

Terms of Reference (ToR)

Baseline Consultancy

Sustainable Agriculture and Rural Livelihoods Initiative (SARLI) Phase II

1. Introduction or Background

1.1. ADRA Laos

ADRA Laos is a locally registered independent International INGO in Lao PDR with a core focus of assisting the most vulnerable groups by alleviating poverty through community driven development projects. ADRA Laos is connected to The Adventist Development and Relief Agency (ADRA) network which has 115 offices worldwide.

Since its inception in July 1992, ADRA Laos has implemented 127 projects in Lao PDR in five core sectors including Health; Integrated Agriculture and Natural Resource Management; Economic Development; Education; and Emergency Response. ADRA Laos has gained significant knowledge and technical expertise over 30 years in sub sectors including Agriculture, Livelihoods, Nutrition & Health; Water Sanitation and Hygiene (WASH); Climate Change Adaptation and Disaster Risk Reduction.

1.2. SARLI II

Funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and ADRA Germany, the Sustainable Agriculture and Rural Livelihoods Initiative (SARLI) Phase II builds on the achievements of SARLI Phase I and ADRA Laos' longstanding experience in food security, livelihood development, climate resilience, and sustainable agriculture. Developed through a participatory design process, the project supports the Lao Government's commitment to green growth, climate resilience, and sustainable agricultural transformation as outlined in the 10th National Socio-Economic Development Plan (2026-2030), the National Green Growth Strategy to 2030, the National Climate Change Strategy, and the National Adaptation Plan. SARLI II focuses on: (i) strengthening the capacities of implementing partners and inclusive farmer organizations (FOs) in Good Agricultural Practices (GAP) and Climate-Smart Agriculture (CSA); (ii) enhancing agribusiness skills, entrepreneurship, and market access for young farmers and farmer organizations; and (iii) fostering stronger collaboration among farmers, farmer organizations, implementing partners, and government stakeholders to promote resilient and sustainable agricultural systems.

SARLI II is designed to address a range of interconnected challenges affecting rural livelihoods and agricultural development in the target areas. These include: (i) high vulnerability to climate change, natural disasters, and economic shocks; (ii) low agricultural productivity resulting from limited adoption of climate-smart technologies, declining soil fertility, weak extension services, and inadequate infrastructure; (iii) limited market access, business development capacity, and compliance with food safety and certification requirements; (iv) insufficient institutional and technical capacities among farmer organizations, implementing partners, and extension service providers; (v) weak governance, leadership, financial management, and organizational systems within farmer organizations; (vi) low uptake of GAP and Organic Agriculture certification due to capacity, cost, and compliance constraints; (vii) barriers to youth participation, women's leadership, and the inclusion of persons with disabilities; and (viii) increasing competition from larger and better-resourced domestic and regional producers, particularly in the context of expanded regional connectivity through the Laos-China Railway.

Addressing these constraints is essential to improving productivity, strengthening resilience, expanding market opportunities, and enabling smallholder farmers and rural enterprises to participate more competitively in domestic and regional value chains.

The project goal is defined as:

Improved resilience and sustainable livelihoods of inclusive farmer households in Xiengkhouang and Vientiane provinces in Laos. (SDG 12 "Ensure sustainable consumption and production patterns" and 13 "Take urgent action to address climate change and its impacts")

The project objective is:

520 inclusive farmer households who are represented in 20 FOs (50% women and 15% youth participation) adopt and promote sustainable GAP and CSA practices, enhance market access and improve their livelihoods.

The project sub-objectives are:

1. Capacities of 29 implementing partners and 20 inclusive FOs in GAP and CSA principles are strengthened.
2. Agri-business skills of young farmers, implementing partners, and inclusive FOs are enhanced and market access is expanded.
3. Inclusive FOs and implementing partners collaborate equitably, contributing to resilient and sustainable farmer organizations.

The project is implemented in Hinheub, Phonehong, and Vangvieng Districts of Vientiane Province and Pek, Khoun, Phaxay, and Phoukoud Districts of Xiengkhouang Province. It targets 20 Farmer Organizations which consist of smallholder farmers, young agripreneurs, women, and vulnerable groups engaged in agricultural value chains. Approved by BMZ in November 2025, SARLI 2 will last until April 2029.

2. Objectives, Purpose, and Use of the Baseline Survey

The baseline survey should establish the current situation in the target areas; set reference points for comparing future surveys and determine whether the project interventions produce the desired changes; support monitoring and evaluation by enabling the project to track progress against objectives and key performance indicators; inform planning and decision-making by identifying needs, gaps, risks, and opportunities and help refine project strategies, targets, and resource allocation; and demonstrate project impact at later stage.

The baseline report will be shared with ADRA Germany, BMZ (Federal Ministry for Economic Cooperation and Development), government implementing partners, local civil society organizations.

3. Scope of Work

The consultancy is estimated at 12 full days between October and November 2026. A draft of questionnaires has been produced, and data collection will be carried out by ADRA Laos. The selected consultant or consultancy team is expected to jointly and/or independently perform the following tasks:

1. Review and finalize the drafted survey questionnaires;
2. Review and provide feedback for the survey methodology, which includes sampling, data collection method, and data analysis;
3. Clean, analyze, interpret, and present survey findings;
4. Develop analytical tool or provide analytical guide for future analysis (midterm and end-of-project surveys);
5. Review and consolidate relevant literature and incorporate them in the baseline report;
6. Write a comprehensive baseline report for the project.

4. Deliverables

The following deliverables are expected of the consultant or consultancy team:

1. Feedback on the survey questionnaires and methodology;
2. A practical analytical tool or guide is developed;
3. A training session on how to use the tool;
4. A presentation on survey findings;
5. A Comprehensive survey report.

5. General Data Protection Regulation

All documents and data obtained from documents, interviews, and meetings are confidential and are to be used solely for the purpose of the evaluation. The deliverables, as well as all materials related to the survey (produced by the consultant (s) or the organization itself), are confidential and remain in the property of the contracting party at all times.

All collected documents and data must be treated confidentially, and, in the case of personal data, in accordance with data protection laws (particularly the EU General Data Protection Regulation and the Federal Data Protection Act). These documents and data are to be used exclusively for the survey, and interviews must always be anonymized. No later than one year after the completion of the evaluation, the contractor shall permanently destroy the data and documents in accordance with data protection laws.

6. Duration

- 12 consultancy days between October and December 2026, with possible extension

7. Tentative Timeline

The Consultant/s is expected to complete the tasks in 12 working days between October and November 2026.

Task	Deliverables	Date Range (tentative)	# of Consultancy Days
Vacancy announcement	Consultancy is advertised through all local avenues in Laos	15-25 Sep 2026	
Selection and contract	Consultant/s recruited and contracted	28 Sep – 15 Oct 2026	
Preparation	Meeting with ADRA program team	16 Oct 2026	
Questionnaire finalization	Reviewed and finalized survey questionnaires with ADRA Laos.	19-30 Oct 2026	
Literature review	Relevant project documents reviewed and list of literature produced.	2-6 Nov 2026	1 days
Analytical tool	Analytical tool/guide developed, tested, and shared with ADRA Laos	9-13 Nov 2026	1 days
Data cleaning and analysis	Survey data is cleaned, analyzed, validated, and interpreted	23-27 Nov 2026	2
Initial findings	Initial findings are presented to ADRA Laos	30 Nov 2026	1
1st draft report submission	A draft report is shared with ADRA Laos and ADRA Germany	1-9 Dec 2026	5
1st draft report reviewed by ADRA Laos and ADRA Germany	ADRA Laos and ADRA Germany will review, make comments.	10-16 Dec 2026	1

2 nd draft report submission*	The consultant will incorporate comments, address questions, and submit the 2 nd draft report for any additional feedback/final check by ADRA Laos and ADRA Germany	17-18 Dec	1
Final Submission of the report to ADRA Laos	Final report submission to ADRA Laos.	21 Dec 2026	

8. Competency of the Consultant

The consultant or consultancy team should possess relevant knowledge and experience in baseline surveys, project evaluations, and research as well as strong analytical and writing skills. Applicants must be based in Laos and meet the following selection criteria:

- Qualification in agriculture, agribusiness, statistics, project management, rural development, and/or related field (Masters preferred)
- At least 5 years' experience in project management and monitoring and evaluation
- Solid technical understanding in sustainable agriculture, agribusiness, livelihood development, and farmer organizations
- Advanced knowledge and experience in data analysis, software, and tools
- Proficient in English and good report writing skills

Once the preferred consultant/s are selected, the consultant/s will be contracted from October to November 2026.

9. Management of the Assignment

The stakeholders involved in the management of the assignment include ADRA Laos' (Country Director, Program Director, Program Officer, and MEAL Officer) and ADRA Germany (Program Coordinator, MEAL Advisor). Stakeholders involved in the survey include the Consultant/s, SARLI II team, government counterparts, SAEDA, and project beneficiaries.

9.1. Responsibilities of the Consultant

The consultant or consultancy team is required to:

1. Take the responsibility for the assignment and appoint a person as the contact point with ADRA Laos for liaison and coordination
2. If applicable, assemble an evaluation team that is capable to deliver the output of required quality in time and mention the team composition in his/her proposal
3. Perform all, but not limited to, tasks in Section 3 of this document.
4. Submit the deliverables (Section 4) on time or as agreed by ADRA, and
5. Maintain the confidentiality of all information accessed. Prior to undertaking, the consultant will have to declare that the information gathered would not be used for a purpose other than those stipulated in the ToR.

9.2. Responsibilities of ADRA Laos

As the organization commissioning the assignment, ADRA Laos will:

1. Hold the responsibility for the provision of related project and survey documents;
2. Provide feedback/comments for data analysis, presentation, and report
3. Collect and share survey data with the consultant
4. Review the timeline of evaluation and make necessary amendments in consultation with the consultant
5. Make payment as per the agreed schedule

6. Together with ADRA Germany, provide final approval of the report

9.3. Responsibilities of ADRA Germany

1. Review and provide feedback to the various versions of the report, especially concerning donor/BMZ criteria and requirements.
2. Participate in meetings with the consultant and ADRA Laos, as required
3. Final approval of the final version of the report together with ADRA Laos

10. Application Process

Application should be submitted to: hr@adrالاos.org. A complete application should include:

- A current CV with 3 reliable references
- A technical proposal, outlining how the deliverable will be met
- A financial proposal in LAK, including tax. All insurance is the responsibility of the consultant. Transportation and DSA will be covered by the project based on ADRA Laos' policy

Deadline: 25 Sep 2026