

TERMS OF REFERENCE

International Consultant to Revise the Communication and Partnership Strategy

TERMS OF REFERENCE (to be completed by the Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	<p>UNFPA, as the United Nations sexual and reproductive health agency, is committed to ensuring universal access to sexual and reproductive health and rights (SRHR). As UNFPA Lao PDR prepares for the next Country Programme Document (CPD), it is essential to strengthen its Communication and Partnership Strategy to ensure alignment with national priorities, ICPD commitments, SDGs, and UNFPA's transformative goals. This strategy will serve as a roadmap for enhancing advocacy, visibility, and resource mobilization efforts while integrating gender equality, disability inclusion, and social impact messaging.</p> <p>Given the dynamic development landscape in Lao PDR, strategic engagement with the government, donors, private sector, media, and civil society is crucial to mobilize support for sexual and reproductive health (SRH), gender-based violence (GBV) prevention, youth empowerment, and population dynamics.</p> <p>UNFPA's midterm review (MTR) recommendations emphasized the need to strengthen multi-stakeholder collaboration and partnerships for sustainable financing and impact. The revised Communication and Partnership Strategy will build on these recommendations, ensuring a coherent, inclusive, and results-driven approach that reflects national and regional priorities.</p> <p>UNFPA Lao PDR is seeking an international consultant to revise and strengthen its Communication and Partnership Strategy, ensuring alignment with national priorities, ICPD commitments, SDGs, and UNFPA's transformative goals, while integrating gender equality, disability inclusion, and midterm review recommendations to enhance advocacy, visibility, and stakeholder engagement.</p> <p>This is a remote consultancy position.</p>
Objectives:	<p>The consultant will be responsible to achieve these milestones:</p> <ol style="list-style-type: none">1. Revising UNFPA Lao PDR's Communication and Partnership Strategy to strengthen advocacy, stakeholder engagement, and resource mobilization for SRH, gender equality, youth empowerment, and population data.2. Ensuring the strategy is aligned with ICPD PoA, SDGs, the UNFPA Strategic Plan, and Lao PDR's development priorities.3. Integrating gender equality, disability inclusion, and midterm review recommendations to enhance communication and partnership efforts.4. Developing clear actionable recommendations for improving donor relations, private sector engagement, and joint advocacy efforts with government and UN partners.5. Enhancing UNFPA's visibility and branding to effectively communicate impact and attract partnerships.

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The consultant will:</p> <ol style="list-style-type: none"> 1. Review and assess the current Communication and Partnership Strategy, identifying gaps and areas for improvement. 2. Conduct stakeholder consultations (internal & external) with government, donors, UN agencies, CSOs, youth networks, and media. 3. Develop a revised strategy, incorporating evidence-based recommendations from the midterm review and ensuring inclusivity in communication. 4. Provide a framework for donor engagement and private sector partnerships, identifying key entry points for collaboration. 5. Strengthen internal communication mechanisms to improve knowledge-sharing within UNFPA and with key partners. 6. Design an implementation roadmap with a monitoring and evaluation framework to track progress and impact.
<p>Duration and working schedule:</p>	<p>20 days between February and May 2025</p>
<p>Place where services are to be delivered:</p>	<p>UNFPA Lao PDR - this is a remote consultancy</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Total Duration: 16 Days between March and May 2025</p> <p>IV. Expected Deliverables</p> <ol style="list-style-type: none"> 1. Inception report outlining methodology, key focus areas, and stakeholder consultation plan (02 Days). 2. Comprehensive review report with analysis of the current communication and partnership landscape, identifying strengths and gaps (04 Days). 3. Revised UNFPA Lao PDR Communication and Partnership Strategy, with integration of gender, disability inclusion, and donor engagement (06 Days). 4. Implementation roadmap, including key actions, priority areas, and monitoring indicators (02 Days). 5. Final presentation to UNFPA senior management and key partners on the strategy, key findings, and next steps (02).
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<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.
<p>Supervisory arrangements:</p>	<p>The consultant's work will be supervised and guided by UNFPA's Communications & Partnership Team.</p>
<p>Expected travel:</p>	<p>No travel required</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> ● Advanced degree in Communication, Public Relations, International Development, or related fields. ● At least 10 years of experience in strategic communications, partnership building, advocacy, and donor engagement.

	<ul style="list-style-type: none"> ● Demonstrated expertise in developing communication and partnership strategies for UN agencies, governments, or international organizations. ● Strong understanding of ICPD, SDGs, gender equality, disability inclusion, and UNFPA’s mandate. ● Experience working in Lao PDR or Southeast Asia is an advantage. ● Excellent writing and analytical skills, with proven experience in policy and strategy development. ● Strong stakeholder engagement and facilitation skills.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> ● Access to relevant national data and documents ● Virtual meetings and collaboration opportunities with key stakeholders. ● Access to any other relevant data or information needed and available
<p>Application Process</p>	<p>Interested candidates should submit:</p> <ol style="list-style-type: none"> 1. Updated CV highlighting relevant experience. 2. Technical proposal outlining their approach, methodology, and timeline. 3. Financial proposal detailing consultancy fees. <p>Applications should be sent to laos.office@unfpa.org with the subject line: "Application – International Consultant for Communication & Partnership Strategy Revision".</p> <p>Deadline for submission: 28 February 2025</p> <p>For further inquiries, please contact Fatima Zahra Benyahia</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Payment Schedule</p> <p>Payments will be processed in USD upon satisfactory delivery of outputs, according to the following schedule:</p>

Payment Schedule

The consultant will be paid upon the successful completion of key deliverables as outlined below:

Deliverable	Percentage of Payment
Submission and approval of Inception Report , including a detailed work plan and methodology	20%
Submission and approval of the Draft Revised Communication and Partnership Strategy , ensuring integration of gender, disability inclusion, and advocacy priorities for the next CPD	50%
Submission and approval of the Final Revised Communication and Partnership Strategy , incorporating feedback from UNFPA and key stakeholders, along with an action plan for implementation	30%

All payments will be processed upon satisfactory completion and approval of deliverables by UNFPA Lao PDR.