

**Terms of Reference**  
**Research on access to National Social Security Fund (NSSF) for informal workers**  
**Date: November 2018 to January 2019**

Description	Research on access to National Social Security Fund (NSSF) for informal workers
Date	November 2018 to January 2019
Project Code	LAODG09399
Budget Line	1243

### **I. Introduction and Background**

A large part of Lao population lack access to adequate protection, mostly informal workers were unable to contribute to formal social security arrangement, particularly affected to children, women, people with disability, and older persons. The existing social protection provision in Laos which including contributory social security insurance for formal and voluntary health insurance for the informal economic sectors (National Social Security Law was issued 2013)<sup>1</sup>, and awareness raising have been done to promote both formal and informal workers to contribute to NSSF to improve their life cycle security and access to the public services, health care and other pensions through NSSF itself, government agencies, and private sectors as well as mass organizations, LFTU and CSOs were also raised awareness through networks, target groups of informal sectors such as plantation workers, domestic workers, home based workers, services workers, farmers, etc. Under the current cooperation's program on "More Inclusive and Equitable social protection for marginalized workers", funded by the Belgian Development Cooperation (DGD) 2017-2021.

However, many reports staged that there are still very low percentage for informal workers access to NSSF. So OXFAM together with LFTU had a consultation meeting with NSSF on 7 September 2018 and agreed to conduct a joint research to understand informal workers' capacities and opportunity to access to NSSF? What are their experiences on benefits, and challenges when registered in to NSSF? And what are their recommendations for better access to NSSF?

In order better understand the situation, reality practices in the local, and provide recommendation and alternatives for further discussion and improvement, we are looking for a consultant to conduct a research on "Access to NSSF for informal worker". We seek an individual consultant or a firm with a background on social protections, particularly knowledge and experiences on NSSF.

**II. Overall objective** is to understand the challenges, opportunities and benefits informal workers' face to access NSSF services.

### **III. Specific Objective**

- To analyses the overage frame work on social protection in Laos, identify the gap and opportunity for informal workers access or coverage by those frameworks, polices and strategies

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<sup>1</sup> Decent Work Country Program for Lao PDR 2017-2021

- To analyze the statistics in across sectors, perspectives and practices of relevant stakeholders and informal workers themselves on access to NSSF, what their experiences, challenges, capacity, opportunity and demands for access to NSSF
- To produce at least 3 case studies on good practices on access to NSSF for informal workers
- To provide recommendations for better access to NSSF for informal workers

#### **IV. Expected outcome and deliverables**

- 1) Research designing, including research questionnaires development, methodology, outline of the report
- 2) An inception workshop with key committees and stakeholders to validate the research design and inception reports
- 3) Desk review and field research, individual and group discussion in 4 target provinces
- 4) Analyze collected information and draft report to this research committees (NSSF, LFTU, ECCDA, CAMKID and OXFAM)
- 5) Facilitate a validation workshop to get additional inputs to finalize final report
- 6) Finalize and submit final report (3 in Lao language and 3 in English) to committee.

#### **V. Methodology**

**Using qualitative research** to analyze national and regional framework, policies, strategies and good practices for informal workers access to NSSF, interviews relevant stakeholders in national and local, Focus Group Discussion (FGD) with stakeholders and communities to better understand their perspectives on challenges, opportunity, and experiences, demand to access to NSSF, including production of 3 case studies to better understand practical experiences.

**Using quantitative** to analyze the statistics of different group, gender, sectors, worker groups in the formal and informal economic sector who are access or not to NSSF, capacity to contribution to NSSF of different groups/sectors, access to services and information, etc.

#### **VI. Location**

4 provinces: Bokeo, Laung Prabang, Vientiane Capital, and Saravan

#### **VII. Timeline:**

<b>No</b>	<b>Deadline</b>	<b>Descriptions and Activities</b>
<b>1.</b>	<b>15 Nov 2018</b>	<b>Opening for advertisement for a consultant</b>
<b>2.</b>	30 Nov 2018.	Deadline for submission of application
<b>3.</b>	4 Dec 2018	Consultant selected by committee
<b>4</b>	7 Dec 2018	Contract / Agreement signing
<b>5.</b>	14 Dec 2018	Research design by the consultant, methodology shared and validated
<b>6.</b>	30 Dec 2018	Desk review, field research

<b>7.</b>	14 Jan 2019	Research analysis, interpretations and report writing
<b>8.</b>	15 Jan 2019	Submit the draft report to committee for their comments
<b>9.</b>	21 Jan 2019	Validation workshop with committees, relevant stakeholders to inputs to draft reports
<b>10.</b>	28 Jan 2019	Finalized report and Submit the final report to committees

Tentative: 20 working days

#### **VIII. Consultant qualifications and skills needed for this research work**

- External Evaluator consultant or team.
- Track record in analysis of related policies,
- Relevant experience on social protection, NSSF, and other relevant research.
- Ability to conduct qualitative and quantitative research.

#### **IX. Process of the selection of the consultant (team) and expectations for evaluation of proposal**

- Deadline for submission by applicants is **5:00pm on 30 November 2018**.
- Proposal/offer must include methodology, tentative calendar/timeframe (if different from the Suggested timeline indicated above).
- A quote for desired financial compensation, CV of consultant/team.
- The evaluation committee will meet and select a candidate on the **4 December 2018** based on:
  - Relevance of the proposal and understanding of the assignment
  - Clarity on the methods used and the workplan
  - Demonstrated track record
  - Budget and cost efficiency
  - Feasibility of the work

#### **X. Please submit all information in one of the following methods:**

Email: [recruitment.laos@oxfam.org](mailto:recruitment.laos@oxfam.org) (as one document)  
 Physically deliver to: 98/8, Sithong Road, Ban Nongduangtai, Sikhottabong District, Vientiane, Lao PDR,

Mail: PO Box 4723, Vientiane Capital, Lao PDR

**For any questions regarding this advertisement, please email:**  
**[Phetvilay.phommessay@oxfam.org](mailto:Phetvilay.phommessay@oxfam.org)**

**Director of Laos Federation Trade Union**