Terms of Reference:

Long-Term Agreement for Project Evaluation and Technical Study Services

(Framework Agreement, 12 months)

Overview

Application deadline	23 November 2026
Contract start	November 2026
Duration	November 2026 - October 2027
Program sector(s)	Climate Change Adaptation and Resilience; Women's Economic Empowerment; Mother and Child Health; Smart Agriculture; Gender Equality (cross-cutting), Water/WASH and Carbon markets.
Project/Program name	All CARE projects in Laos
Type of consultancy	Long-Term Agreement (Framework Agreement) – Project Evaluation and Technical Study Services

Organizational Overview

CARE International is a global NGO working to end poverty and achieve social-justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalised individuals in their communities and face unequal access to social and economic rights. In 2024, CARE worked in more than 100 countries around the world, supporting 200 million people from vulnerable communities to fight poverty and social injustice. To date, CARE supported over 52 million participants to promote lasting change in their lives, in line with the Sustainable Development Goals.

CARE International in Lao PDR began its operations in 1992 and has worked since then to improve the lives of vulnerable groups in both rural and urban areas, particularly the ethnic minority communities. CARE works in partnership with community members, the government, local civil society organisations, and the private sector. CARE currently implements projects in seven provinces: Vientiane Capital, Phongsaly, Luang Namtha, Luang Prabang, Salavan, Champasack and Sekong.

CARE's "Marginalized Women and Girls" program in Laos empowers women and girls through integrated initiatives focusing on women's health, economic empowerment, and climate resilience, utilizing evidence-based practices to drive sustainable socio-economic justice. This is achieved by strengthening health systems, combating gender-based violence, improving food access, fostering resilient livelihoods and inclusive value chains, and enhancing climate adaptation through community-driven action plans that combine scientific and traditional knowledge, ultimately contributing to poverty reduction and a more equitable society. CARE Laos commits to women and girl empowerment, locally led and globally scaled through a comprehensive approach to long-term commitment to building local capacity as central to our mission.

Project Overview

To comply with CARE procurement policy, CARE Laos invites qualified individual consultants and consulting firms to apply for a long-term agreement (framework agreement) to provide project evaluation services, including baseline, midterm and final evaluations, as well as specialized technical studies and assessments (for example, water supply feasibility studies, carbon credit studies, and market or value chain assessments). CARE projects focus on Climate Adaptation and Resilience, Women's Economic Empowerment, Smart Agriculture, and Mother and Child Health, with gender equality as a cross-cutting issue.

Nature of the framework agreement

- Successful applicants will be placed on CARE Laos' roster of pre-qualified evaluation providers for the period November 2026 – October 2027. Inclusion on the roster does not guarantee that any assignment will be awarded, nor any minimum volume of work.

- When an evaluation or technical study is required, CARE Laos will issue an assignment-specific Terms of Reference to one or more roster providers, setting out the project, scope, deliverables, timeline and number of working days. Each assignment will be confirmed through a separate purchase order or service contract.

- Assignments are expected to include, as relevant: an inception report and evaluation tools; quantitative and qualitative field data collection; data analysis; draft and final reports; and a presentation of findings.

- The daily rate quoted in the application is a proposed rate. The final rate will be negotiated and agreed in each assignment contract, taking into account the length and scope of the assignment; CARE Laos may seek a reduced rate for longer assignments. CARE Laos may extend the agreement subject to satisfactory performance and continued need.

Selection Criteria

1	Experience	▪ Relevant background and qualifications in one or more of the following sectors: mother and child health, climate adaptation and resilience, smart agriculture, women's economic empowerment, value chains, or a specialized technical field relevant to CARE projects (e.g. water resources and WASH, carbon credits and carbon markets) ▪ At least 5 years' experience in one or more of the sectors above ▪ Demonstrated strong social research and reporting skills, including experience conducting quantitative and qualitative research. ▪ Demonstrated successful experience in conducting project evaluations (baseline, midterm and final) and/or technical studies such as feasibility studies, particularly for development projects in the sectors above. ▪ Demonstrated good understanding of gender issues, and women's empowerment in Laos.

		▪ Relevant technical experience (e.g. climate change, agricultural and food security, gender mainstreaming, ethnicity, VSLA, rural livelihoods, institutional development, etc.) is preferred.
2	Qualification	▪ Relevant post-graduate qualifications.
3	Technical skills	▪ Research, survey (e.g. PRA/PLA), stakeholder interviews (ranging from field level to national level stakeholders), report writing, and presentation. ▪ Ability to work autonomously and demonstrated skills in leading baseline, midterm and final evaluations.
4	Language	▪ Excellent command of English and Lao (writing and speaking). ▪ Relevant ethnic minority language skills are desirable (Akha, Khmu, Hmong, Lahu).
5	References	▪ A minimum of two referee contacts who have managed the proposed consultant previously.

As a matter of course, all consultants are subject to the following policies:

- CARE Lao Child Protection Policy.
- Terrorist Check.
- Safety and Security Management Plan.
- CARE Code of Conduct.

How to apply

If you are interested in this call for a framework agreement, please submit your

1) CV
2) cover letter
3) two references
4) a brief technical statement describing your approach to baseline, midterm and final evaluations and/or the technical studies in your field of expertise, with up to two sample reports, and
5) cost quotation (proposed daily rate) to: Lao.contracts@care.org by 23 November 2026.

Please include the text: "Application – Framework Agreement for Project Evaluation *(relevant field of your expertise)***"** in the subject of your email.

Note that the cost quotation should state the applicant's proposed daily rate. The final rate will be subject to negotiation and agreed in each assignment contract. Travel, accommodation and other field costs will be agreed for each assignment in line with CARE Laos policies.

For specific technical and more information, please contact Mr. Phetphouthone at Phetphouthone.Soulinethavong@care.org