Request for Proposal

Consultant for the Review, Editing and Proof-Reading of the Urban Planning Guideline

1. Project Background

Polycentric Approaches to the Management of Urban Water Resources in Southeast Asia - A Localization of the Sustainability Goals of Agenda 2030 and the New Urban Agenda at the City/Municipality Level (PolyUrbWater), Implementation Phase.

The project **PN432** Polycentric Approaches of the Management of Urban Waters for processing of the tools and experience gained in Samneua for use in the further development of the national legal framework for urban development in the Lao People's Democratic Republic to support for partners in the Lao People's Democratic Republic through coaching, workshops, co-production processes, and the development of a draft amendment to urban planning guidelines and Capacity development.

2. Assignment

BORDA Laos, together with the Ministry of Public Works and Transport (MPWT), is supporting the strengthening of the technical and regulatory framework for urban planning in Lao PDR. As part of this work, an Urban Planning Guideline has been drafted and requires a final round of review, technical consistency-checking, editing and proof-reading before it is submitted for approval and official issuance.

BORDA Laos is therefore seeking one (1) qualified national individual consultant to review, edit and proof-read the Urban Planning Guideline. The timing of the assignment will be confirmed against the consultation meeting schedule. The procurement shall comply with BORDA procurement regulations and donor requirements.

3. Purpose

The purpose of this assignment is to ensure that the Urban Planning Guideline is technically accurate, internally consistent, properly cross-referenced, aligned with related Lao legal and planning instruments, and free of drafting, grammatical and formatting errors, through active participation in consultation meetings and a dedicated consistency-check and proof-reading process prior to finalization.

4. Scope of Work

The selected consultant shall:

- Prepare a short inception report setting out the review approach, work plan and timeline.
- Attend and actively contribute to the three national consultation meetings (central, northern and southern regions), providing technical and drafting input on the draft Urban Planning Guideline and recording agreed revisions.
- Check the Guideline for internal consistency in terminology, definitions, cross-references, figures and tables, and for alignment with related legal and technical instruments (e.g. the Law on Urban Planning and relevant MPWT regulations), and resolve inconsistencies in consultation with the project team.
- Proof-read the Guideline for language, grammar, punctuation, numbering and formatting, in line with Lao government document formatting standards, and deliver a track-changes draft followed by a clean final copy.
- Report to BORDA Laos, which will convene the consultation meetings and confirm the final schedule of deliverables.

5. Required Qualifications

- University degree in urban planning, architecture, civil/environmental engineering, law, public administration, or a related field.
- At least 10 years of relevant experience in technical or legal document review, editing or drafting, preferably in urban planning, urban development or the WASH sector in Lao PDR.
- Excellent command of written Lao and strong working proficiency in English.
- Familiarity with Lao PDR's urban planning framework, legal drafting conventions and government document formatting standards.
- Strong attention to detail and proven proof-reading/editing experience.

6. Deliverables and Payment Schedule

Deliverables

- Inception report, including review approach and work plan.
- Meeting attendance records and minutes of inputs provided at each consultation meeting.
- Consistency-check report identifying inconsistencies found and how they were resolved.
- Proof-read, track-changes draft of the Urban Planning Guideline.
- Final clean copy of the Urban Planning Guideline incorporating all agreed revisions.

Delivery Date

All final deliverables shall be submitted to BORDA Laos in accordance with the timeline specified in the contract.

Payment Schedule

Payment will be made via bank transfer in three instalments:

- First payment (40%): upon approval of the inception report.
- Second payment (30%): upon completion of the three national consultation meetings and submission of the meeting attendance records and minutes, approved by project manager.
- Final payment (30%): upon satisfactory completion of the consistency check and proof-reading of the Guideline and submission of all deliverables listed above, certified by the supervisor.

7. Budget

Bidders shall quote a daily rate and a total fee for the assignment. The quoted price shall be competitive with the local and regional market and shall be all-inclusive, including fees, transportation, accommodation and applicable taxes.

No additional charges shall be accepted unless approved in writing by BORDA Laos.

8. Selection Criteria

Quotations will be evaluated based on a matrix totaling 100 points. The consultant obtaining the highest overall score and meeting BORDA Laos' technical and financial requirements will be recommended for award.

No.	Criteria	Points
1	Technical assessment: relevant qualifications, experience in urban planning document review/editing, Lao language and drafting skills, and quality of submitted work samples	70
2	Financial competitiveness (lowest evaluated price)	30

9. Submission Requirements

Interested consultants shall submit:

- Cover letter stating interest and availability for the assignment period.
- Updated CV, including at least two (2) references.
- Copies of relevant degrees or certificates.
- Sample(s) of previous review, editing or proof-reading work.
- Financial quotation showing the daily rate and total fee.
- Quotation validity period (minimum 30 days).

10. Intellectual Property, Copyrights and Ownership Rights

All draft and final texts of the Urban Planning Guideline, together with all project documentation, technical analyses, meeting records, and content generated or shared under this assignment, shall remain the sole property of the Project/BORDA and the relevant government counterpart. The Consultant shall retain ownership of its standard working methods and may not publish, reproduce, or share any project material without the prior written consent of BORDA.

11. Contact Information

BORDA Laos Project Office

Nongnieng Village, Saysettha District, Vientiane Capital

Contact Person: Ms. Khankeo Leuangkhamma

Tel: +856 20 91888488

Email: Khankeo@borda-sea.org

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Mr. Bounchan Khamphilayvong

Country Director