

TERMS OF REFERENCE (TOR)

Consultant for Supporting Integration of Integrated Water Resources Management (IWRM) into Local Socio-Economic Development Planning (SEDP) and Development of Water Resource Management Priority Action Plans in Xe Bang Fai, Mahaxai, Gnommalath, and Nongbok Districts, Khammouane Province

1. Background

The Asia Foundation (TAF), through the Community River Basin Management Phase II (CRBM II) Project, supports sustainable and participatory water resources management in Khammouane Province. The project promotes Integrated Water Resources Management (IWRM) through community participation, evidence-based planning, and collaboration between local authorities and communities.

The CRBM II Project has generated valuable information on water resources, including water quality monitoring results, habitat and biodiversity assessments, wetland assessments, natural resource use assessments, and Hazard, Vulnerability and Capacity Assessments (HVCA). To ensure that these findings contribute to local decision-making and sustainable development, water resource management priorities should be incorporated into village and district development planning processes.

TAF seeks to engage a consultant to facilitate the development of Village Water Resource Management Priority Action Plans and District Water Resource Management Priority Action Plans and support integration of priority water resource management actions into local Socio-Economic Development Plans (SEDPs).

The assignment will cover 15 target villages in four districts of Khammouane Province:

- Xe Bang Fai District (3 villages)
- Nongbok District (3 villages)
- Gnommalath District (3 villages)
- Mahaxai District (6 villages)

Village consultations are expected to be conducted in August 2026 and district consultations in September 2026.

2. Objectives

The consultancy aims to:

1. Support target villages to identify and prioritize water resource management issues and actions.
2. Facilitate the preparation of Village Water Resource Management Action Priority Plans.
3. Support district authorities to consolidate village priorities into District Water Resource Management Action Priority Plans.
4. Identify opportunities to integrate water resource management priorities into village and district SEDPs.
5. Strengthen collaboration between communities and district authorities on sustainable water resource governance.
6. Generate recommendations that can contribute to future discussions on water governance and river basin management within the Xe Bang Fai Basin.

3. Scope of Work

Task 1: Inception and Methodology Development

The consultant shall:

- Review relevant CRBM reports and datasets.
- Review relevant policies, regulations, and planning frameworks.
- Develop an inception report, workplan, and methodology.
- Develop consultation tools, facilitation materials, and planning templates.
- Establish a framework linking CRBM findings to planning priorities and management actions.

Reference Documents

- Water quality monitoring reports
- Habitat and biodiversity assessment reports
- Wetland assessment reports
- Natural resource use assessment reports
- HVCA reports
- Existing village and district SEDPs
- Relevant government planning guidelines

Task 2: Village-Level Consultation and Planning

The consultant shall facilitate consultations in the 15 target villages to:

- Present and discuss relevant CRBM findings.
- Identify current and emerging water resource management challenges.
- Assess environmental and climate-related risks.
- Prioritize key water resource issues.
- Identify practical management actions.
- Define stakeholder responsibilities.

- Develop Village Water Resource Management Action Priority Plans.

Village consultations may be clustered where appropriate and agreed with TAF and district authorities.

Expected Outputs

- Fifteen draft Village Water Resource Management Action Priority Plans validated by participating communities and village authorities.
- Village consultation summary report.

Village consultations shall be completed during August 2026.

Task 3: District-Level Consultation and Planning

The consultant shall facilitate one consultation workshop in each target district.

Participants

- District Governor's Office
- District Agriculture and Environment Office (DAEO)
- District Finance Office (DFO)
- District Industry and Commerce Office (DICO)
- District Public Works and Transport Office (DPWT)
- Representatives of target villages
- Lao Women's Union
- Lao Youth Union
- Lao Front for National Development
- Sub-district representatives (where applicable)

Objectives

- Review findings from village consultations.
- Identify district-level water resource management priorities.
- Prioritize actions requiring district coordination.
- Clarify institutional responsibilities.
- Develop District Water Resource Management Action Priority Plans.
- Identify opportunities to integrate priorities into district SEDPs.

Expected Outputs

- Four District Water Resource Management Priority Action Plans.
- Four District Priority Action Lists.

District consultations shall be completed during September 2026.

Task 4: SEDP Integration and Prioritization

Facilitate discussions with district authorities to identify feasible entry points for incorporating priority water resource management priority actions into district planning and budgeting processes, taking into account existing SEDP cycles and government planning procedures.

Expected Output

Four District SEDP Integration and Investment Prioritization Matrices linking:

- Water resource issues
- Proposed actions
- Responsible agencies
- Priority ranking
- Relevant SEDP sectors

Task 5: Recommendations for Future Basin-Level Dialogue

Based on consultation findings, the consultant shall prepare a synthesis of key issues and recommendations emerging across the four districts, including:

- Common water resource management challenges
- Opportunities for inter-district collaboration
- Issues potentially relevant to future Xe Bang Fai River Basin planning
- Recommendations for future multi-stakeholder dialogue through mechanisms such as the Healthy River Network

4. Deliverables

Deliverable 1: Inception Report (Word)

Including:

- Detailed methodology
- Workplan
- Consultation tools
- Consultation agendas

Due: Within 5 working days of contract commencement.

Deliverable 2: Village Consultation Report (Word)

Including:

- Summary of consultations
- Attendance records
- Key findings
- Fifteen Village Water Resource Management Action Priority Plans

Due: 31 August 2026

Deliverable 3: District Consultation Report (word)

Including:

- Summary of district workshops
- Attendance records
- Key findings
- Four draft District Water Resource Management Priority Action Plans validated through district consultation workshops.

Due: 30 September 2026

Deliverable 4: SEDP Integration and Investment Prioritization Matrices (Excel)

Including four district matrices showing:

- Priority actions
- Responsible agencies
- Potential planning and budgeting entry points

Deliverable 5: Draft Plans and Reports for Review

The consultant shall submit the following draft documents to TAF for review:

- Draft Village Water Resource Management Priority Action Plans (Word)
- Draft District Water Resource Management Priority Action Plans (Word)
- Draft SEDP Integration and Investment Prioritization Matrices (Excel with a PDF version for review)
- Draft Consultancy Report (Word).

Due: 30 September 2026

Deliverable 6: Final Consultancy Report (Word)

Including:

- Overall findings
- Lessons learned
- Recommendations
- Future basin-level dialogue opportunities
- Supporting annexes
- Final Village Water Resource Management Priority Action Plans;
- Final District Water Resource Management Priority Action Plans;
- Final SEDP Integration and Investment Prioritization Matrices.

The consultant shall incorporate comments provided by TAF before submission of the final deliverables.

Due: Within 5 working days after completion of district consultations.

5. Duration

The consultancy is expected to be implemented between August and early October 2026. The expected level of effort is approximately 18–22 working days. TAF will provide facilitation

support, logistical coordination, and standardized planning templates. Village consultations may be clustered where appropriate to ensure efficient implementation within the available timeframe.

6. Qualification Requirements

The consultant should possess:

- Advanced degree in Water Resources Management, Environmental Management, Natural Resource Management, Rural Development, Planning, or related fields.
- Minimum 7 years of relevant professional experience.
- Demonstrated experience in Integrated Water Resources Management (IWRM).
- Experience facilitating participatory planning processes with local authorities and communities in Lao PDR.
- Demonstrated experience facilitating multi-stakeholder workshops and consensus-building.
- Knowledge of village and district SEDP processes.
- Strong facilitation, stakeholder engagement, and report-writing skills.
- Excellent Lao language skills.
- English writing skills are an advantage.

7. Proposal Submission Requirements

Interested applicants shall submit:

Technical Proposal

Including:

- Understanding of the assignment
- Proposed methodology
- Proposed workplan and schedule
- Proposed level of effort (working days)
- Relevant experience and qualifications
- Examples of similar assignments

Financial Proposal

Including:

- Proposed professional fee (lump sum)
- Daily rate
- Proposed number of working days
- Applicable taxes

The total proposed consultancy fee must not exceed 98,500,000 LAK.

Supporting Documents

- Curriculum Vitae (CV)
- Copies of relevant qualifications
- Contact details of at least two professional references

8. Budget and Support Arrangements

The maximum budget available for this consultancy is: **98,500,000 LAK**

This budget shall cover:

- Consultant professional fees;
- Accommodation costs;
- Daily Subsistence Allowance (DSA);
- Applicable taxes.

The Asia Foundation will separately provide:

- Workshop and consultation costs;
- Venue arrangements;
- Meeting materials and printing;
- Local transportation and field travel related to project activities;
- Coordination with district and village authorities;
- Technical oversight and support;
- Relevant CRBM reports, datasets, and reference documents.

Applicants shall submit a financial proposal that does not exceed **98,500,000 LAK**.

9. Selection Criteria

The consultant will be selected using a Quality and Cost-Based Selection (QCBS) method.

Technical Proposal (70%)

- Understanding of assignment (15%)
- Methodology and workplan (25%)
- Relevant experience and qualifications (20%)
- Experience working with local authorities and communities (10%)

Financial Proposal (30%)

- Cost competitiveness
- Value for money within the budget ceiling