

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT <u>NATIONAL CENSUS ASSISTANT</u>	
Hiring Office:	UNFPA Country Office Lao PDR
Purpose of consultancy:	<p>The UNFPA Country Office in Lao PDR is seeking to recruit a National Census Assistant to provide administrative, programmatic and logistics support and assistance to the Lao Statistics Bureau (LSB) in the final preparation stage of the 2025 Population and Housing Census. This is an essential role requiring administrative and programme procedures skills, contributing significantly to timely and effective preparation and implementation of the first-ever digital census in Laos.</p> <p>The work will be conducted in accordance with the UNFPA’s policies and procedures, as the hiring agency, and in close collaboration with the Lao Statistics Bureau (LSB).</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The 5th Population and Housing Census (PHC) of Lao PDR is scheduled for 2025. The 5th PHC is the first ever digital census in Laos and it is amongst the government's largest and most complex operations, requiring significant preparation. The Lao Statistics Bureau (LSB), in close collaboration with the United Nations Population Fund (UNFPA) and key development partners, have been preparing for the upcoming census since 2021. The PHC is a key source of population data for national and sub-national planning and decision-making, and plays an integral part in formulation and monitoring of national development policies. The census requires effective preparation in terms of human resources, technologies, budget and logistics.</p> <p>The National Census Assistant contributes and assists in the implementation and monitoring of the census project including activities and initiatives under the joint LSB-UNFPA programmes on 2025 population and housing census.</p> <p>The National Census Assistant will provide substantial administrative, programmatic and logistics assistance and support to the LSB for project implementation, monitoring, as well as administrative and financial management of the joint work plans.</p> <p>The National Census Assistant will provide support to the LSB and UNFPA specifically on:</p> <p>A. Contributing to the preparation, implementation and monitoring process of the 5th Population and Housing Census Project Document</p> <ul style="list-style-type: none"> ● Assist in preparation and monitoring process of the census project document, work plan as per the approved census timeline that activities are carried out in a timely fashion and the census calendar is on track. ● Assist in preparation of official documents related to PHC for LSB’s management, including reports, implementation plans, and submission to the Central Steering Committee. ● Manage correspondences for the Census Manager, including email communication and drafting responses. ● Act as liaison between the census manager and UNFPA team as well as relevant consultants involved in the 2025 PHC. ● Assemble briefing materials and prepare power-points in Lao language, translate documents for the census management and technical teams. ● Organize, compile and process information and relevant documents from national stakeholders, donors, provincial and district offices. ● Assist in preparation of documents for procurement processes as required. ● Assist in organizing census related events including stakeholder briefings, launching events and other relevant events as needed.

	<ul style="list-style-type: none"> ● Accompany the Census Manager during training sessions and field data collection activities across various provinces as needed. ● Undertake any other tasks relevant to the preparation of the PHC as may be required by LSB. <p>B. Knowledge Management and Capacity Building Support</p> <ul style="list-style-type: none"> ● Assist in organizing census training sessions (Training of master trainers, training of trainers, training of enumerators and supervisors as well as other training), coordinate with province and district offices to ensure training venues are well equipped for the training of enumerators. ● Assist in organizing and disseminating training materials, training manuals and other relevant documents for census field staff. ● Assist in archiving, filing, and maintenance of up-to-date documents and files on programme matters. ● Record and distribute minutes in a timely manner and assist the meeting coordinators by following up on agreed actions and implementation of tasks (where appropriate). ● Support in secretarial tasks for census activities, including logistics coordination and communication with stakeholders from ministries, development partners and census consultants. <p>C. Programme Financial and Operational Support</p> <ul style="list-style-type: none"> ● Undertake all administrative arrangements required for the organization of workshops, inter-agency meetings, briefing sessions, roundtables, missions, and other events organized by the census team; including organizing team meetings, preparing minutes, coordinating conference room bookings and ensuring room preparedness for meetings. ● Assist in the selection of qualified census field staff for enumeration. ● Processing payroll for the census field staff in provincial and district offices. ● Providing clerical support to census takers and supervisors doing fieldwork. ● Managing office operations, including inventory, equipment and correspondence. ● Review incoming correspondence, collect and prepare necessary information for reply/action, and draft and finalize response. Assist in translation of documents from English to Lao and vice versa. ● Assist in financial and budget monitoring of the census activities including LSB-UNFPA joint work plans.
Duration and working schedule:	11-month consultancy starting February 2025 to January 2026
Place where services are to be delivered:	The Lao Statistics Bureau (LSB)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	A comprehensive monthly progress report encompassing all work undertaken during the month, along with a detailed and forward-looking work plan for the subsequent month, will be compiled and submitted at the conclusion of each month.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The National Census Assistant will provide bi-weekly progress reports to UNFPA as the recruiting agency in line with the UNFPA’s recruitment rules and regulations, and will report directly to the Director General of Social Statistics Department, Lao Statistics Bureau.</p> <p>The performance of the consultant will be evaluated based on the following indicators:</p> <ul style="list-style-type: none"> ● Completion of tasks specified in ToR; ● Compliance with the established deadlines for submission of deliverables;

	<ul style="list-style-type: none"> • Quality of work; • Demonstration of high standards of work with LSB, UNFPA and relevant counterparts
Supervisory arrangements:	<p>Under the direct supervision of the Director General of Social Statistics Department, Lao Statistics Bureau, and in coordination with the UNFPA's Policy and Census Coordinator, the consultant will provide support in the implementation of the activities defined in the scope of work.</p> <p>The National Census Assistant undertakes any other tasks relevant to the preparation of the PHC as may be required by LSB.</p>
Expected travel:	The National Census Assistant will accompany the LSB team on duty, travels and missions to provinces as required (DSA will be provided based on the UN rules and regulations).
Required expertise, qualifications and competencies, including language requirements:	<p>The following requirements are applicable to the consultant:</p> <p>Education:</p> <ul style="list-style-type: none"> • University degree in management, administration and/or other related disciplines. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Candidates must have a first-level degree or higher and at least years of relevant experience in development or population activities, including programme/project monitoring. • Practical experience in design, monitoring and implementation projects with a focus on use of data for evidence based advocacy. • Previous experience in secretariat work and translation is beneficial. • Experience using office software packages and web-based management systems.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The consultant will be provided with office space and office equipment at Lao Statistics Bureau
Recommended	<p>The successful applicant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the contract:</p> <ol style="list-style-type: none"> 1. BSAFE, Link: https://training.dss.un.org/course/category/6 2. Fraud and Corruption Awareness and Prevention Link: https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html 3. PSEA (Prevention of Sexual Exploitation and Abuse) Link: https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1 <p>COA: UNFPA.LAO.AUB38.71305.LAO07DPD-CENSUSDATA.0.PU0074.0</p>