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| **TERMS OF REFERENCE FOR A NATIONAL INDIVIDUAL CONSULTANCY**  **TO SUPPORT LYU TO DEVELOP THE NATIONAL YOUTH POLICY** | |
| **Hiring Office**: | UNFPA Lao PDR | |
| **Purpose of consultancy**: | In alignment with the five-year strategic plan of the Lao Youth Union (LYU) to develop a policy and law for adolescent and young people in Laos, UNFPA has supported the initial development process of the youth policy using key findings of the Adolescent and Youth Situation Analysis (AYSA) conducted in 2013.  In 2017, UNFPA hired two consultants (one national and one international) to support LYU in developing a national youth policy and its implementation plan. The outcomes of the consultancy support are a developed road map for the youth policy, a concept note defining the coordination mechanism for the youth policy process and a draft policy outline of the national youth policy with guiding questions, including an annex with reference documents. This led to the establishment of a Youth Reference Group and a Technical Task Force. The outline document is intended to guide the LYU in their drafting process.  In the meantime, a technical writing team of the LYU started drafting the first chapters of the national youth policy (introduction, rationale, youth profile, context, vision, goals and strategic focus areas). As the capacity of the technical writing team is limited regarding policy expertise, they have never undertaken a writing process of this nature and require support and guidance in the actual formulation of the policy. Further, consultation meetings need to be conducted to ensure feedback provision from relevant line ministries and development partners. In addition, solid guidance needs to be provided to the LYU for them to exercise their coordination role. The above mentioned tasks are required to be implemented by an international and national consultant. | |
| **Scope of work**: | Together with the international consultant, the national consultant will be tasked to support the development of the national youth policy. Further, the national expert is required to provide substantial guiding support to the LYU throughout all the stages of the process and to facilitate the consultation and feedback provision process in particular.  The national consultant shall work closely with the international consultant, the LYU and the UNFPA Youth team to deliver the following outputs:   * Together with the international and the LYU consultant develop a youth policy implementation framework (vision statement, youth policy goals, objectives, strategies, indicators, targets, key activities, sector plan outcomes and Implementing Agencies) based on a desk review of relevant documents and aligned with the ongoing National Population and Development Policy (NPDP) revision and the Reproductive Health policy process. * Review the existing draft of the chapters developed by the technical writing team of the LYU and liaise with the international consultant to suggest a revised draft of these chapters to the LYU based on the approved outline of the policy and in line with the implementation framework and the conclusion/recommendation chapters of the Adolescent Youth Situation Analysis (AYSA) and other relevant documents as necessary. * Support the international consultant and the LYU in writing the narrative of all youth policy chapters focusing first on the missing ones based on the approved outline of the policy and the conclusion/recommendation chapters of the Adolescent Youth Situation Analysis (AYSA) and other relevant documents, in line with the developed implementation framework. * Work with the international consultant to provide technical inputs and guidance support for the writing team of the LYU on the actual writing of the national youth policy. * Work with the writing team of the LYU to gather inputs on all chapters of the national youth policy from relevant Line Ministries and youth reference group with support by the international consultant * Prepare and translate all necessary documents and powerpoint presentations for the LYU to present in the different consultation meetings with the youth reference group, multi-sectoral technical taskforce, stakeholders and development partners to receive inputs on the draft chapters together with the international consultant. * Under the guidance of the international consultant organize and facilitate the multi-stakeholder consultations with ministries and other agencies to support the revision of the national youth policy. * Together with the international consultant review comments and revisions suggested by youth reference group, multi-sectoral technical taskforce, stakeholder and development partners in collaboration with the LYU and UNFPA and revise the draft of the youth policy accordingly. * Review and consolidate all received comments and incorporate them into the national youth policy. * Technically support LYU to organize the national steering committee meeting to present the first full draft of the national youth policy * Revise the first full draft of the youth policy based on comments by the national steering committee and submit the final national youth policy document to the LYU and UNFPA. * Coordinate and liaise with the international consultant on a daily basis to discuss the progress on the youth policy document, exchange documents, and updates from the discussion with the Government counterpart * Jointly with the international consultant to support the LYU in the development of the endorsement plan of the national youth policy. * Conduct back and forth translation from English to Lao to English of the youth policy draft and final version as needed.   ***Specific milestones***   * Support the completion of the youth policy implementation framework. * Review already existing youth policy chapters and develop second solid draft. * Support the completion of all youth policy chapters as listed in the policy outline. * Complete preparations for and facilitate stakeholder consultations and feedback (powerpoint presentations, etc.). * Revise draft of the youth policy, incorporating feedback from different consultation meetings * Submit final youth policy document to LYU and UNFPA * Ensure back and forth translation of all youth policy related documents as and when required   ***Final expected deliverables***   * Youth policy implementation framework developed. * First full draft of youth policy available with inputs fromyouth reference group, multi-sectoral technical taskforce, stakeholders, development partners and other relevant stakeholders incorporated. * Final draft of the youth policy presented with incorporated inputs from all relevant stakeholders and the national steering committee and aligned with the 8th National Socio-Economic Development Plan (NSEDP) and the SDGs, as well as with the National Population and Development Policy and Reproductive Health policy revision process. * Endorsement plan developed. | |
| **Duration and working schedule:** | Total length of the assignment is 20 working days within the period of beginning of May until August 2018. The working schedule will be determined jointly with UNFPA and the LYU. | |
| **Place where services are to be delivered:** | The consultancy will be undertaken in close coordination with the LYU and UNFPA Lao PDR.  Most essentially the national consultant will coordinate closely with the LYU and UNFPA on a weekly basis and with the international consultant on a daily basis to receive all necessary information.  The international consultancy is exercised from home with the option of a mission to the country if deemed necessary (to support the consultation and consolidation process). | |
| **Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.):** | Milestones and deliverable target dates will be finalized upon discussion and consensus with the consultant, LYU and UNFPA.  Subject to the consultant receiving all necessary inputs from the ministries and the LYU, the final youth policy is intended to be delivered by 31st August 2018 in editable electronic form, in English and Lao language (to be delivered by the national consultant).  In case of unforeseen delays outside the control of the consultant, UNFPA and the consultant may need to renegotiate the timeframe of the contract. | |
| **Monitoring and progress control, including reporting requirements, periodicity format and deadline:** | The consultant will be briefed and debriefed by UNFPA and the LYU and is expected to keep in close contact with both agencies via email and skype calls.  The consultant will be responsible for the quality and timeliness (subject to receiving the required inputs from ministries and the LYU) of the policy document, but will receive support from LYU and UNFPA. | |
| **Supervisory arrangements:** | The consultant will work under the supervision of the Deputy Representative of UNFPA CO Lao PDR and in close collaboration with relevant UNFPA Programme Officers. The consultant is required to work in close collaboration with the LYU and the international consultant.  The output of the consultancy will be assessed by the LYU and by UNFPA CO Lao PDR. | |
| **Expected travel:** | The consultancy is expected to take place in Vientiane. | |
| **Required expertise, qualifications and competencies, including language requirements:** | **The successful candidate is required to have the following qualifications:**   * Advanced degree, preferably a master’s degree, in population, demography, public policy, Public Health and/or other related social sciences * Minimum of 3-5 years of relevant work experience in development, implementation and assessment of Population Programmes and Policies * Familiarity with Asia’s population issues in general and the status quo of the Lao youth context in particular will be an asset * Demonstrated professional leadership and ability to coordinate a multi-stakeholder team of professionals in development sectors; * Substantive experience of working with the public sector especially in policy planning and advocacy; * Excellent facilitation skills, familiarity with dealing with government systems on policy and operational issues; * Strong written and oral communication skills, demonstrated ability of making effective presentations to diverse audiences. * Demonstrated capacity for strategic thinking and policy advice are essential. * Familiarity with information technology, including proficiency in word processing, spreadsheets, and presentation software * Proficiency in written and spoken English and Lao. * Experience in working with UNFPA or other UN Agencies will be an asset. | |
| **Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:** | ***Lao Youth Union***   * Assign secretariat team to work with the Consultant * Provide the relevant documents as required * Provide logistic support including organizing meetings with sectors * Organize the policy-level meeting for presentation of draft revision of the youth policy * Review and provide comments to the deliverables in a timely manner   ***UNFPA Lao PDR***   * Monitor and facilitate the progress of the assignment * Review and provide comments on the deliverables in a timely manner * Facilitate necessary contacts * Make payments upon completion and acceptance of each deliverable by LYU | |
| **Other relevant information or special conditions, if any:** | ***Format of outputs***   * Editable electronic form * Language of reports/publications and other documentation and working language in country of assignment: English * The national consultant is expected to deliver continuous translation from English to Lao and back to English of all working documents, as well as the actual draft and final national youth policy document.   ***Ownership of output:***  Lao Youth Union (LYU)  Full payment will be provided upon submission of deliverables specified in this TOR.  COA to be charged: LAO06201, FPA90, PU0074, 3UAYAPYPOL | |
| Signature of Requesting Officer in Hiring Office:  Date: 11th April 2018 | | |