



TERMS OF REFERENCE (TOR)

PROGRAM	SOUTH EAST ASIA (SEA)
COUNTRY	Lao P.D.R.
DOMAIN	Disability Inclusion
PROJECT	Annual Policy Dialogue
PERSON IN CHARGE	Country Manager
TYPE OF MISSION	Design, organization and hosting of Annual Policy Dialogue
DURATION	Immediately, until 30 June 2026
LOCATION	VIENTIANE, LAO P.D.R

CONTEXT OF THE MISSION

Humanity & Inclusion (HI) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict, and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions, and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women, and men with disabilities. In emergencies, HI's mandate widens to target the most vulnerable groups within any population, to ensure their equal access to appropriate relief aid.

HI opened its mission in Laos in 1996 and has been present in the country ever since. HI's work is currently focused on:

- 1) Physical and Functional Rehabilitation
- 2) UXO clearance and interventions
- 3) Inclusive livelihoods
- 4) Inclusive education
- 5) Inclusive Social Protection

The Lao PDR policy framework sets as a priority inclusive economic growth, benefiting all members of society under the overall objective of graduating from least developed country status. Inclusiveness must be an integral part of growth to reduce the inequality gap and further reduce poverty. At the same time, continued economic growth means that the government's fiscal capacity is expected to improve over the medium to long-term, enabling a gradual creation and expansion of social protection for the most vulnerable groups.

The Government of the Lao People's Democratic Republic (Lao PDR) makes a strong commitment to provide social health protection for the entire population in its draft Health Sector Reform Strategy 2025-2030 and the draft National Health Insurance Strategy for 2025-2030. Through these frameworks, the Government is aiming to ensure equitable access to health care services for all and protect households from catastrophic health expenditure, while moving towards achieving Universal Health Coverage (UHC) by 2025.

There are three main social health protection schemes in the Lao People's Democratic Republic:

- The LSSO offers a contributory scheme that covers employees in formal employment in the public and private sectors, the self-employed and the family members of insured persons, as well as current recipients of benefits being paid by the scheme (for example, elderly persons receiving an old-age



pension). Qualifying conditions are defined under the Law on Social Security (2018) (articles 20 and 43).

- The National Health Insurance (NHI) legally covers all citizens who are not registered with the LSSO (except in Vientiane Capital) on a non-contributory basis. These entitlements are defined in the Law on Health Insurance 2018 (article 13).
- The voluntary Community-Based Health Insurance (CBHI) is designed for workers in the informal economy who live in Vientiane Capital. Coverage under this scheme is very low.

Since 2019, the National Health Insurance Bureau (NHIB) under the Ministry of Health has also been administering the health insurance branch of the LSSO as a step towards a single-payer system. The revenues collected by the schemes are pooled under the NHIB to finance the overall healthcare costs of the health insurance schemes in the Lao People's Democratic Republic.

This transfer of responsibility also comes with considerations for the reform of the design of the respective schemes, including in relation to financing, benefit package, and level of financial protection afforded. It is important to ensure that the reform process itself centrally considers the needs and realities of persons with disabilities.

OBJECTIVE(S) OF THE MISSION

The preparation and hosting of a high-level policy dialogue event on disability and social health protection with core social health protection policymakers and administrators and beyond, to advance discussions on reforms to the design and administration of social health protection schemes to promote disability-inclusion. The policy dialogue will aim to ensure that the reforms to social health protection mechanisms in Lao PDR centrally consider the needs and realities of people with disabilities, and identify concrete policy and administrative options to ensure inclusion. The dialogue will aim to generate key commitments from stakeholders and follow-up action plans to ensure concrete outcomes.

Specific Objective 1: Lead the preparation, organisation and facilitation of the disability policy dialogue to be held in May or June 2026. Coordinate the preparation and effective implementation of the disability policy dialogue, including through engagement with OPDs to ensure ownership, preparation workshops as required and awareness raising. The consultant will lead the logistical and technical preparation of the event, including mobilising participants, organising the venue, and facilitating the event. The technical preparations for the dialogue will be organised in close coordination with HI and key stakeholders, including on the agenda and lists of speakers and participants.

Specific Objective 2: Develop a brief report of the proceedings and outcomes of the policy dialogue. After the conclusion of the event, a brief report providing a summary of the proceedings of the dialogue, including core discussion points, and an action plan outlining key next steps, will be drafted.

METHODOLOGY

The Dialogue will be developed with the following steps:

Preparation:

1. Preparatory consultation /discussion with OPD network members on current progress and familiarize the OPD members on the expected outcome of the workshop and the policy dialogue.
- Desk review of key documents such as policies, strategies and reports of the Lao government and stakeholders that are relevant to the ILO study on DISHP.



- Organising logistical aspects of the event
- Ensuring all key stakeholders are invited
- Organising panel speakers, moderators, translators and materials as required

Hosting the Annual Dialogue:

- Acting as key host and moderator of key sessions as required

Post Policy Dialogue activities:

- Develop a follow -up action plan on the key commitments of the DISHP stakeholders made during the policy dialogue with clear timelines, responsibilities of OPD and HI and develop KPIs, in consultation with OPDs and MoLSW focal point
- Organize a meeting to discuss and finalize the action plan with ILO, OPD network and nodal ministry focal point (MoLSW).
- Disseminate key messages and materials on the outcomes of the policy dialogue and key commitments of the DISHP stakeholders.
- Share the progress made on the outcome of the policy dialogue with the members of the DIDWG periodically.

DELIVERABLES

- Successful hosting of the Annual Policy Dialogue, including:
 - a. Necessary consultations and involvement of key stakeholders in advance
 - b. Logistical arrangements and organisation of the day
 - c. Hosting of the event
- Reporting on the event
 - a. Including key recommendations included—for next year’s implementations and key observations
 - b. In English
 - c. 30 pages maximum

TIMELINE

The consultancy period will be from 01 March 2026 and ending 30 June 2026, including reporting and dissemination period. The service location is Vientiane Capital.

BUDGET

The applicant shall provide the technical proposal and financial breakdown related to this service with detail descriptions of all costs including taxes (VAT or withholding tax). If translation is required, the cost of translation must be included in the proposal. HI will not cover any additional payment that are not included in the proposal.

No travel allowance (per diem) will be paid to the consultant, and the consultant will be responsible for their own security in all countries. HI will not cover any insurance fee during the consultancy period.

Please note that the final payment is conditional on the validation of the final delivery and not solely on its submission report. Validation means ensuring that the delivery tasks meet the expected service that were stated in the ToR and the signed contract.



CONSULTANT PROFILE

Education:

Bachelor Degree essential; Master's degree advantageous. In field of public health, social protection, social science, political science, occupational therapy, or a related field.

Languages:

English: working proficiency essential; Lao is advantageous.

Experience:

- Minimum of two years of professional work experience in disability inclusion, social protection or a related field
- Having extensive experience in working with humanitarian/development organisations and local partners
- Working experience with persons and children with disabilities, organizations of persons with disabilities, and previous working experiences with HI will add value.

Based on the following weighted selection criteria, applications that meet the minimum administrative and technical requirements will be considered and evaluated further

- Price- 40 % weight
- Qualification – 60% weight
 - Including 30% experience / expertise
 - Including 25% relevance of technical offer to TOR / deliverables
 - Including 5 % consistency of budget with proposed technical offer

REQUIRED DOCUMENTS FOR PROPOSALS

Proposals from interested consultant(s) must include the following documents (compulsory documents in English):

1. An Expression of Interest/cover letter, including how the skills and competencies described in the Terms of Reference are met.
2. A Curriculum Vitae detailing the consultant's experience and qualifications to undertake the assignment.
3. A technical proposal outlining the proposed methodology and a tentative workplan.
4. A financial proposal in USD that includes the daily consultancy fee and associated costs (e.g. international flight ticket, airport transfers, accommodation and external translator fee during the field visit, etc.).
5. An example of previous works produced by the consultant.
6. Consultant's registration certificate / Documents proving the consultant's registration and any other documents certifying to the regularity of his/her activity
7. Proof of Insurance certificate (including professional civil liability)
8. Consultant Identification documents (Passport/ID)
9. Tax registration certificate + Proof of Tax Payment

For Consultancy firms, the following must also be included:

- CVs of the team of consultants
- A valid Business Registration



Applications that do not meet the minimum administrative & technical requirements will be considered as non-compliant with HI requirements and will not be evaluated further.

Proposals must be submitted no later than **24th April 2026** and should be sent electronically to procurement@laos.hi.org, indicating the subject **“Consultancy Service: Annual Policy Dialogue”**.

Humanity & Inclusion commits to providing equal opportunities to all qualified applicants, regardless of nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Humanity & Inclusion encourages qualified Consultants with disabilities or chronic illness and women to apply. Humanity & Inclusion commits to providing equal opportunities to all qualified applicants, regardless of nationality, gender, religious and ethnic backgrounds, including people with disabilities.

EVALUATION PROCEDURE

Evaluation of proposals will be made by a Selection Committee in two phases:

1. **Administrative selection:** The committee will first check for completeness of the application and verify that all compulsory items listed above are included. Incomplete applications will not be considered for technical selection.
2. **Technical and commercial selection:** The best application will be selected based on the quality of the technical proposal, the competitiveness of the financial proposal, the skills and previous experiences of the consultant, the delivery lead time, the payment terms, and the demonstrated expertise of the applicant to successfully undertake the assignment.
 - HI verify that the Consultant(s) are not on donors’ sanctions lists and will thus require the NRC of all consultants (in case of consultancy firms) if not previously submitted.

Only candidates who pass the administrative selection will be considered for the technical assessment. Shortlisted applicants may be invited for an online interview (or offline interview).

HI reserves the right to contact the applicants for additional information or clarification before the final selection by the selection committee. After interview only selected candidate will be contacted.

All consultants will be expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with vulnerable adults.