WWF-Laos
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Terms of Reference

International Consultant Technical Specialist

Project	Climate Adaptive River Basins in Sayaboury Province (CARBS)
Financing	Agreement # GF27809 (Name of Project: Climate Adaptive River Basins in Sayaboury)
Assignment title	International Technical Specialist
Project reference	Component 1, Component 2, Component 3, Component 4,
Contract type	Individual consultant
Start date	As soon as possible following contract signature
Duration	100 working days (extendable)
Duty station	Home-based, with a minimum of one mission to Sayaboury Province
Reports to	National Project Coordinators (NPCs), CARBS Project

1. Background

World Wide Fund for Nature – WWF has had a presence in Laos since the late 1980s, when it contributed to some of the first biodiversity surveys that established Laos' protected area system. The head office was officially established in 2001 in Vientiane Capital and we now have field offices in Savannakhet, Champassak, Salavan, and Sayabouly provinces. WWF-Laos works with government, civil society, and the private sector partners to address the drivers of biodiversity loss and to move towards a greener nature-based future where the people of Laos can thrive and live in harmony with nature.

Our vision for Laos is that 'the unique biodiversity, cultural diversity, and ecosystems are maintained or enhanced and contribute to the sustainable development and wellbeing of Laos, the Greater Mekong region, and the planet as a whole.' Conservation is WWF's core work, and our programme in Laos is implemented under four broad '**Practice Areas'**, which include **Forests, Wildlife, Freshwater, and Circular Resilience**. Under the five-year strategic plan (2026-2030), WWF-Laos focuses on three landscapes, eight priority sites and three targeted cities, and three groups of priority species as well as six key habitat types. Find out more from WWF-Laos' Five-Year Strategic Plan, 2026-2030

The Climate Adaptive River Basins in Sayaboury Province (CARBS),6 year project is a GEF-funded project implemented by WWF GEF and executed by WWF-Laos in partnership with the Department of Water Resources (DWR) and provincial stakeholders in Sayaboury Province. The project focuses on strengthening climate resilience and adaptive water resources management across four target river basins: Nam Poun, Nam Poui, Nam Houng, and Nam Lay. The project is structured around the following four key components:

1. **Mainstreaming climate change adaptation (CCA) into planning and policy:** Integrating CCA into provincial WRM and river basin management plans.

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2. **Community-driven interventions to improve climate resilience:**
   NbS and small-scale grey infrastructure interventions on the ground.
3. **Building Resilience:** Promoting climate-smart agriculture and diversifying livelihoods.
4. **Knowledge Management:** Disseminating lessons and experiences from the project to foster adaptive learning.
   The project targets 25,000 direct beneficiaries, including 5,000 trained individuals, and aims to manage 15,000 hectares of land and 1,000 hectares of river basin for climate resilience.
   It also seeks to integrate climate resilience into at least 13 policies and plans.

2. Objectives

The International Technical Specialist is to provide technical support and guidance to the project team and project executing agency (DWR) in execution of project activities to achieve agreed outputs and outcomes as outlined in the approved project document and work plans developed by the project.

3. Scope of Work

General requirements

The Technical Specialist will provide high level advice and guidance to Department of Water Resource, Government of Lao PDR and WWF Laos in the following areas:

- Integrated water resource management and River Basins management;
- Nature-based Solutions (NbS) and community-led water management;
- Small scale grey infrastructure development at community level for climate resilient building;
- Flood management strategies and integrated spatial planning;
- Forest and protected area management;
- Rural development and alternative livelihoods.

Specific tasks

- **Task 1: Technical guidance,**Develop detailed Terms of References for national and international consultants and contractors, as required by the project;
- Provide technical guidance and support to DWR (PMU) and the project team;

Task 2: Development of project reports and knowledge products.

- Draft synthesis reports to be published as technical project reports using outputs from consultants and project outcomes;
- Develop knowledge products to showcase project outcomes and achievements, such as: fact sheets, brochures, posters, maps, conceptual diagrams and infographics, videos etc. for publishing in print and/or online media;
- Technical review on the project's knowledge hub/ portal;
- Draft a detailed end of project report

Task 3: Build project visibility and linkages with other projects and development partners

- Promote the project and its achievements through the dissemination of knowledge products and communication materials via the project's knowledge hub and other forums;
- Represent the project at stakeholder events and meetings; both national and international

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- Build synergies with other projects through collaborations with government and development partners;

Task 4: Project monitoring and reporting.

- Provide inputs to the project's M&E reports, such as: six month progress reports, GEF Project Implementation Reports, mid-term and end-of-project reviews;
- Provide feedback on the performance of project consultants;
- Undertake reviews of on-ground investments and activities and document their outcomes, such as: quality of constructions, success of forest regeneration/ restoration, improvements in community livelihoods;

4. Deliverables

All deliverables due dates are based on the date of contract signature and are payable on written acceptance by WWF-Laos, following clearance by DWR and the CARBS Project Management Unit (PMU).

Deliverable	Description	Payment
1. Quarterly Work Planning, Technical Review, and Reporting	**Deliverable-1** • Develop and submit a quarterly work plan for approval by the National Project Coordinator. • Participate in meetings, workshops, and project events as assigned by the Project Coordinator. • Review consultant deliverables and provide written technical comments and recommendations. • Undertake other tasks and responsibilities as assigned by the Project Coordinator. • Submit invoices, including a concise summary of daily activities, outputs, and achievements.	15%
2. Communications, Knowledge Management, and Reporting	**Deliverable-2** • Prepare and upload a comprehensive set of activity summaries, news articles, success stories, and communication materials to the project knowledge hub/portal. • Participate in project meetings, workshops, consultations, and events as directed by the Project Coordinator. • Review consultant deliverables and provide written technical comments and recommendations. • Undertake other tasks and responsibilities as assigned by the Project Coordinator. • Submit invoices, including a summary of daily activities, outputs, and key achievements.	14%

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Deliverable	Description	Payment
3. Knowledge Management, Progress Reporting, and Communications	**Deliverable-3** • Develop and submit a quaterly work plan for approval by the Project Coordinator. • Provide technical inputs and contribute to the preparation of the six-monthly project progress report. • Review consultant deliverables and provide written comments and recommendations. • Develop at least one knowledge product highlighting key project achievements, lessons learned, or outcomes for publication through print and/or online media. • Prepare activity summaries, news articles, and success stories, and upload them to the project knowledge hub/portal. • Participate in project meetings, workshops, consultations, and events as directed by the Project Coordinator. • Undertake other tasks and responsibilities as assigned by the National Project Coordinator. • Submit invoices, including a summary of daily activities, outputs, and key achievements.	14%
4. Knowledge Management, Communications, and Reporting	• Develop and submit a quaterly work plan for approval by the National Project Coordinator. • Review consultant deliverables and provide written comments and recommendations. • Develop at least one knowledge product highlighting key project outcomes, lessons learned, or best practices for publication through print and/or online media. • Prepare activity summaries, news articles, and success stories, and upload them to the project knowledge hub/portal. • Participate in project meetings, workshops, consultations, and events as directed by the Project Coordinator. • Undertake other tasks and responsibilities as assigned by the Project Coordinator. • Submit invoices, including a summary of daily activities, outputs, and key achievements.	14%
5. Technical Reporting, Knowledge Management, and Communications	**Deliverable-5** • Develop and submit a quaterly work plan for approval by the National Project Coordinator. • Review consultant deliverables and provide written comments and recommendations.	14%

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Deliverable	Description	Payment
	• Develop at least one technical report synthesizing key project achievements, outcomes, lessons learned, and recommendations for dissemination through print and online media. • Prepare activity summaries, news articles, and success stories, and upload them to the project knowledge hub/portal. • Participate in project meetings, workshops, consultations, and events as directed by the Project Coordinator. • Undertake other tasks and responsibilities as assigned by the National Project Coordinator. • Submit invoices, including a summary of daily activities, outputs, and key achievements.	
6. Progress Reporting, Knowledge Management, and Communications	**Deliverable-6** • Develop and submit a quaterly work plan for approval by the National Project Coordinator. • Provide technical inputs and contribute to the preparation of the six-monthly project progress report. • Develop at least one knowledge product highlighting key project achievements, outcomes, lessons learned, or best practices for publication through print and/or online media. • Prepare activity summaries, news articles, and success stories, and upload them to the project knowledge hub/portal. • Participate in project meetings, workshops, consultations, and events as directed by the Project Coordinator. • Undertake other tasks and responsibilities as assigned by the Project Coordinator. • Submit invoices, including a summary of daily activities, outputs, and key achievements.	14%
7. Communications, Knowledge Management, and Reporting	**Deliverable-7** • Develop and submit a quaterly work plan for approval by the National Project Coordinator. • Review consultant deliverables and provide written comments and recommendations. • Prepare activity summaries, news articles, and success stories, and upload them to the project knowledge hub/portal. • Participate in project meetings, workshops, consultations, and events as directed by the Project Coordinator. • Undertake other tasks and responsibilities as assigned by the National Project Coordinator.	15%

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Deliverable	Description	Payment
	• Submit invoices, including a summary of daily activities, outputs, and key achievements.	

All documents shall be submitted in editable format (Microsoft Word and Excel) in addition to PDF, and external documents shall follow WWF and GEF branding and disclaimer requirements.

5. Duration and Level of Effort

The consultancy is for **100 working days** of professional input, to be completed within one year of contract signature. Applicants may consider the above deliverables for costing purposes, understanding the total level of effort should be 100 working days.

Reporting Period
Reporting Period1: Quarterly Work Planning, Technical Review, and Reporting
Reporting Period 2: Communications, Knowledge Management, and Reporting
Reporting Period 3: Knowledge Management, Reporting, and Communications
Reporting Period 4: Knowledge Management, Communications, and Reporting
Reporting Period 5: Technical Reporting, Knowledge Management, and Communications
Reporting Period 6: Progress Reporting, Knowledge Management, and Communications
Reporting Period 7: Communications, Knowledge Management, and Reporting
Total

6. Reporting and Supervision

The consultant will report to the **National Project Coordinator (NPC), CARBS Project**, and will work closely with the **Department of Water Resources (DWR)**, the WWF-Laos technical team, the PMU Safeguards and Gender Specialist, the PMU M&E Specialist, Sayaboury PDAE/PAEO and relevant stakeholders. Deliverables are subject to quality assurance by the WWF-US GEF Agency.

- The project will nominate one DWR counterpart and one PDAE counterpart to work alongside the consultant throughout the assignment.
- Each deliverable is subject to a maximum of two rounds of review. WWF-Laos and DWR will provide consolidated comments within **ten (10) working days** of submission; the consultant will respond within **five (5) working days**, accompanied by a comment and audit-trail matrix.
- Acceptance of a deliverable requires that it is complete against the description in section 4, internally consistent, evidence-based, free of unattributed material, and endorsed by DWR.

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- The consultant will provide brief written progress updates to the NPC at least every two weeks and will flag any risk to the schedule as soon as it arises.

7. Required Qualifications

- Advanced degree (master's or graduate degree) in one or more of the following fields: Water Resource Management; Hydrology; Natural Resource Management; Forestry; Environmental Sciences; Climate Change, Rural Development; Agriculture. PhD is preferred.
- At least 10 years relevant professional experience working in integrated water management, flood/ drought risk management, natural resource management, Nature Based Solution (NBS), with at least some of this time spent on international assignments or engagements.
- At least two (2) years of international experience working and living outside of home country, ideally in developing countries within South East Asia.
- Experience working with government institutions and development projects in Lao PDR or the Mekong region, and familiarity with the Lao policy and institutional framework for water and disaster management.
- Experience in implementing ODA projects in partnership with government, ideally experience with GEF funded projects.
- Demonstrated experience in writing technical reports and other knowledge products, including communication and project visibility materials.
- Good knowledge of monitoring and evaluation systems and outcome-based reporting
- No conflict of interest in relation to the assignment; see section 12.

8. Duty Station

Home-based, with a minimum of one mission to Sayaboury Province covering all six targeted districts and all four river basins, and with meetings in Vientiane Capital for national-level consultations and the presentation of findings.

9. Budget and Payment Terms

The consultancy is financed under the CARBS Project budget line for technical studies and consultancy services. The contract will be awarded on a **lump-sum, deliverable-based** basis in United States Dollars.

Included in the consultant's financial proposal: professional fees; subsistence required to deliver the assignment; communications; translation of the deliverables specified in section 4 into Lao; and interpretation for community consultations where required.

Borne separately by the project and not to be included in the financial proposal: venue, catering, and travel and per diem costs of government and community participants attending the validation workshop, the Provincial Steering Committee and River Basin Committee meetings, and the orientation session.

- Financial proposals shall be presented using the template at Annex 1, showing the daily rate, the number of days, and each reimbursable cost line separately.
- Payments are made against written acceptance of each deliverable in accordance with the schedule in section 4.

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- Prices shall be quoted inclusive of all applicable taxes and duties. Withholding tax will be applied in accordance with the laws of Lao PDR.
- WWF-Laos reserves the right not to award a contract where all proposals exceed the available budget or fail to meet the minimum technical threshold.

10. Ethics, Safeguards, Confidentiality and Intellectual Property

- The consultant shall comply with the WWF Code of Conduct, the WWF Environmental and Social Safeguards Framework, and WWF policies on the protection from sexual exploitation, abuse and harassment (PSEAH), child safeguarding, anti-fraud and anti-corruption.
- The consultant shall obtain informed consent from all consultation participants, protect the identity of individuals where anonymity has been requested, and handle personal data in accordance with applicable law and WWF data protection requirements.
- All deliverables shall be original work. Sources shall be fully cited. Any use of generative artificial intelligence tools shall be disclosed in the inception report and remains the consultant's full responsibility as to accuracy and originality.
- All data, reports, tools and materials produced under this assignment are the property of WWF-Laos and the Department of Water Resources, and may not be published or reused by the consultant without prior written permission.
- Bidders shall declare any actual or potential conflict of interest. Participation in this assignment does not disqualify a consultant from bidding for subsequent assignments under Output 1.1.4, provided the interest is declared at the time of bidding and the subsequent procurement is conducted competitively.

11. Evaluation of Proposals

Proposals will be evaluated on a combined technical and financial basis, weighted **70 per cent technical and 30 per cent financial**. Only proposals scoring at least 70 out of 100 on the technical evaluation will proceed to financial evaluation.

Criteria	Description of Criteria	Points
Technical Criteria		**70**
Qualification	Advanced degree (master's or graduate degree) in one or more of the following fields: Water Resource Management; Hydrology; Natural Resource Management; Forestry; Environmental Sciences; Climate Change, Rural Development; Agriculture. PhD is preferred.	10
Experience	1. At least 10 years relevant professional experience working in integrated water management, flood/ drought risk management, natural resource management, Ecosystem-based Adaptation (EbA), with at least some of this time spent on international assignments or engagements. 2. At least two (2) years of international experience working and living outside of home country, ideally in developing countries within South East Asia. 3. Experience in implementing ODA projects in partnership with government, ideally experience with GEF funded projects.	40

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	4. Demonstrated experience in writing technical reports and other knowledge products, including communication and project visibility materials. 5. Good knowledge of monitoring and evaluation systems and outcome-based reporting	
Desired Competencies	Experiences in project implementation in Lao PDR and good karaoke voice would be an advantage.	10
Languages	Excellent English communication skills are essential. English native speaker is preferred.	10
Financial Criteria		**30**
Total		**100**

Application

Interested applicants – individuals, organisations or consortia – who wish to express interest in undertaking this assignment are requested to submit the following by email to **procurement-laos@wwf.org.la**, with the subject line **"CARBS – CCA/DRR Integration in RBMPs – [Applicant name]"**:

- A technical proposal of no more than eight (8) pages, covering the understanding of the assignment, the proposed methodology and assessment framework, the consultation approach, the work plan against the deliverables in section 4, and the team composition.
- A financial proposal in United States Dollars using the template at Annex 1.
- An updated curriculum vitae for each proposed team member.
- Two samples of comparable analytical work authored by the proposed team leader.
- Contact details for three professional references.
- A signed conflict of interest declaration.

Deadline for submission: [insert date and time, Vientiane time]. Late or incomplete submissions will not be considered. Clarification questions may be submitted to the same address up to five (5) working days before the deadline; responses will be shared with all applicants who have expressed interest.

Procurement will follow standard WWF-Laos procedures. WWF-Laos is an equal opportunity organisation and encourages applications from qualified women and from candidates of all ethnic backgrounds. Only shortlisted applicants will be contacted.

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Annex 1: Financial Proposal Template

All amounts in United States Dollars, inclusive of all applicable taxes and duties. Applicants shall complete every line and shall not add costs relating to items borne separately by the project under section 10.

Cost line	Unit	No. of units	Unit rate (USD)	Total (USD)
A. Professional fees – team leader	Day			
B. Professional fees – other team members (specify role)	Day			
C. International travel, if applicable	Trip			
D. Domestic travel, Vientiane – Sayaboury and within province	Trip			
E. Accommodation and subsistence during field missions	Night			
F. Translation of deliverables into Lao	Lump sum			
G. Interpretation for community consultations	Day			
H. Communications, printing and other direct costs	Lump sum			
Total lump-sum contract price				

Applicants shall also indicate the proposed distribution of the total price across the four deliverables in section 4, consistent with the payment percentages stated therein.

Name and signature of authorized representative: _____ Date: _____