

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT FOR ONLINE DASHBOARD DEVELOPMENT FOR LAO PDR

Terms of reference	
<b>Hiring office</b>	UNFPA Country Office Lao PDR
<b>Purpose of consultancy</b>	<p>The UNFPA Country Office, in Lao PDR in partnership with the Ministry of Planning and Investment (MPI) wishes to develop an online monitoring dashboard for the 14th recommendations and Call for Action of the National Conference on Population and Development (NCPD) as well as the National Population and Development Policy (NPDP 2019-2030). The dashboard will be a tool to track the progress of implementation based on the defined indicators and will provide easy-to-use interfaces to manage, visualize, and analyze the datasets, making them more broadly accessible to MPI users, line ministries, and the general public.</p> <p>The recruited consultant will provide technical support as following:</p> <ul style="list-style-type: none"> <li>● <b>Developing a comprehensive database document or user manual</b> that consolidates all recommendations and calls to action from the National Committee for Population and Development (NCPD), including key indicators and targets as part of the Monitoring and Evaluation (M&amp;E) framework for the National Population and Development Policy (NPDP).</li> <li>● <b>Designing wireframes for the proposed dashboard</b>, highlighting key features and functionalities, and showcase them to relevant teams for feedback and refinement.</li> <li>● <b>Finalizing the development of the NCPD dashboard and NPDP M&amp;E framework</b>, ensuring integration with the MPI infrastructure on the existing platform (website) and alignment with key indicators, data visualization, and reporting requirements.</li> <li>● <b>Conducting data analysis tests to ensure the functionality and accuracy</b> of the dashboard, verifying its ability to pull data from external sources and provide reliable reports.</li> <li>● <b>Developing related universal web applications</b> and integrating them with external data sources to enhance the dashboard's functionality and user experience.</li> <li>● <b>Conducting a capacity-building training session for government staff (MPI)</b> on the management and maintenance of the dashboard, ensuring they can update, troubleshoot, and fully utilize its functionalities.</li> </ul> <p>The work will be conducted under the overall coordination and oversight of the UNFPA Population Unit and close consultation with the Department of Planning of MPI as key implementing partner. The consultancy work will be implemented in accordance with the UNFPA's policies and procedures, as the hiring agency, and in collaboration with national counterparts as required.</p>
<b>Background</b>	<p>The GoL has developed several national action plans/strategies/laws and adopted the National Population and Development Policy (NPDP 2019-2030) including 9 priority goals in line with the ICPD PoA and the Nairobi commitment. The government is also accelerating efforts to end maternal mortality, increase access to rights-based family planning, and end gender-based violence and harmful practices, empowering the young population to realize the demographic dividend.</p> <p>Despite the firm Government's commitment, there are still challenges and unfinished businesses that need to be tackled urgently. Adolescent girls are particularly vulnerable due to high rates of early pregnancy which is one of the highest in the region. Nearly 1 in 4 girls aged 15-19 years old are in</p>

	<p>marriage and/or in union, and 89 of every 1,000 girls in the same age had given birth, which is among the highest in ASEAN. (The median age at first marriage for women is 19.2 years which has been relatively unchanged over the past two decades).</p> <p>In October 2023, MPI with support of UNFPA, organized the first national population and development conference to prepare the Lao government to attend the 7th Asia and Pacific Population Conference in November 2023. The conference was chaired by H.E Deputy prime minister of Laos, at the end of the conference the deputy prime minister delivered national recommendations and called for actions with a total 14 key priorities. The 14 key recommendations and call for actions of NCPD are fully integrated in the national statement and delivered by the Deputy Minister of MPI at the 7<sup>th</sup> APPC, November 2023.</p> <p>In order to fully track and properly monitor the implementation of the key recommendation of first NCPD and the progress of key indicators and strategic interventions of NPDP 2019-2030 and ensure the tracking of existing policies and plans align with national population and development policy 2019-2030 and beyond 2030. There is a need to develop a dashboard with indicators and targets especially on how the government could effectively and fully implement the NCPD recommendations and call for actions and NPDP will actively involve line ministries and support of DPs.</p>
<p><b>Scope of work</b></p>	<p>The recruited consultant provides technical support and develop a NCPD dashboard and M&amp;E framework of NPDP NCPD 2019-2030 through consultation process and involvement and participations of concerned line ministries and sectors as well as the capacity build for government staff to have capacity to manage and update the dashboard and M&amp;E framework of NPDP. The detailed assignment including:</p> <ul style="list-style-type: none"> <li>● <b>Develop a comprehensive database document or user manual</b> consolidating all recommendations and calls to action from the National Committee for Population and Development (NCPD), ensuring the inclusion of key indicators and targets for the Monitoring and Evaluation (M&amp;E) framework of the National Population and Development Policy (NPDP).</li> <li>● <b>Design wireframes for the proposed dashboard</b>, outlining key features and functionalities. These wireframes will be presented to stakeholders for feedback and refinement prior to final development.</li> <li>● <b>Finalize the development of the NCPD dashboard and NPDP M&amp;E framework</b>, ensuring seamless integration with the existing MPI platform (website), incorporating key indicators, data visualization capabilities, and reporting functions.</li> <li>● <b>Conduct data analysis and functionality testing</b> to ensure the dashboard performs accurately and reliably, validating its ability to pull data from external sources and generate consistent reports.</li> <li>● <b>Design and develop universal web applications</b> related to the dashboard, ensuring integration with external data sources to enhance its functionality and improve user experience.</li> <li>● <b>Conduct a capacity-building training session for government staff (MPI)</b> on managing and maintaining the dashboard, equipping them with the necessary skills for ongoing updates, troubleshooting, and optimization of the system’s functionalities.</li> </ul>
<p><b>Duration and working schedule, delivery and how work will be delivered</b></p>	<p>21 working days during the period (October 1 – December 15, 2024)</p> <p>The following table shows a tentative timeline for the deliverables of the TOR. The proposed timeline will be agreed and finalized in discussion with the consultant.</p>

Main deliverables	No. of working days	Tentative date
<ul style="list-style-type: none"> <li>Develop a comprehensive database document or user manual that consolidates all recommendations and calls to action from the National Committee for Population and Development (NCPD). Compiled key indicators and targets as part of the detailed Monitoring and Evaluation (M&amp;E) framework for the National Population and Development Policy (NPDP). Design wireframes for the proposed dashboard, highlighting key features and functionalities.</li> </ul> <ol style="list-style-type: none"> <li>Database document/user manual created</li> <li>Key indicators and targets for NPDP/NCPD M&amp;E framework developed.</li> <li>Wireframes for the proposed dashboard developed and tested.</li> </ol>	6 (Remote)	October 25
<ul style="list-style-type: none"> <li>Present the database document/user manual, along with the compiled key indicators and targets. Showcase wireframes for the proposed dashboard, highlighting key features and functionalities.</li> </ul> <ol style="list-style-type: none"> <li>Database document and wireframes presented and finalized.</li> </ol>	5 (On-site)	Nov 11-15
<ul style="list-style-type: none"> <li>Finalize the development of the NCPD dashboard and NPDP M&amp;E framework using the MPI infrastructure on the existing platform (website). Conduct data analysis tests to ensure functionality and accuracy. Design and/or develop related universal web applications and integrate them with external data sources.</li> </ul> <ol style="list-style-type: none"> <li>Trial version of the dashboard developed and presented for approval.</li> <li>Dashboard finalized and uploaded on the selected webpage.</li> </ol>	6 (Remote)	November 29
<ul style="list-style-type: none"> <li>Facilitate capacity-building training session for government staff (MPI) on the management and maintenance of the dashboard.</li> </ul> <ol style="list-style-type: none"> <li>Training workshop report and list of participants available.</li> </ol>	4 (On-site)	Dec 2-13

	<p>The deliverables will be submitted in English, in electronic format. The exact dates of delivery will be decided in discussion with the selected consultant, and partners.</p> <p>A detailed working schedule will be discussed and set through consultation with the recruited consultant.</p> <p>The workshop materials and the presentation files should be submitted to UNFPA at least 10 days before the events to review and translate into Lao language if needed.</p> <p>Payment modality:</p> <ul style="list-style-type: none"> <li>● First Installment: 40% of total contract amount upon completion of the deliverable 1 and 2 by November 15, 2024.</li> <li>● Second Installment: 60% of total contract amount upon the completion of deliverable 3 and 4, by December 15, 2024.</li> </ul> <p>In addition to the consultancy fee, all travel costs related to this consultancy including air tickets, Daily Subsistence Allowance (DSA), terminal, and visa fees will be reimbursed upon completion of the mission, submission of F10 claim form, and in line with UNFPA rules and regulations.</p>
<p><b>Monitoring and progress control</b></p>	<p>Milestones and timelines for the assignment will be agreed upon at the beginning of the contract. UNFPA will provide periodic follow-up and monitoring based on the working schedule to ensure timely delivery of the tasks as well as timely mitigation of any unexpected obstacles.</p>
<p><b>Technical Supervision</b></p>	<p>The selected consultant will work under the overall supervision of the UNFPA Policy and Census Coordinator, and in close collaboration with the P&amp;D and Communication Units as well as the Department of Planning of MPI. The consultant may collaborate with the UNFPA’s Regional Technical Advisers in the Asia and Pacific Office if needed.</p> <p>S/he will significantly engage with the relevant government stakeholders as needed.</p>
<p><b>Place of assignment</b></p>	<p>The consultant is expected to perform this work on a hybrid modality including remote working and on-site mission. The consultant will travel to Lao PDR to facilitate the training and consultation meeting with government stakeholders through the dashboard development process and participate in the consultation meeting to present the dashboard and M&amp;E framework of NPDPD.</p> <p>For remote working, the consultant is expected to engage with the UNFPA team via online meeting platforms and technical discussion.</p> <p>UNFPA will provide office equipment and environment for the consultant as per the UNFPA’s rules and regulations during the consultant’s mission to Lao PDR.</p>
<p><b>Expertise, qualifications and competencies, including language requirements</b></p>	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> <li>- Master Degree in Computer Science, Digital Multimedia Design, Data Visualization, or other relevant fields.</li> <li>- A minimum 5 years of work experience using data visualization software is essential: the consultant is required to submit previous examples of visualization work done through software, ability to design training workshops and provide mentoring support to the government , especially at the beginning of the launch of the dashboard.</li> <li>- Demonstrated experience in database development and management</li> </ul>

	<ul style="list-style-type: none"> <li>- Developing Dashboard of M&amp;E framework of policy of programme</li> <li>- Especially knowledge of dashboards front end design (distribution and customization of elements)</li> <li>- Ability to work independently in a cross-cultural environment and demonstrated capacity to build strong relationships with local counterparts.</li> <li>- Advanced IT skills – ability to solve and trouble-shoot IT issues independently or with limited guidance and support;</li> <li>- High-level communication skills especially for transfer of knowledge.</li> <li>- Excellent English speaking and writing skills.</li> </ul> <p>Core competencies</p> <ul style="list-style-type: none"> <li>- Integrity/Commitment to UNFPA's Values and Guiding Principles;</li> <li>- Teamwork/Communication/Self-Management;</li> <li>- Knowledge Sharing and Continuous Learning.</li> </ul> <p>Functional Competencies</p> <ul style="list-style-type: none"> <li>- Conceptual innovation in the provision of technical expertise;</li> <li>- Job Knowledge/Technical expertise.</li> </ul>			
<p><b>Recommended Presentation of Proposal</b></p>	<p>N/A</p>			
<p><b>Other relevant information or special conditions, if any:</b></p>	<p>The consultant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the ICC:</p> <ul style="list-style-type: none"> <li>● BSAFE, Link: <a href="https://training.dss.un.org/course/category/6">https://training.dss.un.org/course/category/6</a></li> <li>● Fraud and Corruption Awareness and Prevention: <a href="https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html">https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</a></li> <li>● PSEA (Prevention of Sexual Exploitation and Abuse): <a href="https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1">https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1</a></li> </ul> <p>Annex:</p> <ul style="list-style-type: none"> <li>● National Population and Development Policy 2019-2030</li> <li>● key recommendations and call for actions of the first National Conference on Population and Development 2023</li> </ul> <p>The budget for this assignment will be charged under COA:</p> <table border="1" data-bbox="440 1507 1549 1577"> <tr> <td data-bbox="440 1507 802 1577">Project ID: LAO07DPD</td> <td data-bbox="802 1507 1175 1577">Activity ID: ICPDACTS</td> <td data-bbox="1175 1507 1549 1577">Fund code: FPA90</td> </tr> </table>	Project ID: LAO07DPD	Activity ID: ICPDACTS	Fund code: FPA90
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Signature of Requesting Officer in Hiring Office:

Through:	Through:	Approved by:
<b>Kambiz Kabiri</b> <b>Policy and Census Coordinator</b>  Date: ...../...../2024	<b>Vilaykham Lasasimma</b> <b>Operations Manager</b>  Date: ...../...../2024	<b>Bakhtiyor Kadirov</b> <b>UNFPA Representative</b>  Date: ...../...../2024