

Capacity Development for the Wild Tea Value Chains	Project number/ cost centre: G-011511-012
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Lao People's Democratic Republic (Lao PDR) is recognized as one of the most biodiverse countries in Southeast Asia, with forests playing a vital role in supporting rural livelihoods, biodiversity conservation, and climate resilience. However, ongoing pressures from agricultural expansion, infrastructure development, and unsustainable natural resource use continue to threaten forest ecosystems and biodiversity. In response, the Government of Lao PDR has committed to increasing national forest cover to 70 percent and promoting sustainable forest management and forest-based livelihoods.

To support these efforts, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-funded by the European Union, is implementing the Protection and Sustainable Use of Forest Ecosystems and Biodiversity (ProFEB) project. Through a multi-stakeholder approach, ProFEB promotes biodiversity-friendly, inclusive, and deforestation-free forest-based value chains while strengthening the capacities of local communities, producer organizations, government institutions, and private sector actors. In addition to capacity development, the project facilitates commercial partnerships and market linkages by connecting producers with buyers, processors, and other market actors, fostering sustainable business relationships that improve market access, increase the competitiveness of forest-based products, and create long-term economic opportunities for local communities.

Within the framework of ProFEB, wild tea has been identified as a priority forest-based value chain in Oudomxay Province and Viengkham District of Luang Prabang Province. These areas possess significant natural resources and favourable ecological conditions for wild tea production. In Oudomxay Province, more than 30,000 wild tea trees are distributed across the four districts of Xay, Beng, La, and Pakbeng. Similarly, in Luang Prabang Province, more than 10,000 wild tea trees are distributed in Hath Hien village, Viengkham District, which has a long tradition of harvesting and utilising wild tea from natural forest areas. This offers considerable opportunities for sustainable livelihood development and forest conservation.

Wild tea is a native species naturally found in the forests of northern Laos and has considerable market potential, particularly for domestic consumption and export markets. The value chain offers promising opportunities for income generation, value addition, and economic development while incentivizing the protection and sustainable management of forest ecosystems. Wild tea products can generate significantly higher market values when properly processed, packaged, branded, and linked to premium markets.

Despite this potential, the wild tea sector in both Oudomxay and Luang Prabang Provinces remains underdeveloped and has received limited technical and institutional support. Tea producers, including farmers, households, and community-based groups, face several challenges such as limited technical knowledge on sustainable harvesting and processing techniques, inconsistent product quality, weak producer organization structures, inadequate value addition, limited market information, and restricted access to domestic and international markets. Furthermore, the absence of strong producer networks and recognized regional branding constrains the competitiveness of local tea products.

Recent assessments conducted by ProFEB identified significant capacity gaps among wild tea producers and producer groups. While some training has been provided on tea processing and marketing, there remains a strong need for enhanced knowledge and practical skills in sustainable forest tea management, quality improvement, value addition, producer group management, business planning, financial literacy, marketing, branding,

and market linkage development. Strengthening these capacities is essential to improve productivity, product quality, market competitiveness, and income generation while ensuring the sustainable use and conservation of forest resources.

To address these challenges and opportunities, ProFEB intends to provide capacity development for wild tea producers, producer groups, and relevant stakeholders from the six villages in Oudomxay Province (Mokkhae, Phouxang, Phouluang, Langling, Pangsabath, Phouthane) and Hath Hien village in Viengkham District in Luang Prabang Province. The trainings aims to enhance technical, organisational, and business capacities across the wild tea value chain, enabling participants to improve production practices, strengthen producer organisations, increase market readiness, and contribute to the sustainable development of the wild tea sector while supporting forest conservation objectives.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Tasks:

1) Training Programme Design (Based on Assessment Results)

- Conduct an in-depth review of the completed wild tea assessment, including production systems, resource status, processing practices, market channels, institutional arrangements, and gender roles.
- Identify key technical, organizational, and market-related capacity gaps of target producer groups.
- Develop a detailed training concept and curriculum with clear learning objectives, session plans, methodologies, duration, and expected learning outcomes. Where relevant, review and build upon any existing training materials, curricula, or resources to ensure alignment, avoid duplication, and identify areas requiring adaptation or further development (e.g., done under the Helvetas funded LURAS project, AFD/EU funded GreenCup project, and under the LuxDev funded STAF programme).
- Prepare training modules and materials in Lao language (presentations, handouts, visual aids, exercises), covering at least:
 - Sustainable harvesting and wild tea resource management
 - Wild tea cultivation and resource conservation practices
 - Post-harvest handling, processing, drying, storage, and quality control
 - Food safety, hygiene, and basic quality standards
 - Product grading, packaging, labelling, branding, and traceability
 - Market trends, buyer specifications, pricing, negotiation skills, contract farming/ basic contracts, and export market requirements
 - Group organization, cooperative management, leadership, and internal regulations
 - Gender equality, youth engagement, and inclusive participation.

2) Training Implementation

- Organise and facilitate at least four capacity development workshops in Oudomxay and/or Luang Prabang Provinces.
- Each training workshop shall be conducted for approximately 2-3 days using participatory and practice-oriented learning approaches.
- Train a minimum of 50 participants from wild tea producer groups and relevant local stakeholders.
- Ensure that at least 30% of participants are women.
- Apply adult learning methodologies, including practical demonstrations, field exercises, group discussions, peer learning, and case studies.

- Adapt training content and delivery methods to local contexts, languages, and literacy levels.
- Organise peer-to-peer learnings or exchanges with producers in another provinces, e.g. Phongsaly or Xiengkhouang province.
- Coordinate closely with PAEO/DAEO, POIC/DOIC, LWU, and relevant district authorities and project partners for participant selection, logistics, and training implementation.

3) Coaching and On-site Technical Support

- Conduct follow-up coaching and mentoring visits to selected producer groups at least four groups in Pakbeng and La district of Oudomxay province and Viengkham district of Luang Prabang province (one village)
- Provide hands-on technical assistance in:
 - Sustainable harvesting and improved processing techniques
 - Hygiene and quality control systems
 - Group management, record keeping, and internal organisation, market readiness and commercialization support: including product presentation and packaging improvement, branding and storytelling for wild tea products, Product standardization and labelling requirements, preparation for participation in trade fairs, exhibitions, and buyer meetings, basic marketing and sales techniques, pricing strategies, buyer negotiations, quotation preparation.
 - Support problem-solving at group level and provide tailored technical recommendations.

4) Development of Practical Tools

- Develop practical, user-friendly tools and reference materials in Lao language for use by producer groups and extension staff.
- At minimum, develop:
 - One Sustainable Harvesting Guideline
 - One Processing and Quality Control Standard Operating Procedure (SOP)
 - One Food Safety and Hygiene Checklist
 - One (1) Commercialization and Market Development Plan Template
 - One Buyer Engagement Checklist
- Pilot and refine the tools based on feedback from producer groups, government counterparts, and project partners.

5) Documentation and Reporting

Prepare and submit the following deliverables:

- Inception report and detailed work plan
- Training curriculum and materials
- Participant lists (using GIZ registration form)
- Pre- and post-training evaluation results (VC team will provide the evaluation forms)
- Coaching visit reports
- Photo documentation and short case studies
- Final technical report including results achieved, challenges, lessons learned, recommendations, tools, guidelines

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Kick-off meeting with GIZ ProFEB and key stakeholders; clarification of scope, methodology, and coordination mechanisms	02.11.2026
Desk review of wild tea assessment and relevant documents; stakeholder consultations (PAEO, DAEO, etc.)	10.11.2026
Development of training curriculum and draft training materials (Lao language)	30.11.2026
Validation workshop of training materials with GIZ and key partners	18.12.2026
Finalization of training materials based on feedback	04.01.2027
Implementation of training workshops (provincial/district level)	20.01.2027
Organization of peer-to-peer learning/exchange visit (e.g. Phongsaly/Xiengkhouang)	01.03.2027
Follow-up coaching and on-site technical support to producer groups	25.03.2027
Submission of coaching reports and preliminary results	15.04.2027
Final evaluation (pre/post training analysis, lessons learned)	30.04.2027
Submission of Draft Final Report	20.05.2027
Final Report submission (including all deliverables and recommendations)	25.06.2027

Period of assignment: from 01 November 2026 until 30 June 2027.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail (1.6.1).

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule (1.6.2).

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB (1.6.3):

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Forestry, Environmental Management, Natural Resource Management, Agriculture, Agribusiness, and Rural development.
- Language (2.1.2): C1-level language proficiency in English Language
- General professional experience (2.1.3): 5 years of professional experience in the forestry, agricultural sector
- Specific professional experience (2.1.4): 3 years in forest-based or agricultural value chains development, preferably in NTFPs and coffee, tea products.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Southeast Asia of which 2 years in projects in Laos.
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

Short-term expert pool with minimum 2, maximum 3 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Perform all tasks as described above
- Travel to target provinces and project sites to conduct field activities, assessments, training, coaching, and stakeholder consultations as required.
- Prepare and submit technical deliverables, including reports, training materials, assessments, and other outputs, in accordance with the agreed deadlines and quality standards.
- Coordinate and ensure communication with GIZ team and relevant partners
- Regular reporting in accordance with deadlines

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 experts with university qualification (German 'Diplom'/Master) in Agriculture, Forestry, Agribusiness, Rural Development, Natural Resource Management, Food Technology, Environmental Management, 1 expert with university qualification in value chain development, enterprise development, agricultural economics, marketing, business development German 'Diplom'/Master).
- Language (2.6.2): 1 expert with B2-level language in English Language, 1 expert with C1-level language in Lao Language
- General professional experience (2.6.3): 2 experts with 7 years of professional experience in the agriculture, forestry, rural development, or natural resource management sector, 1 expert with 5 years of professional experience in the enterprise development, value chain development, or MSME support sector
- Specific professional experience (2.6.4): 2 experts with 5 years of professional experience in forest-based value chains, non-timber forest products (NTFPs), tea production, agroforestry systems, or sustainable natural resource-based livelihood, 1 experts with 5 years of professional experience in capacity building, training design and delivery, producer organization development, or market linkage facilitation
- Regional experience (2.6.5): 2 experts with 3 years of experience in Southeast Asia (region), 1 expert with 3 years of experience in Laos (country)

- Development cooperation (DC) experience (2.6.6): 2 experts with 5 years of experience in DC
- Other (2.6.7):
-

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	25	25	
Designation of key expert/short-term expert pool	2-3	50		60 days for the entire pool, regardless 2 or 3 experts
Travel expenses	Quantity	Number per expert	Total	Comments

Per-diem allowance in country of assignment of TL	1	50	50	Perdiem for travel day 200,000 LAK/day, equivalent to 8.91 USD Perdiem for full day 250,000 LAK/day, equivalent to 11.14 USD
Per-diem allowance in country of assignment of short-term expert pool	2	50	100	Perdiem for travel day 200,000 LAK/day, equivalent to 8.91 USD Perdiem for full day 250,000 LAK/day, equivalent to 11.14 USD
Overnight allowance in country of assignment of TL	1	20	20	Accommodation in lumpsum 350,000 LAK/night, equivalent to 15.59 USD
Overnight allowance in country of assignment of Short-Term expert pool	2	40	80	Accommodation in lumpsum 350,000 LAK/night, equivalent to 15.59 USD
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car)	2	25	50	Travel within the country of assignment
Other travel expenses	1			Up to 3,000 USD Travel budget for government officials, producer group and relevant authorities that have to travel to support the training workshop, study tour, etc. The travel budget including transport, per-diem, accommodation, and other travel related costs. Reimbursement against evidence
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	2,000	2,000	A budget of USD 2,000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	4	2,000 USD	8,000 USD	The budget contains the following costs .

				Meeting venue and refreshment
Other costs	1	1,000 USD	1,000 USD	The budget contains the following costs . Printing of all relevant documents

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

7. Annexes

- Wild Tea Value chains assessment in Oudomxay province report