnerable communities to fight poverty and social injustice. To date, CARE supported over 52 million participants to promote lasting change in their lives, in line with the Sustainable Development Goals.

CARE International in Lao PDR began its operations in 1992 and has worked since then to improve the lives of vulnerable groups in both rural and urban areas, particularly the ethnic minority communities. CARE works in partnership with community members, the government, local civil society organisations, and the private sector. CARE currently implements projects in seven provinces: Vientiane Capital, Phongsaly, Luang Namtha, Luangprabang, Salavan, Champasack and Sekong.

CARE's "Marginalized Women and Girls" program in Laos empowers women and girls through integrated initiatives focusing on women's health, economic empowerment, and climate resilience, utilizing evidence-based practices to drive sustainable socio-economic justice. This is achieved by strengthening health systems, combating gender-based violence, improving food access, fostering resilient livelihoods and inclusive value chains, and enhancing climate adaptation through community-driven action plans that combine scientific and traditional knowledge, ultimately contributing to poverty reduction and a more equitable society. CARE Laos commits to women and girl empowerment, locally led and globally scaled through a comprehensive approach to long-term commitment to building local capacity as central to our mission.

## Project Overview

The Agro-Climate Information System for the Adoption of Resilient Farming Practices by Women and Ethnic Minority Farmers in Phongsaly (ACIS-IV) is a 4-year project (Jan 1, 2024 to Dec 31, 2027) and funded by the Ministry of Environment Climate and Biodiversity of Luxembourg (MECB) in aiming to increase climate resilience of women and ethnic minority farmers in 7 villages in Khoua district through improved access to information and planning.

The primary goal of the project is to reduce poor ethnic minority household vulnerability and food insecurity linked to the effects of drought through reducing household reliance on drought vulnerable upland rainfed rice production.

The target population are ethnic minorities (mostly Khmu), smallholder and agriculture reliant households. Households typically rely on drought vulnerable upland swidden rice cultivation for a significant part of household food security. The project specifically targets the poorest within each community and will ensure women's active engagement and benefit through challenging prevailing gender norms and valuing and building upon the role of female farmers. In total the project has directly benefited around 2,000 people and 300 households.

The project primary partners are the Provincial and District Agriculture and Forestry Offices (PAFO - DAFO) and the National Agriculture and Forestry Research Institute (NAFRI) as well as the Lao Women's Union (LWU).

## Purpose of the Mid Term Review

The purpose of the Mid Term Review is to evaluate the project's performance, identify project change at the systems and population level, and inform necessary adjustments of the project in relation to project design, planning, resources, approaches and methodologies by:

1. Assessing the achievement and progress of project impact, outcomes, and outputs against the project logical framework over the first half of the project timeline.
2. Identifying the challenges, lessons learned, and recommendations that inform decision-making to make necessary adjustments to the project.
3. Identifying changes through the project at the systems and population level

Mid Term Review covers the period from 01.01.2024 to 31.12.2025

The indicators to be measured are:

- A. **Project Specific Objective and its performance indicators:** Women and ethnic minority farmers in Khoua district of Phongsaly Province have increased use of a) drought resilient crops and production systems and b) agro-climatic planning information.
  1. 60% of the project target smallholder farmers applying drought resilient applied agricultural technologies and practices.
  2. At least 75% of women participating in the micro-paddy reporting reduced family reliance on drought vulnerable upland rice cultivation for household food supply by end of project
  3. 50% smallholder farmers disaggregated by gender and disability/ethnicity reporting increased use of climate/crop calendars and weather bulletin.

4. 80% of farmers learning networking members (disaggregated by gender and disability/ethnicity) reporting use of learnings gained through FLN events.

**B. Project Specific Results and expected indicators:**

1. **RESULT1:** Farmers access climate information service through downscaled climate information and advisories, integrating local weather forecasts
  - 1) 160 farmer learning networking (FLN) member by gender and disability/ethnicity trained on the use of a dynamic crop calendar.
  - 2) Downscaled climate information and advisories, integrating local weather forecasts documented through the participatory scenario planning (PSP) meeting
2. **RESULT2:** Women and ethnic minority farmers have increased utilisation of drought.
  - 1) At least 120 smallholder farmers households (by gender and disability/ethnicity) cultivating drought tolerant crops including promoted tree crops by end of project.
  - 2) At least 100 smallholder farmers households engaged in honey production by end of project.
  - 3) At least 40 small farmers households from the potential villages (by gender and disability/ethnicity) with increased access to micro-paddy and total area of micro-paddy created over project period.
  - 4) At least 50% of women in target villages express satisfaction with access to information and influence on decision making.
3. **RESULT3:** Farmers' Learning Networks enable knowledge and planting material exchange for drought resilient production systems
  - 1) 3 functioning Farmers' Learning Networks (with 50% female membership) are established with clear roles and responsibilities.
  - 2) 3 FLN learning exchanges with other farmers networks

As per donor's requirement, to what extent the project's beneficiaries are protected from sexual harassment exploitation and abuse according to CARE Safeguarding policy implementation in the project locations: complain mechanisms, sensitization sessions to volunteers, beneficiaries and related persons, response mechanism if an incident is reported? Also see the donor Charter as a reference.

## Target group of the Mid Term Review

Target of participants that will be involved in the Mid Term Review are

1. **Cluster representative (FLN management committees):** at least one representative in each village cluster (KII)
2. **Government staff:** at least one representative from Provincial and District Agriculture and Environment Offices (PAEO - DAEO), National Agriculture and Forestry Research Institute (NAFRI) and Provincial and District Lao Women's Union (PLWU) - (KII)
3. **Remote ethnic farmers (18-60 years):** female and male farmers in target villages that targeting to join the project (Household survey)
4. **Village members:** female and male in target villages that targeting to join the project activities (FGD)

## Scope of the Mid Term Review

The Mid Term review will cover 5 out of 8 villages in the total project villages in Khoua District, Phongsaly Province. The consultant's tasks are allocated into 3 phases as follows:

### Phase One:

- Review all documents related to this project, including the logframe, and CARE's related strategy documents: CARE Vision 2030, Marginalized Women and Girls- Long-term Program Strategy, Gender Equality and Women's Voice Strategy, Annual narrative and financial reports. Other related documents.

### Phase Two:

- Review and adjust study design (from baseline study) and develop sampling methodology.
- Present inception report along with data collection tools and organize face to face meeting with CARE Laos team in Vientiane Capital for planning and preparation before conducting the data collection training. All tools should be ready in both Lao and English for CARE review before this meeting.
- Provide data collection tool training to enumerators and pilot the tool. Piloting the tool is a must.
- Lead the data collection process in the field with multiple target groups along with the enumerators to ensure the data is collected effectively. It is strongly recommended that the lead evaluation consultants travel on the field trip with the data collection team.

### Phase Three:

- Lead the cleaning and validation of quantitative and qualitative data, and data analysis.
- Present the evaluation result through a data validation workshop.
- Prepare draft report and take feedback for finalization of the report and presentation of key findings. Please expect multiple rounds of feedback for the draft report.
- Provide a one-page summary of the report after the final version is submitted.

## Approach and Methodology

The Mid Term Review will use a mixed-method approach and participatory based process.

1. A mix of quantitative and qualitative instruments and methods will be used
2. A participatory approach should be adopted to capture the perspectives of key stakeholders and project participants/beneficiaries
3. The methodology will be gender and target group (ethnicity) sensitive
4. The sampling must be purposeful and represent local diversity (i.e. distance to roads, ethnicity, active and inactive villages, etc.). The sample sizes should not be less than 20% of the total target populations (villages, schools, healthcare enters) and covers all the target groups listed above.
5. Field visits to meet beneficiaries; villagers, district and provincial stakeholders; relevant government staff
6. Present findings to relevant partners/stakeholders/CARE Staff

Furthermore, the following documents will be considered for review:

1. Revision of project documents, including proposal and Logframe
2. Baseline report, interim report and annual reports Y1 and Y2
3. CARE Vision 2030 (Core Global and supplemental indicators for measuring change)
4. CARE Laos' program strategies (e.g. Gender Strategy, Women's Health program approach)

5. Gender Marker
6. CI Safeguarding policy
7. CARE Laos FAM policy
8. Luxembourg MoFA SHEA Charter

## Roles and Responsibilities


### Team Member and Roles

Phase	Responsible Person	Primary Tasks
Planning	MILKA advisor, Phongsaly Provincial Manager	Lead in facilitation evaluation process and managing the external Mid Term Review consultant by collaborating with CARE and government partners.
	External Consultant	<ul style="list-style-type: none"> <li>- Lead in designing the necessary methodology and tool for conducting the Mid Term Review by collaborating with CARE Laos' program team and CARE Luxembourg.</li> <li>- Lead in providing the training to the data collection team on methodology and tools to be used in the final evaluation.</li> <li>- Ensure the appropriate team composition by collaborating with CARE team regarding ethnic groups.</li> <li>- Lead in writing the inception report.</li> </ul>
Data Collection	Phongsaly Provincial Manager, ACIS4 project team, MILKA advisor,	<ul style="list-style-type: none"> <li>- Lead in facilitating the logistics and making an appointment with the selected target groups mentioned above.</li> <li>- Provide relevant information and data as requested.</li> </ul>
	External Consultant	<ul style="list-style-type: none"> <li>- Lead in collecting the data following the data collection plan.</li> <li>- Lead in cleaning the data and data processing/translation if required.</li> </ul>
Data Analysis	External Consultant	<ul style="list-style-type: none"> <li>- Lead in analysing the day following the objective and requirement from the final evaluation ToR.</li> <li>- Cross check all data to ensure that collected data meets the needs of the final evaluation objectives and requirements.</li> </ul>
Reporting	External Consultant	<ul style="list-style-type: none"> <li>- Debriefing for the community representative and government partners at the district level.</li> <li>- Debriefing for the program team from CARE Laos, CARE Lux and relevant Partners.</li> </ul>

## Deliverables

Below are summaries of key deliverables:

Deliverable	Description	By when
Inception report	Participate in 1-2 hour kick off meeting with CARE Laos and CARE Lux	W4 Feb 2026

	Including the methodology, sampling, tools and the guiding principles of the baseline study and data analysis plan.	
Draft baseline report (max 35 pages, annexes excluded)	Please find report outline here:  Report structure.docx	W4 Apr 2026
Indicator summary table	Update the indicator in logframe	W4 Apr 2026
PowerPoint presentation (debriefing)	Includes the methodology, sampling, tools, key findings, imitations, and recommendations from the mid-term evaluation	W4 Apr 2026
Cleaned qualitative and quantitative data sets.	The consultant should deliver, at minimum, all files including quantitative data sets (raw and refined products), transcripts of qualitative data, and others in an easy-to-read format and maintain naming conventions and labeling for the use of the project/program/initiative and key stakeholders.	W4 Apr 2026
Completion of the approved final report	Following the feedback on the draft report – submit the final version along with one page evaluation summary and materials to CARE	W4 May 2026

## Time frame

The following table shows the anticipated work schedule:

	Item	Specific Task	Days	Tentative dates
1	Pre-field activities	Project literature review	1	W4 Feb 2026
		Inception report: Design methodology, research tools and plan data collection.	2	
		Sub-total	3	
2	Field activities	Travel to Phongsaly Province	-	W3-4 Mar 2026
		Training on data collection and preparing the document	1	
		Data collection in 5 villages	5	
		Travel to Vientiane.	-	
		Sub-total	6	
3	Report writing	Prepare the draft Report (1 <sup>st</sup> draft)	3	W4 of May 2026
		Finalize first draft of report (2 <sup>nd</sup> draft)	1	
		Two weeks for back-and-forth comment and feedback		
		Present the key findings to CARE Senior Program Team and CARE Lux and relevant partners in Vientiane Office for feedback	1	
		Finalize report (taking into account comments from CARE) and submit the finalized report to CARE.	1	
		Sub-total	6	
		Grant Total	15	

## Selection Criteria

1	Experience	<ul style="list-style-type: none"> <li>At least 5 years experience in the fields of climate change, agriculture and food security programming, gender, and women's empowerment in Lao PDR or southeast Asia</li> <li>Demonstrated strong social research and reporting skills, including experience conducting quantitative and qualitative research.</li> <li>Demonstrated successful experience in conducting project baseline survey studies, especially development projects.</li> <li>Demonstrated good understanding of gender issues, and women's empowerment in Laos.</li> <li>Relevant technical experience (e.g. climate change, agricultural and food security, gender mainstreaming, ethnicity, Social Behavioural Change and Communication, rural livelihoods, institutional development, etc.) is preferred.</li> </ul>
2	Qualification	<ul style="list-style-type: none"> <li>Relevant post graduate qualifications.</li> </ul>
3	Technical skills	<ul style="list-style-type: none"> <li>Research, survey (e.g. PRA/PLA), stakeholder interviews (ranging from field level to national level stakeholders), report writing, presentation.</li> <li>Ability to work autonomously and demonstrated skills in leading final evaluation projects.</li> </ul>
4	Language	<ul style="list-style-type: none"> <li>Excellent command of English (writing and speaking).</li> <li>Experience in Lao PDR and Lao language skills are desirable.</li> </ul>
5	References	<ul style="list-style-type: none"> <li>A minimum of two referee contacts who have managed the proposed consultant previously.</li> </ul>

As a matter of course, all consultants are subject to the following policies:

- CARE Lao Child Protection Policy.
- Terrorist Check Safety and Security Management Plan.
- CARE Code of Conduct.

## How to apply

If you are interested in this role, please submit your (1) CV, (2) cover letter, (3) two references, (4) proposed mid-term evaluation study plan, and (5) cost quotation (daily rate) to: [Lao.contracts@care.org](mailto:Lao.contracts@care.org) by **10<sup>th</sup> February 2026**, please include the text: **“Application for ACIS4 Mid Term Review”** in the subject of your email.

Note that the cost quotation should include the consultant’s daily rate as well as any materials and travel costs required for the consultant to complete the evaluation outlined above.

For specific technical and more information, please contact [Nouandam.kommana@care.org](mailto:Nouandam.kommana@care.org)