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## Terms of Reference:

# Climate Youth Ambassador Skills & Action Support Assignment

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### 1. Background

The Lao Upland Rural Advisory Service (LURAS) is a project of the Government of Laos and the Swiss Agency for Development and Cooperation (SDC), implemented by Helvetas Laos in partnership with the Department of Agricultural Extension and Cooperatives (DAEC) within the Ministry of Agriculture and Environment (MAE). Since 2014, LURAS has been supporting Green Extension in the north of Laos, helping farming families adopt sustainable agricultural practices that increase both production and income.

As part of youth engagement and empowerment process, the LURAS Agripreneurs for a Green Rural Enterprise and Employment (AGREE) scheme approach has been implemented in the four Northern provinces Xieng Khouang, Oudomxay, Huaphan and Luang Prabang since 2019. The scheme supports rural youth to build sustainable livelihoods in their own communities with agribusiness activities. AGREE combines practical learning, mentoring, and small start-up grants that enable young people to turn ideas into action. By strengthening youth-led agribusinesses, the scheme contributes to more resilient and inclusive local economies. Through AGREE 273 youth were trained and 150 grants were provided.

The Climate Youth Ambassadors (CYAs) were introduced as part of the Climate Resilience Extension Development (CRED) intervention in 2025. The Youth Ambassadors serve as community leaders in climate resilience and disaster risk reduction (DRR). Through training, capacity-building, and interactive activities, they will be able to raise awareness, promote adaptation strategies, and facilitate community engagement. The main objective is for youth to inspire and lead climate action within their own communities. After the selection and orientation, the 23 Ambassadors received basic training to help them engage villagers, communicate climate risks, and take on small leadership roles. Since then, they have been involved in ongoing village level activities, including simple climate monitoring and supporting community climate awareness events across different provinces. Throughout this process, it has become clear that while many CYAs are highly motivated, their levels of confidence, leadership readiness, and practical understanding of climate resilient actions vary widely. Most still struggle to speak in front of groups or to translate climate concepts into concrete actions for their villages. As the project enters a followup phase—where CYAs are expected to help communities act on the priorities identified during the awareness events—additional support is needed to strengthen their leadership skills, build their confidence, and equip them with practical, context appropriate ideas for climate action.

Helvetas seeks to contract a service provider to support the process of empowering the CYA's in the next months.

## 2. Objectives

The overall objective of this assignment is to strengthen Climate Youth Ambassador (CYA's) to so they can confidentially support their community with follow-up activities in their villages and contribute meaningfully to community-level climate action as well as build a network of youth within the LURAS provinces.

More specifically, the service provider will:

1. **Support the LURAS team** (including local partners like DAEO) in supporting CYAs, focusing on their understanding of how to follow up in their communities after the climate awareness events, including how to translate village priorities into practical steps and small, feasible initiatives.
2. **Design and deliver two workshops** tailored to the needs and varying confidence levels of the CYAs:

- **Workshop 1 (3 days): Climate-Smart Solutions & Ambassador Role**

This workshop will deepen the CYAs' understanding of climate-smart solutions at village level and explore practical actions that communities can take. It will also clarify what it means to be a Climate Youth Ambassador—roles, responsibilities, expected behaviours, and ways to represent their village. The AGREE youth of neighboring communities to participate in the part of Climate Change and Climate Smart solutions, to increase their skills and networking among youth. In addition, the workshop will guide the CYA on how to prepare a simple community project, including identifying needs, planning actions, and preparing requests for project support.

- **Workshop 2 (1.5 day): Reflection, Learning, and Closure**

After CYAs have implemented their small community projects, the second workshop will provide a space to reflect on their experiences, share lessons learned, and celebrate achievements. It will also serve as a closing session to reinforce their identity and confidence as Ambassadors moving forward.

These objectives aim to ensure that CYAs are better equipped—technically, practically, and personally—to take on their ambassadorial role and effectively support climate action within their communities.

## 3. Scope of work

The service provider will support 23 Climate Youth Ambassadors (CYAs) across four provinces through a sequence of structured capacity-building and follow-up activities that strengthen their confidence, technical understanding, and ability to facilitate climate action in their communities. The assignment will run from **early March to early May 2026** and will include the following tasks:

### 1. Review and Preparation (late February – early March)

1. Review relevant background materials on the Climate Youth Ambassador initiative, including previous training materials and summaries of village priorities identified during community climate awareness events.
2. Hold an inception meeting with the LURAS team to understand the CYAs' current capacities, confidence levels, and specific learning needs.
3. Finalize workshop methodologies, agendas, and materials, ensuring that approaches are youth-friendly and participatory.

### 2. Development of Simple Follow-Up Tools for CYAs

The service provider with LURAS team will develop short, practical tools that the CYAs can use during their follow-up with villages, such as:

- A simple checklist for community follow-up discussions
- A short template for preparing small community projects
- Guidance for engaging village authorities and farmers
- Basic communication tips for youth with low to moderate confidence

All materials should be simple, visual where possible, and accessible to youth of varying literacy and experience levels.

### **3. Design and Facilitation of Workshop 1 (2 days, early March – delivered twice)**

Workshop 1 will be organised in two provincial locations, each time bringing together CYAs and AGREE Youth from two provinces.

#### **Day 1 – Open Session with Additional Youth (AGREE Youth)**

The first day will include the 24 CYAs plus AGREE youth (young entrepreneurs) from surrounding communities. This joint learning session aims to:

- Strengthen general youth knowledge of climate change and local climate risks
- Promote youth leadership and community engagement
- Introduce practical climate-smart solutions suitable for upland contexts
- Facilitate peer-to-peer networking and create connections between CYAs and young entrepreneurs

AGREE youth participation is intended to expand networks, promote cross-community collaboration, and enhance the inspiration and motivation of CYAs through shared learning.

#### **Day 2 and 3 – CYA-Only Training**

The second day will focus exclusively on the 24 CYAs and will include:

- Role and responsibilities of a Climate Youth Ambassador
- Basic facilitation and communication skills for working with farmers and communities
- Youth-friendly and participatory learning approaches
- Translating forecasts into farmer-friendly messages
- Preparation of small community projects, including selecting an activity, preparing a simple plan and budget, and drafting a request for project support
- Practice exercises, simulations, and facilitation drills All activities should use participatory, engaging, hands-on methods suitable for youth with varied confidence levels.

### **4. Design and Facilitation of Workshop 2 (1.5 days, early May – delivered twice)**

Workshop 2 will also be delivered twice, each time bringing together CYAs from two provinces. This workshop occurs after (almost) completion of the community projects.

Content will include:

- Reflection and learning from implementation:  
What worked, what didn't, lessons learned, and key experiences gained
- Presentation of community projects:  
Simple storytelling, use of photos, and basic presentation skills
- Reinforcing Ambassador identity and confidence:  
Celebrating achievements, sharing peer encouragement, and strengthening leadership identity

- Closure session:  
Structured wrap-up of the CYA engagement cycle, next steps, and motivation for continued involvement in climate action

The approach should be supportive, confidence-building, and inclusive.

## 5. Reporting (mid-May)

The service provider will prepare a concise final report including:

1. Summary of activities completed
2. Workshop agendas, methodologies, and materials
3. Overview of youth participation (CYAs + AGREE youth)
4. Observations on CYA development, confidence, and performance
5. Summary of the community projects implemented
6. Recommendations for sustaining youth leadership beyond the assignment
7. All training materials, tools, and templates developed during the assignment must be submitted to LURAS.

## 4. Expected Deliverables

### Deliverables

The service provider will be expected to submit the following deliverables:

#### 1. Inception Note (early March 2026)

A short document outlining:

- the final approach and methodology.
- the detailed agenda for Workshop 1 (Day 1 and Day 2);
- proposed youth-friendly and participatory methods;
- draft tools and templates to be used by CYAs during community follow-up.

#### 2. Training Materials for Workshop 1

Complete set of materials to be used during both rounds of Workshop 1, including:

- presentations, handouts, and visual aids;
- participatory exercises and facilitation guides;
- simple project preparation tools (templates, checklists, guidance notes);
- Simple monitoring and documentation tools for CYAs;

Materials must be shared at least **one week before** workshop delivery.

#### 3. Delivery of Workshop 1 (two rounds, early March)

- Two 2-day workshops delivered in two provincial locations (two provinces per workshop).
- Day 1 delivered jointly for CYAs and AGREE youth.
- Day 2 and 3 delivered exclusively for the 24 CYAs.
- Brief workshop summary (1–2 pages) after each round, including attendance list and key observations.

#### 4. Training Materials for Workshop 2

Materials for the second 2-day workshop, including:

- reflection and learning exercises;
- presentation/storytelling templates;
- confidence-building and leadership reinforcement activities.

#### 5. Delivery of Workshop 2 (two rounds, early May)

- Two 2-day closing workshops delivered in two provincial locations (two provinces per workshop).
- Documentation of results shared by CYAs, including photographs or short summaries.
- Brief workshop summary (1–2 pages) after each round, with attendance list.

#### 6. Final Report (mid-May 2026)

A concise final report summarising:

- all activities conducted and workshops delivered;
- youth participation (CYAs and AGREE youth);
- observations on CYA skill development and confidence;
- overview of the community projects implemented;
- reflections and lessons learned from CYAs;
- recommendations for sustaining youth engagement beyond the assignment;
- copies of all training materials and tools developed.

## 5. Timeline

The assignment will be implemented from February to May 2026 (including preparation, training, coaching, and reporting)

Period	Activities / Deliverables
Late February – Early March 2026	<ul style="list-style-type: none"><li>• Review of existing materials and community priorities</li><li>• Inception meeting with LURAS team</li><li>• Preparation of workshop materials and youth-friendly tools</li><li>• Submission of Inception Note</li></ul>
Early March 2026	<p>Workshop 1 – covering 2 provinces (3 days) (for first two provinces)</p> <ul style="list-style-type: none"><li>• Day 1: Joint session with CYAs + AGREE youth</li><li>• Day 2 and 3: CYA-only training</li></ul> <p>Workshop 1 – remaining two provinces (3 days) (for remaining two provinces)</p> <ul style="list-style-type: none"><li>• Day 1: Joint session with CYAs + AGREE youth</li><li>• Day 2 and 3: CYA-only training</li></ul> <ul style="list-style-type: none"><li>• Submission of brief workshop summaries for both rounds</li></ul>
Late April – Early May 2026	<p>Workshop 2 – Round 1 (2 days) (first two provinces)</p> <p>Workshop 2 – Round 2 (2 days) (remaining two provinces)</p> <ul style="list-style-type: none"><li>• Reflection sessions, presentations, and closure</li><li>• Submission of brief workshop summaries for both rounds</li></ul>
Mid-May 2026	<ul style="list-style-type: none"><li>• Submission of Final Report, including lessons learned and recommendations</li><li>• Submission of all training materials and tools</li></ul>

## 6. Location

Activities will be conducted in LURAS target district and villages in 4 provinces (HP, XK, UDX and LPB). The training will be in LPB and HP.

## 7. Reporting

The consultant/service provider will work under the technical guidance of Helvetas Lao / LURAS project team and coordinate closely with district coordinator. And the final report will be submitted at the end of the assignment.

## 8. Level of Effort

The assignment is expected to require **approximately 25 consultant-days** for effective preparation, delivery, mentoring, and reporting. The estimate below reflects the scope and intensity of the work, including two rounds of each workshop across two provincial hubs and final reporting.

## 9. Logistical Details

LURAS will facilitate:

- Coordination with climate youth ambassador and local authorities
- Training venues and community access
- Support for travel, accommodation and training materials printing.

the consultant / service provider will be responsible for:

- Training preparation, facilitation, and coaching
- Development of training materials and tools

## 10. Application requirement

The service provider (organisation or team of consultants) must meet the following minimum qualifications:

### 1. Technical Expertise

- Experience in climate change adaptation, rural development, or community-based resilience programming and good understanding of climate-smart agriculture (CSA), community-level climate solutions, and practical adaptation measures. Knowledge of climate information tools.

### 2. Youth Engagement, Capacity Building & Facilitation

- At least 3–5 years of experience designing and delivering trainings for youth, community volunteers, or farmer groups.
- Skills in youth-friendly and participatory learning methods, including simulations, group activities, and practical field exercises.
- Experience working with youth with diverse education and confidence levels.
- Excellent facilitation and communication skills, with the ability to simplify complex concepts for non-technical audiences.
- In addition to Lao language skills, other local languages are desirable.

### 5. Management & Reporting Capacity

- Ability to deliver assignments within tight timelines (March–May 2026) and coordinate across multiple provinces.
- *Strong documentation and reporting skills, including the ability to produce clear, concise training materials and workshop reports.*
- Capacity to submit all deliverables on schedule and maintain clear communication with the LURAS team.

## 11. How to apply?

Interested applicants should submit:

- A short technical proposal describing the proposed approach
- Relevant experience in youth engagement, facilitation, climate change, or CSA
- CV or organizational profile with reference to similar assignments.
- Financial proposal