



Terms of Reference

Translator and interpreter for Climate friendly event

For Generating inclusive Resilience and Environment Enhancement (GREEN) Project

Background

The CCL (Comité de Coopération avec le Laos) has been involved in implementing rural development programs in Laos for almost 40 years. Currently, CCL works in 4 provinces of Laos. In Phongsaly the CCL is currently implementing 2 projects aiming at strengthening local communities' resilience towards climate change impacts and economic shocks. The projects follow an integrated and participatory approach.

The mission is integrated in the following program:

- Generating an inclusive Resilience and Environment Enhancement - GREEN (CCL, funded by AFD & BfW, 2023-2026)

The specific objectives of the Generating inclusive Resilience and Environment Enhancement Project (GREEN project - Phongsaly and Boun Neua districts) are:

1. The natural resources of Phongsaly province are preserved and sustainably managed to favor a sustainable, inclusive, and localized economic development;
2. The local stakeholders of Phongsaly province are strengthened, locally acknowledged, and participate in the sustainable and inclusive development of the territory;
3. The local stakeholders of Phongsaly province are strengthened, locally acknowledged, and participate in the sustainable and inclusive development of the territory.

In 2013 CCL supported the creation of the non-profit association COSKA. Since then, a close partnership has been effective between both organizations. COSKA is partner to CCL for the implementation of both projects.

Context

GREEN Project was implemented for 2 years in 40 villages of Boun Neua and Phongsaly district. The project objective was to strengthen the sustainable development of local communities by supporting them on the development of local economic and environmental local initiatives.

After 2 years of activity implementation, the project aim to organize a "Climate Friendly Fair" to share the results of the activities conducted by the project team and the involved beneficiaries, raise additional awareness about agroecology, sustainable value chain development and environment protection impact on villagers resilience to climate change, and create exchange on these topics between farmers, local authorities and concerned companies.

This event will be conducted in Boun Neua district for 2 days, associating presentations, round tables, playing teaching games, and exchanges in several booths.

Few foreigners will be participating to this event and will need a support for interpretation from Lao to English to understand the presented content and share their point of view.

Scope of the consultancy

The aim of the consultancy will consist in attending the event and being interpreter for foreigner that and allow them to understand the exchanges between farmers, companies' representatives and local authorities.

Objectives & outputs of the job

Specific objective 1

Translate from English to Lao in real time a 15 minutes presentation made by the project advisor of GREEN project on climate change impact in Phongsaly and adaptation strategies developed by the project to improve beneficiaries' resilience.

Output 1:

Real time translation of the presentation.

Specific objective 2

Translation of all event presentations and exchanges conducted during the 2 days event.

Output 2:

Complete the interpretation of all presentations and discussions during the event.

Method

Specific objective 1

The PPT presentations will be shared in advance to allow the interpreter to be familiar with the presented topics and vocabulary.

Specific objective 2

All agenda, presentations and content will be shared in advance to allow the interpreter to learn about the presented topics and vocabulary used during the event.

The interpreter will sit next to the concerned foreigners for them to hear the live translation.

The Interpreter can bring connected headphone if he/she has it.

Expected starting date and time of the consultancy:

The workshop will be conducted on 26 and 27 of August 2026.

Here is the agenda of the work to do:

Step	Date
Recruitment	From 17 to 21 of August
Specific objective 1	From 26 of August
Specific objective 2	From 26 to 27 of August

Number of days allocated for the consultancy:

- **Specific objective 1&2: 2 days**
- **Traveling days: 2 days**

The project will cover travelling costs (train tickets and other transportation to reach Boun Neua) and accommodation with per diem costs, but they must be included into the proposal of daily rate.

The translator will receive assistance of our Technical Assistants, Project coordinator and the Project Advisor to conduct the activities and to understand better the current situation.

If the consultant needs specific material, it needs to be justified and it will be discussed.

Selection process

The CCL is looking for one translator, national (Lao PDR).

Application file should include:

- a Curriculum Vitae
- A financial proposal which details the translation fees for the 2 specific objectives (related to the number of working days required and every expense expected to be made to reach the objectives). The financial proposal should detail the expected costs for each of the outputs of the consultancy.
- Any other documents developed by the applicant and that could be relevant to the topic of the consultancy (ex: previous similar activity drafted, former works and results obtained on related fields, publications...)

The following skills will be assets:

- Experience as an interpreter
- Knowledge in agriculture and environment field of interest

Women are encouraged to apply.

For any question about this call for proposition, please contact, before the 21st of August 2026: Mr Robert WILLIAMSON, robert.williamson@ccl-laos.org or Mr Pasert KHOUNSOMHUENG: sertk14@gmail.com

Candidates should send their application file per email by 21st of August 2026 to:

- Project advisors: Mr Robert WILLIAMSON, robert.williamson@ccl-laos.org
- Project coordinator: Pasert KHOUNSOMHUENG, sertk14@gmail.com

The Translator selected will be offered a consultancy contract signed with CCL.