**National/International Consultant**

**(Extension of Deadline)**

### UNFPA Office in Lao PDR is looking for a national/international consultant for development of a national youth policy.

Duration of the work: **From late May to beginning/mid-July 2017.** The contract is for an initial period of 1.5 months, with possibility of extension.

Place of work: **UNFPA CO in Vientiane, Lao PDR**

**This specific consultancy assignment will focus on:**

* Based on finding from the Adolescent Youth Situation Analysis (AYSA), review the existing available information and data related to young people with a special focus on adolescent girls for the preparation of a youth policy, M&E framework and programme recommendations.
* Based on the outcomes of the desk review and together with the technical task force identify key action areas for the data collection and engage in discussions with partners, stakeholders and youth related to this information.
* Based on existing information from the Adolescent and Youth Situation Analysis (AYSA), analyze Lao PDR’s socio-economic context in relation to youth, particularly with regards to adolescent girls.
* Based on requirements mentioned in the ToR, set up Steering Committee with clear TOR defining everyone’s roles and responsibilities to engage in the youth policy development process.
* Conduct consultations with set up youth reference group as and when required.
* Develop advocacy tools on the youth policy process (factsheets, infographics, etc.) to ensure buy-in from high level decision-makers in the enforcement of the youth policy.
* Conduct training for drafting team on writing the national youth policy.
* Conduct refresher training on data collection for the task force team in charge for the data collection.
* Conduct data collection at selected provinces jointly with the technical task force team and in coordination with the provincial level.
* Analysis the data collected together with the technical task force team.
* Support the drafting committee in writing the policy based on the approved outline of the policy.
* Advise and liaise with UNFPA and LYU on further consultation processes, and review and incorporate the results of other youth consultation processes conducted by partners.
* Facilitate multi-stakeholder consultations to receive inputs on the design of the youth policy and programme recommendations.
* Develop a draft national policy document, M&E framework and programme recommendations.
* Present the draft policy document and programme recommendations to stakeholders, including, but not limited to UNFPA, government officials, NGOs, INGOs, CSOs and youth organizations, and receive feedback.
* Revise all documents in collaboration with the LYU and UNFPA, in accordance with feedback from stakeholders, and submit the final documents to LYU and UNFPA.

**Qualifications and Experience:**

* Advanced degree in social sciences, public administration or related fields, preferably in public/social policy and with a focus on youth.
* At least 5 years of experience working on and developing national youth policies and/or national youth programs, including in middle income countries particularly in the Asia region.
* At least 5 years of experience working in international development; prior experience in and knowledge of Lao PDR will be an asset.
* Experience working in complex, multi-stakeholder environments.
* Demonstrated leadership qualities, facilitation, team working and organisational skills, including ability to coach, supervise and guide teams and achieve anticipated results.
* Experience in working with UNFPA or other UN Agencies will be an asset.
* Fluency in English (reading, writing, speaking) is essential.
* Knowledge of Lao/Thai is desirable.

All interested applicants should submit the following:

A cover letter, CV in English with Personal History Form (P11 Form) (providing details of the required experience enumerated above), listing three references and consultancy rates quoted in US Dollars.

Applications should be sent to UNFPA Office, Ban Hatsady, Lane Xang Avenue, P.O. Box 345, Vientiane (Tel: 856 21 267777, 267633) or email to: [laos.office@unfpa.org](mailto:laos.office@unfpa.org) indicating “**Application for a consultant for development of a national youth policy**”. To obtain full Terms of Reference or P11 form, please contact UNFPA office or download from <http://lao.unfpa.org>

**DEADLINE FOR APPLICATION: 24 May 2017**

Terms of Reference of the consultancy can be shared upon request.

We will only consider applications with complete P11 attached. UNFPA will only be able to respond to those applicants in whom UNFPA has a further interest. UNFPA reserves the right to appoint prior to the closing date.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. Notice: There is no application, processing or other fee at any stage of the application process.