



Until we are all equal

# Plan International Laos

## Terms of Reference

### Baseline Study Consultancy

*Strengthening Lao Women and Youth for Climate Resilience and Sustainable Livelihoods*

Bokeo Province, Lao PDR

## 1. Background: Plan International Laos

Plan International is one of the world's largest children's rights and humanitarian organisations, working alongside children, young people, communities, and partners to advance children's rights and equality for girls. Plan, one of the world's largest children's INGOs, started operations in Lao PDR in 2007. Plan Laos maintains field presence in seven provinces, including Bokeo, and actively engages in coordination, policy, and technical discussion with the Government of Laos, Lao civil society, and development partners at local and national levels.

Plan Laos applies a life-cycle approach to the wellbeing of children, adolescents, and youth, integrating gender equality, inclusion, safeguarding, and climate resilience across all programmes. Current priorities focus on four areas: youth economic empowerment, adolescent and youth leadership, education and skills development, and public health and nutrition. Gender transformative programming is the global approach used across every Plan country office, including Plan Laos, to advance gender equality and girls' rights.

## 2. Background of the Project

The “Strengthening Lao Women and Youth for Climate Resilience and Sustainable Livelihoods” project builds on the success of the “Climate Change Adaptation in the Upland Areas through Innovative Practices Project (CCA Phase I)” (1 July 2022 – 30 June 2026), which worked in Pha Oudom District and Paktha District in Bokeo Province.

The Strengthening Lao Women and Youth for Climate Resilience and Sustainable Livelihoods project expands the project's geographic and thematic scope. The project will now be implemented across 22 communities in three districts of Bokeo Province, namely Houay Xay, Pha Oudom, and Paktha, with Houay Xay added as a new district for this phase. The project duration is three years, funded by the Wilsdorf Mettler Future Foundation via Plan International Switzerland.

The overall goal of the project is to increase rural livelihood opportunities for youth and women in target communities in Bokeo Province by supporting improved farming methods and entrepreneurship opportunities, and promoting climate adaptation methods. The project focuses on climate change adaptation and youth livelihoods, while substantially broadening the results framework to also address sustainable land use and natural resource management, entrepreneurship and value-added production, and school-based climate change awareness and disaster risk reduction (DRR).

The project's target groups are:

- 1,450 community members (750 female, 700 male) in 22 target communities
- 360 youth (180 young women and 180 young men), aged 15–24, in 22 communities



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- 1,050 secondary school students (550 girls, 500 boys), aged 11–17, in 6 secondary schools
- 15 representatives from government and civil society organisation (CSO) partners

## 2.1 Results Framework

The project will be implemented under three outcomes, each comprising two outputs, as set out in the project logframe (Annex 1):

### ***Outcome 1: An enabling environment for resilient agriculture practices is strengthened through community-based support.***

- Output 1.1: Young and women farmers have improved access to climate-related information that serves climate adaptation in agriculture.
- Output 1.2: Young and women farmers have improved access to capacity building opportunities on climate-smart agricultural practices.

### ***Outcome 2: Youth and women farmers in target communities enhance and develop their skills by accessing knowledge services, leading to diversified and improved livelihood opportunities.***

- Output 2.1: Communities, especially women and youth farmers, have improved land use planning, cultivation, and forest management practices, and expand livestock and fishery.
- Output 2.2: Youth and women farmers have improved knowledge and skills on entrepreneurship and income generation.

### ***Outcome 3: Communities, especially youth and women, develop and deepen their awareness and increase their adaptation and coping strategies in response to the negative impacts of climate change.***

- Output 3.1: Gender-sensitive climate change awareness campaigns in 22 villages and 6 secondary schools are conducted.
- Output 3.2: Climate change adaptation and disaster risk reduction (DRR) preparedness plans and actions in secondary schools are in place.

The baseline must establish values for indicators across all three outcomes and six outputs above, including indicators specific to secondary school students.

## 3. Objectives of the Baseline Study

The purpose of this consultancy is to conduct a baseline study that establishes the current status of project indicators in target communities and schools, providing the reference point against which project progress will be measured throughout implementation, including at any mid-line, end-line, or final evaluation. More specifically, the objectives of the baseline study are:

1. To establish disaggregated baseline values (by sex, age, district and disability) for all Goal, Outcome, and Output-level indicators in the project logframe (Annex 1).
2. To understand current levels of climate change awareness, adaptation practices, and access to climate-related information among male and female community members, youth and women farmers in target communities.



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3. To understand current knowledge, skills and practices related to sustainable agriculture, land use planning, livestock and fishery raising, entrepreneurship and income generation activities among youth and women farmers.
4. To understand the challenges and opportunities that young women and men face in accessing economic opportunities and participating in decision-making, including the influence of gender and social norms.
5. To establish baseline levels of climate change awareness and disaster risk reduction (DRR) preparedness among secondary school students and schools in target areas.
6. To review and refine the detailed indicators, targets and data collection tools that the project team will use for ongoing monitoring throughout the life of the project, and to work with Plan Laos to establish achievable annual and cumulative targets.

## 4. Scope of Work

The study will include the following activities:

- Review of project documentation, including Project Proposal and Logframe (Annex 1).
- Review of draft data collection tools (Annex 2) and provision of feedback and recommendations for their revision and expansion to the project's broader scope.
- Design and proposal of an appropriate sampling methodology and size for each population stratum, for agreement with Plan Laos at inception.
- Training of data collectors and facilitators. Pilot testing data collection tools and leading the field data collection.
- Translation of all data collection tools from English to Lao, piloting, and finalisation of data collection tools.
- Data collection across all 22 target communities in the three target districts, and in 6 target secondary schools.
- Data cleaning, analysis, and report writing, including a summary table of baseline values for each logframe indicator and proposed annual and cumulative targets.

## 5. Methodology

### 5.1 Review of Project Documentation and Data Collection Tools

The consultant will conduct a rapid review of key project documents (the Project Proposal and Logframe) to become familiar with the project's outcomes, outputs, and indicators. Draft baseline data collection tools (questionnaire, FGD guide, and KII guide), are attached for reference in Annex 2. The consultant will review these tools and propose revisions and additions needed to cover all three outcomes and six outputs, including new tools or modules for secondary school students. Plan Laos will review and approve the finalised tools before data collection begins.

### 5.2 Population Strata and Sampling

The project's target groups and results framework cover the following distinct population strata:



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- Farming households/community members in the 22 target communities (relevant to Outcome 1 and Outcome 2 indicators).
- Youth aged 15–24 in target communities (relevant to Outcome 1, 2, and 3 indicators).
- Secondary school students aged 11–17 in the target schools (relevant to Output 3.1 and 3.2 indicators).
- Government and CSO stakeholder representatives, where relevant to specific indicators.

The consultant will propose an appropriate sampling methodology and sample size for each stratum (household survey, focus group discussions, and key informant interviews) to the project's geographic scope (22 communities across three districts) and population. The consultant should justify whether an integrated sampling design across strata or separate stratum-specific approaches best serve the project's information needs. Exact sample sizes, and the number of focus group discussions and key informant interviews, are not fixed by this ToR and are to be proposed by the consultant, but it is expected that sample sizes are sufficient to provide a reasonable level of representativeness.

### **5.3 Data Collection**

Data collection is expected to combine quantitative and qualitative methods, to cover the outcomes, outputs and population strata:

#### ***Farming Household / Community Survey***

A structured questionnaire, administered to farming households or community members in target communities, covering demographic information, sources of income, agricultural practices, climate change awareness and adaptation, land use and natural resource management, and entrepreneurship and income generation, disaggregated by sex, age, and disability. The questionnaire should be translated into Lao, piloted prior to enumerator training, and administered electronically (tablet or phone) where feasible.

#### ***Youth-Focused Data Collection***

Focus group discussions (and/or a youth-specific survey module) with young women and men aged 15–24, exploring climate change awareness and adaptation, livelihood and entrepreneurship opportunities and barriers, and the influence of gender and social norms on their participation in economic and community life.

#### ***School-Based Data Collection***

A survey and/or focus group discussions with male and female secondary school students aged 11–17 in the six target schools, to establish baseline levels of climate change awareness and disaster risk reduction preparedness (Outputs 3.1 and 3.2). The consultant should propose age-appropriate methods and ensure these are designed and delivered with particular attention to informed assent and child safeguarding (see Section 6).

#### ***Key Informant Interviews***

Key informant interviews will be conducted with village chiefs/authorities in all target villages. The consultant should additionally consider key informant interviews with relevant government partners, Provincial Agriculture and Environment Office (PAEO), District Agriculture and Environment Office (DAEO), District Education and Sport Bureau (DESB), the Lao Women's Union, the Lao Youth Union, and school directors or head teachers.



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## 5.4 Analysis

Quantitative data will be cleaned and shared with Plan Laos in an agreed electronic format (e.g. Excel) and analysed using appropriate statistical software (e.g. SPSS, STATA or R), producing descriptive statistics disaggregated by sex, age, district and disability for each indicator.

Qualitative data will be analysed thematically to provide deeper understanding of the issues explored in the survey, including recurring themes, barriers, and participants' own proposals for addressing challenges. The consultant will prepare an analysis plan for both quantitative and qualitative data, covering all three outcomes, for Plan Laos's approval before analysis begins.

## 5.5 Report Writing

The consultant will prepare a preliminary report and PowerPoint presentation based on an outline agreed in advance with Plan Laos, present key findings, and finalise the report based on feedback from Plan Laos and the project team. The final report will include a summary table of baseline values for each Goal, Outcome, and Output-level indicator in the logframe, together with proposed annual and cumulative targets.

## 5.6 Plan Laos Will Provide

- Information about the project and other information needed by the consultant.
- Draft quantitative and qualitative data collection tools (Annex 2) as a starting point for revision.
- Feedback on the sampling proposal, analysis plan, and preliminary report and presentation.
- Approval of all key documents (inception report, implementation plan, training plan, revised tools post-pilot, analysis outputs, final report and presentation).
- Consent and assent form templates for use in data collection involving minors.

## 6. Ethics and Safeguarding

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with [Ethical MERL Framework](#) and our [Child and Youth Safeguarding Policy](#). All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

## 7. Deliverables and Schedule

The study is expected to start on July 2026, with data collection to be conducted between 20 July – 7 August 2026 and results presented by end of August 2026. The following main tasks are expected during each phase:

### 7.1 Preparation

- Finalisation of sampling design and size for each population stratum, methodology, tools, roles/responsibilities, communication processes, implementation plan, and quality control procedures.



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- Translation of tools.
- Pilot testing, including of new school-based tools.
- Recruitment of interviewers and facilitators.
- Development of training materials and agenda for Data collection and FGDs.

**Deliverable: Inception Report (including detailed methodology, sampling proposal, work plan, staffing, and revised data collection tools)**

**7.2 Training**

- Training of interviewers and facilitators, including practice during training in a nearby location, and specific guidance on child-safe data collection for school-based fieldwork.

**Deliverable: Debrief on training**

**7.3 Data Collection**

- Coordination with provincial, district and community leaders, and with target schools, to implement the study.
- Selection of households, youth, and school participants according to agreed sampling criteria.
- Data collection according to the approved plan.
- Quality control throughout fieldwork.

**Deliverables: Clean dataset(s); summary notes and (where applicable) audio recordings of FGDs**

**7.4 Analysis and Reporting**

- Analysis of data according to the approved analysis plan, covering all three outcomes.
- Development of preliminary report and PowerPoint presentation, and presentation of key findings in-country.
- Finalisation of the report based on feedback from Plan Laos and the project team.

**Deliverable: Final Baseline Report, including an executive summary in Lao and English, a summary table of baseline indicator values with proposed annual and cumulative targets, and translation of the executive summary into Lao.**

**7.5 Indicative Timeline**

The table below presents an estimate of the number of working days for each activity. The consultant may propose changes to this estimate with a justification.

No.	Activity	Responsible	Estimated Days
1	Briefing discussion with Plan Laos and Project Manager (following background reading).	Consultant, Plan Laos	1
2	Production of Draft Inception Report, including detailed methodology, sampling proposal, work plan, staffing, and revised data collection tools.	Consultant	2

No.	Activity	Responsible	Estimated Days
3	Revision and finalisation of inception report based on Plan Laos's comments.	Consultant	1
4	Training of enumerators and facilitators, including for school-based data collection.	Consultant	2
5	Fieldwork: quantitative and qualitative data collection across all population strata (as per approved methodology).	Consultant	14 days [TBC]
6	Analysis of quantitative and qualitative data.	Consultant	3
7	Drafting of key findings and report; presentation of key findings in-country; translation of executive summary into Lao.	Consultant	5
8	Finalisation of report based on feedback from Plan Laos and project team.	Consultant	3

## 8. Expected Qualifications

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

- Graduate degree in development studies, agriculture, gender, 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, including experience with mixed-methods research.
- Experience working with rural youth, rural communities, and (ideally) school-based research, preferably in Lao PDR.
- Extensive experience conducting mixed-methods research in Lao PDR.
- Demonstrated understanding of child safeguarding principles and experience designing age-appropriate data collection methods for minors.
- Lao spoken and English written language skills.
- Ability to work quickly and efficiently with minimal supervision.

## Other Requirements

- All international (non-national) consultants are required to have a work permit and visa permitting work.
- The financial proposal shall include relevant VAT/taxes. Plan Laos will withhold tax from the consultant fee as required under Lao PDR regulations; please factor this into your proposed day rate.
- Plan Laos does not pay consultants in-field meal allowances or DSA separately; these costs should be incorporated into the consultants' fees and/or data collection costs, as applicable.



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- For travel days to the field with no data collection or meetings conducted, please budget these days at half the daily consultant rate.
- Plan Laos will cover in-country accommodation and transport in line with Plan's policies and procedures. These costs should not be included in the application. Any out-of-country costs should be included but shown separately.
- The consultant must meet Plan Laos's professional indemnity and public liability insurance requirements, and must agree and sign Plan International's Code of Conduct, Safeguarding Children and Young People Policy, Gender and Inclusion Policy, and other relevant documents.
- The final report requires approval by the Head of Programmes and the Project Manager at Plan Laos.
- Plan Laos is open to negotiating date changes with reasonable advance notice from the consultant, given the implications of changes on the overall workplan.

## 9. Contact

Please send your application or Expression of Interest, with all supporting documents as outlined below, to [laos.procurement@plan-international.org](mailto:laos.procurement@plan-international.org) and to [somkhith.vilasak@plan-international.org](mailto:somkhith.vilasak@plan-international.org), with the subject line "Baseline Consultant for Strengthening Lao Women and Youth for Climate Resilience and Sustainable Livelihoods Project".

Any questions regarding this ToR can be sent to [Kongsa.Yanглуexay@plan-international.org](mailto:Kongsa.Yanглуexay@plan-international.org).

## 10. Applications

Interested companies/consultants should apply by **12 July 2026** to [laos.procurement@plan-international.org](mailto:laos.procurement@plan-international.org) and to [somkhith.vilasak@plan-international.org](mailto:somkhith.vilasak@plan-international.org), providing:

- A cover letter (maximum 2 pages) demonstrating that you meet the competencies above.
- A technical proposal (maximum 10 pages, excluding annexes) describing the consultant's understanding of the assignment, proposed methodology and sampling approach, work plan, and team composition. The proposal must contain a proposed timeline and confirmation of your ability to work within the dates provided and meet the required deadlines. Full, detailed CVs of the main research team members are also required.
- A detailed budget, including daily fee rates and any government costs (e.g. tax, VAT). This should not include in-country work travel or accommodation, which will be arranged and paid by Plan Laos at standard rates. Any international travel requirements should be included in the consultant rate but shown separately.
- An example of a recent, similar study conducted by the consultant/company, ideally including experience with school-based or child-focused data collection.

We strongly encourage equally qualified female candidates to apply!

All applications received after the time of the deadline will not be accepted without exception and only shortlisted applicants will be contacted. Shortlisted applicants may be requested to participate in an in-person or online interview process.



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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.

## **Annex 1. Project Logframe**

[Insert full project logframe, including all Goal, Outcome, and Output-level indicators, targets, and means of verification — see attached Project's Logframe.

[https://planinternational-my.sharepoint.com/:x:/g/personal/kongsa\\_yangluexay\\_plan-international\\_org/IQBkLRiVkvOuTr15JabzQ7MdAWFXajHLrueEC5rxmxejY2E?e=TWz7QR](https://planinternational-my.sharepoint.com/:x:/g/personal/kongsa_yangluexay_plan-international_org/IQBkLRiVkvOuTr15JabzQ7MdAWFXajHLrueEC5rxmxejY2E?e=TWz7QR)

## **Annex 2. Draft Data Collection Tools**

Link: [2. Data collection tools](#) or [2. Data collection tools.rar](#)