

Terms of Reference: “Community Facilitator Consultant for Simulation”

1. Background

People in Need (PIN) is an international non-profit organization working in humanitarian assistance, disaster risk reduction, climate resilience, and sustainable development across more than 30 countries.

In 2024, PIN piloted an Early Warning System (EWS) project in Lao PDR, successfully installing water-level monitoring sensors in flood-prone communities across Champasak, Saravane, and Attapeu Provinces. The pilot demonstrated the effectiveness of PIN's hydrological monitoring network and early warning system in supporting timely flood preparedness and response.

Building on these achievements, PIN is scaling up the Early Warning System to 33 high-risk districts across 9 provinces in Lao PDR. While technical systems are being strengthened, many communities continue to face challenges in understanding warning messages, responding appropriately to alerts, and implementing timely preparedness measures.

To improve community readiness and strengthen local response capacities, PIN will conduct two community flood simulation exercises in Luang Prabang Province and Xayaburi Province. The simulations will involve community members, village authorities, and relevant government departments to test and strengthen flood preparedness and response procedures.

PIN seeks to engage a qualified Community Flood Simulation Facilitator Consultant to design and facilitate the simulation exercises and support community engagement throughout the activity.

2. Objective of the Assignment

The overall objective of this consultancy is to facilitate a community-based flood simulation exercise that strengthens understanding of flood early warning messages and promotes timely preparedness and response actions among community members.

- Improve community understanding of flood warning messages and alert procedures.
- Test community preparedness and response mechanisms during a simulated flood event.
- Strengthen coordination between communities, village authorities, and government stakeholders.
- Promote inclusive preparedness measures that consider women, children, elderly persons, persons with disabilities, and other vulnerable groups.
- Identify strengths, gaps, and lessons learned for future Early Warning System implementation.

3. Target Participants

Each simulation exercise will involve approximately 70–100 participants, including:

- Community members from target villages.

- Village leaders and Village Disaster Management Committees.
- Women, elderly persons, persons with disabilities, and other vulnerable groups.
- District and Provincial authorities.

Representatives from relevant departments, including:

- Department of Meteorology and Hydrology (DMH)
- Provincial Agriculture and Environment (PAE)
- District Agriculture and Environment (DAE)
- Provincial and District Disaster Management Committees

4. Scope of Work

Task 1: Preparation and Coordination

The consultant shall:

- Participate in planning meetings with PIN and relevant stakeholders.
- Review project materials and simulation objectives.
- Develop a detailed simulation agenda and facilitation plan.
- Prepare simulation scenarios, instructions, and participant engagement activities.
- Ensure activities are inclusive and accessible to vulnerable groups.

Task 2: Facilitation of Community Flood Simulation

The consultant shall facilitate the simulation exercise, including:

- Introduction and briefing of participants.
- Simulation of flood warning dissemination.
- Community interpretation of warning messages.
- Household preparedness and decision-making activities.
- Evacuation exercises to designated safe locations or alternative safe areas identified by the community.
- Activities focused on the identification, assistance, and protection of vulnerable groups.
- Community reflection and debriefing sessions.
- Documentation of observations and participant feedback.

The simulation exercises should emphasize practical learning, participation, and behavioral change rather than classroom-style training.

Task 3: Documentation and Reporting

The consultant shall:

- Document key observations during the exercise.
- Collect participant information and feedback.
- Identify good practices, challenges, and lessons learned.
- Prepare and submit a final activity report.

5. Deliverables & Timeline

Deliverable 1: Simulation Facilitation Package

Submitted before the simulation exercise and including:

- Detailed agenda.
- Facilitation methodology.
- Simulation scenario.
- List of required materials and logistics.

Deliverable 2: Conduct of Simulation Exercise

Successful facilitation of two community flood simulation exercises, one in Luang Prabang Province and one in Xayaburi Province.

Deliverable 3: Activity Report

Submitted within two (2) working days after completion of each simulation exercise.

The report shall include:

1. Executive Summary
2. Activity Overview
3. Participant Statistics
4. Description of Simulation Activities
5. Assessment of Community Understanding and Response
6. Participation of Vulnerable Groups
7. Key Findings and Observations
8. Challenges Encountered
9. Lessons Learned
10. Recommendations for Future Simulations and EWS Activities

6. Duration of Assignment

Simulation Exercise no. 1 (preliminary dates, subject to official approval)

Date	Activity	Location
10/08/2026	Travel from Vientiane Capital to Luangprabang Province by train	Luangprabang Province
11/08/2026	Simulation day	Luangprabang Province, district TBC
12/08/2026	Travel back to VTE	Luangprabang Province
13-14/08/2026	Activity Report submission	

Simulation Exercise no. 2 (preliminary dates, subject to official approval)

Date	Activity	Location
01/09/2026	Travel from Vientiane Capital to Luangprabang Province by train	Xayaburi Province
02/09/2026	Simulation day	Xayaburi Province, district TBC
03/09/2026	Travel back to VTE	Xayaburi Province, district TBC
5-6/09/2026	Activity Report submission	

Total working days: 10 days included: 4 days for travelling, 2 days to conduct simulation exercises and 4 days for preparing the report and The proposed schedule may be adjusted in consultation with PIN.

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** (70–100 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.

8. Logistics & Support Provided by PIN

PIN will provide:

- Transportation to all field locations
- Coordination letters and government liaison
- Necessary project information and technical briefings.
- Venue and participant arrangements.

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

9. Payment Terms

Payment will be made in two instalments upon satisfactory completion and approval by PIN of each activity report and its associated deliverables, in accordance with the terms specified in the consultancy contract.

10. Safeguarding and Code of Conduct

The consultant shall comply with all applicable PIN policies, including:

- Code of Conduct
- Child Protection Policy
- Safeguarding Policy
- Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy

11. Submission Requirements

Applicants must submit:

- CV outlining relevant experience
- Brief approach/methodology for simulation
- Financial proposal
- Example(s) of community flood simulator work or DRR work (if available)

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: July 8th, 2026

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12. Ownership of Outputs

All reports, materials, photographs, and outputs produced under this assignment shall remain the property of People in Need and may not be shared or reproduced without prior written approval from PIN.