

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	Support government, through MOH, to develop a National Adolescents and Youth Friendly Service (NAYFS) guideline, including a road map for implementation and strengthen the capacity of health care providers to provide youth friendly health services in UNFPA supported areas.
Scope of work:	<p><u>Background</u></p> <p>In Lao PDR approximately 80 percent of the population reside in rural areas. Moreover, Lao PDR is a culturally and linguistic diverse country with 49 recognized ethnic groups. This contributes to a range of traditional practices and cultural beliefs influencing health seeking behaviour and often results in low utilisation of health care services. Lao PDR is a country with a young population, more than half (53%) of its population is aged below 25 years of age (Lao PDR Population and Housing Census 2015). Child marriage is common especially among girls. Currently 1 in 4 adolescent girls aged 15-19 is married, majority of who married before the age of 18. This is significantly more common compared with adolescent boys (1 in 11 adolescent boys are married) (LSIS 2011-12). The adolescent birth rate is one of the highest in the region and was reported to 75.6 births per 1,000 adolescent girls (15-19 years) in 2015 (Lao PDR Population and Housing Census 2015).</p> <p><u>The national/ international expert will:</u></p> <ul style="list-style-type: none"> • Support the development of the NAYFS guideline through full consultative processes with MOH, Department of Health Care (DHC) as the leading agency and its key stakeholders (Vientiane Youth Centre, Lao Youth Union, Lao Women’s Union, Ministry of Education and Sports, and other NGOs working with young people). This may be done through series of workshops to garner inputs and gain consensus from stakeholders, as well as for DHC to own the process and final product. The guideline should cover key components of any health services targeting adolescents to ensure quality and appropriateness. • Strengthen the capacity of health care providers to provide youth-friendly health services. The expert will conceptualise, prepare and conduct a ToT master training for central health care providers to be able to facilitate, supervise and monitor the adolescents and youth friendly services in other health facilities. The training will be based on the draft guideline. • Provide Technical support to the master trainers to conduct pilot testing of the guideline, including conducting training for the district health providers in target provinces (Bokeo and Savannakhet). • Revise and finalise the NAYFS guideline taking into account lessons learned from the pilot training. • Provide further recommendations and guidance on implementation of the NAYFS guideline. • Take a leading role in providing technical inputs and guidance to the ASRH programme component through various means such as technical inputs, direction and support to strengthen coordination, partnership, capacity development and policy dialogue.

Duration and working schedule:

The consultancy will be for an initial period of 2 and a half months, with possibility of extension.

- Period of work: 15th May – 31st July 2017.

In close consultation with UNFPA, Department of Health Care/Ministry of Health and the task force members for the National Adolescents and Youth friendly services, the consultant will develop a work plan based on the detailed schedule provided below.

Delivery dates (based on the work plan)

No.	Activity	Deliverables	Tentative deadlines*
1.	Development of The Lao National adolescent and Youth friendly health services guideline.		15 May 2017- 9 June 2017, total 20 working days
	Desk review: Review existing materials, resources, good practices.	Inception report including Summary of existing practices Draft outline of the guideline	5 days
	Conduct workshop with key stakeholders.	Consensus of the draft outline	1 day workshop
	Consultative work on first draft and submit for inputs.	First draft of guideline	10 days
	Obtain inputs/suggestions, review and revise accordingly.	Final draft of guideline	4 days
2.	Strengthen capacity of health care personnel to provide adolescent and youth friendly services.		12 June – 14 July 2017, total 25 working days
	Develop and submit a concept note for a 3-day master NAYFS training programme.	Concept note for the master NAYFS training	1 day
	Develop and submit a concept note for a 5-day NAYFS training programme for health care providers.	Concept note for NAYFS training of health care providers	1 day
	Develop and submit all training modules, agenda, presentations, resources and hand-outs.	Training modules, agenda, presentations, resources and hand-outs	10 days

	<p>Conduct one 3-day NAYFS training for master trainers to be able to facilitate, supervise and monitor adolescent and youth friendly services in other health facilities.</p> <ul style="list-style-type: none"> Conduct one 5-day pilot training for health care providers in target provinces (Based on Latest NAYFS guideline) 	<p>Training conducted. Training reports.</p>	<p>3 days</p> <p>5 days for trainings 5 days preparation and report writing</p>
	3	Revise and finalise NAYFS guideline and training module.	17 July 2017- 24 July 2017, total 6 days
		<p>Support preparation of a validation workshop.</p> <p>Conduct a presentation for MOH and stakeholders for validation of the NAYFS guideline. Revise the guideline accordingly.</p>	6 days
	4	Provide report for the overall achievements and road map for implementation of NAYFS guideline.	25 July 2017 -31 July 2017, total 5 days
Place where services are to be delivered:	Based at UNFPA CO in Lao PDR, Vientiane Capital and working with relevant partners, with potential field and/or monitoring missions to the provinces (Bokeo and/or Savannakhet) as necessary.		
Delivery dates and how work will be delivered:	<ol style="list-style-type: none"> Detailed work plan and defined deliverables with timelines by 20 May 2017. Final National Adolescent and Youth Friendly Services (NAYFS) guideline and training module, validated by government technical team by 24 July 2017. Draft guidelines by 5 June 2017. Updated guidelines by 9 June 2017. Training proposal ToT by 24 July 2017. Final mission report to be delivered by 31st July 2017, in both soft copy and two hard copies, including road map for implementation of National Adolescent and Youth Friendly Services (NAYFS) guideline. 		
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Performing the above mentioned activities, the consultant will work under the guidance of UNFPA in collaboration with Department of Health Care, MOH.</p> <p>The performance of the consultant will be evaluated based on the following indicators:</p> <ul style="list-style-type: none"> Completion of tasks specified in ToR; Compliance with the established deadlines for submission of deliverables; Quality of work; Demonstration of high standards of work with UNFPA and counterparts 		
Supervisory arrangements:	The consultant will work under the supervision of the Deputy Representative of UNFPA CO Lao PDR and in close collaboration with and supported by the national Programme Associate and the national and international Program Officers of UNFPA CO in Laos.		
Expected travel:	<ul style="list-style-type: none"> Potential field missions to target provinces depending on the and subject to supervisor's decision. 		

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> • Post-Graduate degree in the field of Public Health, Social Sciences, and/or other adolescent /youth friendly services related fields. • At least 5 years of increasingly responsible professional experience in the area of adolescent /youth friendly SRH services and if possible familiar with WHO health guideline. • International practical experience in developing, implementation and monitoring of national guideline and/or training tools/materials on adolescent /youth friendly health services. • Demonstrated capacity for strategic thinking and policy advice are essential. • Demonstrated leadership qualities, facilitation, team working and organisational skills, including ability to coach, supervise and guide teams and achieve anticipated results. • Flexibility in responding to the needs of the contracting agency. • Familiarity with information technology, including proficiency in word processing, spreadsheets, and presentation software • Proficiency in written and spoken English. • Knowledge of Lao/Thai will be considered an advantage. • Experience in working with UNFPA or other UN Agencies will be an asset. • Familiarity with UNFPA's mandate is an asset.
<p>Inputs / services to be provided by UNFPA or implementing partner</p>	<p>Consultant can utilise UNFA CO Lao PDR office space and equipment.</p>
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> • Full payment will be provided upon submission of deliverables on a monthly basis. <p>The COA: 4UCDSDHHP, ZZT05, FPRHCLAO</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date: 21 March 2017</p>	