

TERMS OF REFERENCE (TOR)

Short-Term Qualitative Analysis Consultant

- **Consultancy Type:** Short-Term Individual Consultancy
- **Duration:** 10 Working Days
- **Location:** Vientiane Capital and Khong District, Champassak Province, Lao PDR
- **Contract Period:** October 2026 - 15 December 2026
- **Maximum Budget:** USD 2,000 (Professional Consultancy Fee)

Note: The maximum budget of USD 2,000 covers the consultant's professional fee only. Approved travel, accommodation, meals, and related logistical costs required for participation in project activities in Khong District will be arranged and covered separately by Cord Laos.

1. Background and Context

Cord is an international non-governmental organization (INGO) headquartered in the United Kingdom, with an operational team based in Lao PDR. For over 50 years, Cord has worked alongside communities affected by conflict, poverty, and inequality, supporting humanitarian and development initiatives worldwide. Cord believes that sustainable development is achieved when strong and constructive relationships exist between governments, civil society, communities, and the private sector, creating space for dialogue, dispute resolution, trust-building, and inclusive decision-making. These approaches contribute to improved governance, more equitable development outcomes, and the protection of people's rights.

As part of the ALLOWED Project, Cord Laos will organize a Peacebuilding and Advocacy Training Activity in Khong District, Champassak Province. The activity is expected to take place between October and November 2026 and will involve approximately **33 women participants** from target communities, together with project staff and partner organizations.

Cord Laos is seeking a qualified Short-Term Consultant to help capture and analyze discussions taking place throughout the Peacebuilding and Advocacy Training Activity. This includes documenting discussions during the conflict analysis process related to land rights, nutrition and food security, climate change, and social cohesion, as well as capturing perspectives emerging during community awareness campaign planning.

A central objective of this assignment is to ensure that the experiences, priorities, and perspectives of women are meaningfully documented and reflected throughout the analysis, including the ways women experience and respond to challenges and opportunities at the intersection of land access, livelihoods, food security, climate resilience, and social cohesion.

The final output will be a concise analytical report of 3 to 5 pages that helps Cord Laos better understand the relationships between land rights, food and nutrition security, climate change, and conflict, and informs programme design, advocacy efforts, organizational learning, and future community engagement.

2. Objective of the Consultancy

The overall objective of the consultancy is to document discussions, identify key themes, concerns, different viewpoints, and important insights that emerge throughout the Peacebuilding and Advocacy Training Activity in Khong District.

Specific Objectives

1. Capture discussions and reflections arising during the conflict analysis process and community awareness campaign development.
2. Identify common concerns, differences in perspective, and key challenges faced by participating communities.
3. Meaningfully document and reflect the experiences, priorities, and perspectives of women, particularly regarding land access, livelihoods, food security, climate resilience, and social cohesion.
4. Analyze emerging themes and provide evidence-based insights for programme improvement, learning, and advocacy.
5. Produce a concise 3 to 5 page write-up to influence programme design, advocacy, learning, and future community engagement.

3. Scope of Work and Key Tasks

3.1 Guiding Questions

The consultant should pay particular attention to documenting participant perspectives related to the following questions:

Land Rights and Governance

- What challenges do women face in accessing, using, or controlling land?
- How do land-related issues affect women's livelihoods and household well-being?

Food Security and Livelihoods

- How does access to land influence food production and household nutrition?
- What are the major threats to food security and livelihoods within communities?
- How are women responding to food and livelihood challenges?

Climate Change

- What changes in weather and climate patterns have women observed in recent years?
- How do these changes affect agricultural production, livelihoods, and food security?
- What strategies are communities using to adapt to climate-related challenges?

3.2 Key Tasks

Task 1: Preparation and Alignment (1 Working Day)

- Review background documents and orientation materials provided by Cord Laos.
- Participate in briefing and planning discussions with the Cord Laos team.

- Align on note-taking templates, reporting formats, focus areas, and activity schedules.

Task 2: Field Note-Taking and Observation (5 Working Days)

- Attend and take detailed notes during all assigned training and workshop sessions in Khong District.
- Document discussions during the conflict analysis process.
- Capture discussions on the links between land rights, nutrition and food security, climate change, and social cohesion.
- Document community perspectives during awareness campaign planning sessions.
- Record key themes, concerns, viewpoints, lessons learned, and recommendations, with a particular focus on women's experiences and perspectives.

The consultant will collect information only during project training and workshop activities. No separate interviews, surveys, focus groups, or additional data collection activities outside the approved programme schedule are required.

Task 3: Analysis and Preparation of Draft Report (3 Working Days)

- Review and synthesize workshop notes and observations.
- Analyze key themes, common concerns, differing viewpoints, and priority issues identified by participants.
- Draft a 3 to 5-page analytical report outlining the relationships between land rights, food and nutrition security, climate change, conflict, and social cohesion.
- Present findings in a format suitable for programme learning, advocacy, and future project design.

Task 4: Presentation and Finalization (1 Working Day)

- Present key findings and recommendations to Cord Laos.
- Revise the report based on feedback received.
- Submit the final report and supporting notes.

4. Deliverables

No.	Deliverable	Timeline	Working Days
1	Inception Note (1-2 pages) outlining understanding of the assignment, work approach, and reporting structure	Within 3 days of contract signing	1
2	Draft Analytical Report (3-5 pages)	Within 5 working days after completion of training activities	5

3	Presentation of Key Findings to Cord Laos	Upon submission of draft report	3
4	Final Analytical Report incorporating Cord Laos feedback	Within 5 working days after receiving comments	1
	Total		10 Days

5. Management and Coordination

The consultant will report directly to the **ALLOWED Project Manager, Cord Laos**.

Cord Laos will be responsible for:

- Organizing and coordinating all training and workshop activities.
- Mobilizing participants and coordinating with relevant stakeholders.
- Providing background documents, briefing materials, and reporting guidance.
- Arranging approved transportation, accommodation, and meals required under the assignment.
- Reviewing deliverables and providing feedback.

The consultant will be responsible for:

- Attending all assigned activities.
- Producing quality notes and analytical outputs.
- Meeting agreed deliverables and timelines.
- Maintaining confidentiality of information and workshop discussions.

6. Payment Schedule

Payment will be made upon satisfactory completion of agreed deliverables as follows:

- **30%** upon submission and approval of the Inception Note.
- **70%** upon submission and acceptance of the Final Analytical Report and completion of all consultancy deliverables.

7. Required Qualifications and Experience

The consultant should have:

1. An advanced university degree (Master's degree or higher) in Peacebuilding, Conflict Resolution, Gender Studies, Development Studies, Agriculture, Nutrition, Social Sciences, or a related field.
2. At least five (5) years of relevant experience in qualitative research, workshop documentation, note-taking, reporting, or thematic analysis.
3. Demonstrated experience working with women and rural communities in Lao PDR.
4. Strong understanding of land governance, food and nutrition security, climate change, gender equality, and conflict dynamics.

5. Excellent analytical and report-writing skills with the ability to synthesize complex discussions into clear and actionable insights.
6. Previous consultancy, research, or facilitation experience in Lao PDR is highly desirable.
7. Strong written and spoken English and good spoken Lao language skills.
8. Ability to work independently and deliver quality outputs within a short timeframe.

8. How to Apply

Interested candidates are invited to submit:

- Cover Letter.
- Updated Curriculum Vitae (CV).
- Technical Proposal (maximum 2 pages).
- Financial Proposal in USD.
- Contact details of at least two professional references.

Applications should be submitted electronically to:

Cord Laos

Email: bphothisane@cord.org.uk

Subject Line: *Application for Short-Term Qualitative Analysis Consultant*

Application Deadline: 26 October 2026

Only shortlisted candidates will be contacted.