

TERMS OF REFERENCE

Individual Consultant for program support (Communication and partnership support and knowledge management)

TERMS OF REFERENCE (to be completed by the Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	<p>UNFPA, the United Nations Population Fund, is committed to delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. UNFPA's strategic focus is centered on achieving three transformative results: ending preventable maternal deaths, addressing unmet needs for family planning, and eliminating gender-based violence and harmful practices.</p> <p>UNFPA seeks a highly motivated program consultant with a strong background in communication, partnership building, and knowledge management. This remote, retainer-based position is task-specific, with payments made according to a daily rate aligned with the consultant's qualifications and experience.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the supervision of the Communications & Partnership Team, the consultant will provide programmatic, communication, and partnership support to advance UNFPA's mission and priorities. Key responsibilities include:</p> <p>Youth Engagement and Innovation:</p> <ul style="list-style-type: none"> ● Prepare workshop materials on innovation and life skills. ● Mobilize youth for online discussions on emerging issues. ● Support innovation challenges online. ● Coordinate with in-kind partners to enhance engagement with youth, particularly rural youth, persons with disabilities (PWD), and marginalized groups outside Vientiane Capital. <p>Program Support:</p> <ul style="list-style-type: none"> ● Explore and craft innovative ideas to enhance UNFPA programs. ● Support proposals development ● Prepare building blocks and other relevant substantive documents <p>Documentation and Communication:</p> <ul style="list-style-type: none"> ● Document UNFPA work through technical briefs, reports, data visualization to capture key outcomes. ● Support the preparation of reports ● Draft social media content in english and lao ● Prepare and review scripts and other communication materials including brochures, booklets, guidelines.. <p>Other Responsibilities:</p> <ul style="list-style-type: none"> ● Provide Lao-English translation ● Provide ad hoc programmatic support as requested by UNFPA.
Duration and working schedule:	11 months from start of contract date

Place where services are to be delivered:	UNFPA Lao PDR - Vientiane
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Deliverables will be agreed upon based on the assigned task.</p> <p>All deliverables will be submitted electronically or done online unless otherwise agreed.</p> <p>UNFPA will retain full copyright for all materials produced under this consultancy.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> • Progress will be monitored against the approved timeline for each task. • The consultant will report regularly to the Communications & Partnership team, ensuring alignment with agreed objectives.
Supervisory arrangements:	The consultant's work will be supervised and guided by UNFPA's Communications & Partnership Team.
Expected travel:	No travel required
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> • University degree or diploma in communications, public relations, marketing, gender, health. <p>Experience:</p> <ul style="list-style-type: none"> • At least three years of experience in program management, communication, gender, health • Previous experience with the UN or international organizations is an asset. <p>Languages:</p> <ul style="list-style-type: none"> • Proficiency in Lao and English. <p>Competencies:</p> <ul style="list-style-type: none"> • Strong attention to detail and ability to maintain high-quality standards. • Creativity and storytelling skills to engage diverse audiences. • Ability to work flexible hours to accommodate event and mission schedules. • Proven experience in youth engagement and education, with a solid portfolio of relevant work. • Familiarity with communications for development tools and approaches. • Ability to work independently and meet tight deadlines in a dynamic environment. • Proficiency in digital tools and platforms, including email, internet, and content management systems. • Affinity with UNFPA's mandate and topics such as sexual and reproductive health, gender equality, and youth empowerment.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide all background documents to the consultant for effective engagement and drafting. This includes the branding guidelines and other UNFPA relevant documentation.

Other relevant information or special conditions, if any:

Payments will be processed in local currency and transferred to the consultant's bank account upon satisfactory delivery of outputs.
Payments will be based on the consultant's agreed daily rate and documented in the task-specific agreement.
The consultant is expected to adhere to UNFPA's ethical standards and branding requirements.

Date: