

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT FOR THE 2nd NATIONAL CONFERENCE ON POPULATION AND DEVELOPMENT AND ESTABLISHMENT OF NATIONAL COORDINATION COMMITTEE ON POPULATION AND DEVELOPMENT 2025

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| Hiring office | UNFPA Country Office in Lao PDR |
| Purpose of consultancy | <p>The UNFPA Country Office in Lao PDR is seeking to hire a national consultant to work closely with the Ministry of Planning and Investment (MPI) and UNFPA (Population & Development Unit) as well as the relevant national counterparts on the preparation for the 2nd Lao National Conference on Population and Development (2nd NCPD) which has been tentatively scheduled for late February or early March 2025 (Exact date will be confirmed). The consultant will also provide support to CO in preparing the Lao government delegation to participate in the 58th Session of Commission on Population and Development (CPD) and High Level Political Forum (HLPF) to be held in April and July 2025 in New York.</p> <p>In addition, the consultant will provide support programmatic and administrative support to MPI and UNFPA to finalize documentation for establishment of the Population policy coordination committee (PPCC) including preparation of the Terms of Reference, concept notes, correspondences with line ministries and relevant organizations as well as arrangement meetings and consultations as required. .</p> <p>The national consultant responsibilities will include provision of technical, coordination programmatic, logistics and facilitation support to the 2nd NCPD as well as the activities related to establishment of PPCC and relevant activities to the 2025 joint work plan between MPI and UNFPA in 2025. .</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 Department of Planning, Department of International Cooperation of the Ministry of Planning and Investment, Lao PDR.</p> |
| Background | <p>Following the success completion of the first National Conference on Population and Development in 2023 and active participation of high delegates of Lao PDR in the 7th APPC 2023 and CPD57 in New York 2024, MPI and UNFPA have agreed to organize the 2nd National Conference on Population and Development in Lao PDR. The conference aims to bring together relevant stakeholders from governments, development partners, diplomats and academia to discuss and brainstorm on the progress, lessons learned, good practices and challenges in the implementation of the recommendations, commitments and actions of the 1st NCPD on population related programmes and identifying key actions to accelerate the implementation of the National Population and Development Policy 2019-2030 and the ICPD PoA.</p> <p>The key outcome of the conference will feed into the national statement that will be delivered by the high delegation of Lao PDR at the Commission on Population and Development 58 (CPD 58) in</p> |

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| | <p>April 2025 and High Level Political Forum (HLFP) in July 2025 as well as establishment of the National Coordination Committee to accelerate the implementation of the NPDP. The 2nd NCPD in Lao PDR is tentatively scheduled for 1 full day, on 12 March 2025 in Vientiane, Lao PDR. It is expected to host around 80 to 100 participants of high level government, line ministries, mass organizations and provincial authorities, as well as development partners, diplomatic Corporations and embassies, private sectors, CSOs and media.</p> |
| <p>Scope of work</p> | <p>Against this backdrop, the recruited national consultant is expected to work under the guidance of UNFPA and the Department of Planning of MPI to prepare for the 2nd NCPD as per the agreed draft CN and agenda. The main responsibility of the national consultant is to provide technical, coordination, logistics and programmatic support to the assigned focal points from MPI and UNFPA in smooth and timely preparation for the 2nd NCP D as well as preparation for the establishment of the PPCC. He/she will take a key role to facilitate coordination in the preparation for the conference and after the conference to support preparation the conference proceeding.</p> <p>The scope of work for the consultant for the 2nd NCPD include the following areas and major steps:</p> <ol style="list-style-type: none"> 1. Finalize the draft concept note of the 2nd NCPD, agenda and relevant documentations <ol style="list-style-type: none"> 1.1. The consultant will provide support in finalization of the draft concept note of NCPD in consultation with UNFPA, MPI and key line ministries. MPI will lead the coordination and consultation process with relevant stakeholders through the technical and coordination support from the national consultant and UNFPA. 1.2. The consultant will develop a guidance note and methodology for the conference’s roundtable discussions as well as speech notes, remarks and notes for the moderators and key speakers. These notes will guide the preparation of roundtable sessions and indicate the roles of the moderator and implementation method to run the whole conference smoothly. 1.3. The consultant will support UNFPA and MPI in preparation of the communication documents and materials including the draft media package, in collaboration with the UNFPA Communication Team. 1.4. The consultant will draft the conference proceedings and submit to UNFPA and MPI for finalizations and ensure dissemination of the proceedings on time. 2. Coordination, logistical and administrative arrangements for the 2nd NCPD <ol style="list-style-type: none"> 2.1. The consultant will support UNFPA and MPI in preparation of the conference venue, ensuring availability of quality simultaneous translation, and quality audio-visual systems, accessibility for People With Disabilities and sign language translator as needed. The consultant will also support UNFPA and MPI in preparation and timely submission of the invitation letters and follow up to |

ensure high level participation in the conference. The consultant will provide guidance on the seating arrangements and other technical and logistical arrangements related to the conference venue.

2.2. The national consultant will facilitate coordination meetings with MPI and other relevant stakeholders as required to ensure effective and timely preparation of the conference.

3. Support Preparation of the national statement for CPD58, finalization of the 2nd NCDP report

3.2. In close consultation with MPI and UNFPA, the national consultant will support in draft and finalize the national statements of the Government of Lao PDR to be delivered in the CPD58 and HLPF based on the outcome of the 2nd NCPD and other national priorities.

4. Provide technical support to MPI and UNFPA to prepare relevant documents and consultation with concerned ministries and stakeholders on the establishment of the National Coordination Committee on Population and Development (NCCPD).

4.1 Support development of the TOR and concepts related to the committee. This includes roles and responsibilities, membership and composition, structure of the committee as well as the meeting schedule and other administrative arrangements as needed.

4.3 Support in finalization of the documentations and assist MPI in communication and correspondence with line ministries and relevant organizations to expedite the process of the establishment of the committee. Ensure proper documentation of the process and record taking.

Expected Outputs/Deliverables and Timeline

1. Concept note of the 2nd NCPD, including agenda, guidance note for roundtable and plenary sessions, speech notes and relevant documents finalized timely.
2. Invitation letters finalized and circulated timely (at least 10 working days before the event).
3. Conference venue including simultaneous translation and accessibility available and ready for the event.
4. Conference proceedings developed and disseminated
5. TOR, structure, roles and responsibility of PPCC developed and submitted to MPI for approval.

All above documents will be submitted to MPI and the UNFPA Country Office for review and input before finalization. The consultant will incorporate the comments and input from MPI, UNFPA before finalization.

Duration and working schedule, delivery and how work will be delivered

The consultancy will be provided on-site between 15 February to 15 May 2025.
The number of working days and timeline of the assignment is indicated below:

- Total number of **30 working days** during the above-mentioned period

| | Deliverable | Number of consultancy day | Delivery Date |
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| 1 | Finalize the concept note and methodology of the conference including guidance notes for roundtable sessions, speech notes, statements and other relevant documents. | 10 Days | 28 Feb 2025 |
| 2 | Facilitate coordination meetings with MPI, UNFPA and relevant stakeholders in preparation for the conference and organize logistical and administrative arrangements. | 3 Days | During the month of March 2025 |
| 3 | Invitation letter prepared and disseminated among all national and international participants based on the list of invitees. | 2 Days | 07 March 2025 |
| 4 | Finalize the 2 nd NCPD proceedings/report and national statements for the CPD58 and HLPF. | 5 Days | 3 April 2025 |
| 5 | TOR, structure, roles and responsibility of PPCC developed and submitted to MPI for approval. | 10 Days | 15 May 2025 |
| Total | | 30 days | |

Remark: Detailed schedule will be discussed and set through consultation with UNFPA, MPI and the recruited consultant.

The modality of payment and the installments is as follows:

- Installment 1: 30% upon completion of the deliverables no. 1 and 2, submission of the final concept note of the NCPD and relevant documents to MPI and UNFPA for approval.
- Installment 2: 40% upon completion of the deliverables no. 3 and 4, finalizations of conference reports and draft statements to submit to UNFPA and MPI for review.
- Installment 3: 30 % upon the completion of the deliverable no 5, submission of the TOR and relevant document to MPI.

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| <p>Monitoring and progress control</p> | <p>Milestones and timelines for the assignment will be agreed upon at the beginning of the contract and UNFPA in consultations with MPI 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>The consultant will provide regular updates on progress to UNFPA NCPD Focal Point and MPI. Regular weekly meetings to review the progress, identify bottlenecks, and suggest solutions will be set accordingly.</p> <p>The consultant will be responsible for the quality and timeliness of the 2nd NCPD, preparation of the relevant documents, mainly the statements, speech notes, sessions guidance note and proceedings, however will receive adequate technical support and guidance from UNFPA and MPI teams.</p> |
| <p>Technical Supervision</p> | <p>The selected consultant will work under the overall supervision of the UNFPA’s M&E Programme Analyst, and Policy and Census Coordinator, and work closely with the assigned NCPD Focal Persons of the Department of Planning, Ministry of Planning and Investment (MPI).</p> <p>S/he might engage with the other team members and partners from related line ministries, sectors and stakeholders as needed.</p> |
| <p>Place of assignment</p> | <p>The consultant is expected to perform this work on-site in Lao PDR.</p> <p>The national consultant will collaborate in close coordination with the DOP, DIC/MPI and UNFPA Laos. UNFPA CO and DoP/MPI will arrange a working space for the consultant during the assignment as required.</p> <p>The Department of Planning of MPI:</p> <ul style="list-style-type: none"> ● Assign a focal person/ team for the NCPD to work with the national consultant ● Provide relevant documents and information as required. ● Provide logistics support and coordination including the arrange consultation meetings with concerned stakeholders and line ministries as needed. ● Review and provide comments on the deliverables in a timely manner and submit the documents back to the consultant on schedule. <p>UNFPA Lao PDR:</p> <ul style="list-style-type: none"> ● Monitor and facilitate the progress of the assignment, ensuring the predation and organization of the 2nd NCPD process is consultative and participatory. ● Provide comment and technical support to the deliverables in a timely manner. ● Facilitate necessary contacts and provide technical and logistical support in consultation meetings with relevant stakeholders. ● Cover the costs of this assignment and make payments to the consultant upon submission of the deliverables and approval from MPI and UNFPA. |

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| <p>Expertise, qualifications and competencies, including language requirements</p> | <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • University degree in the areas of population and development, , public policy , management or related fields . • At least 5 years of relevant working experience in the area of social development, population and development preferably in Laos. • Experience in design, coordination, organizing and managing national or international conference/event, preferably in the area of social development or population and development. • High level of communication skills especially for transfer of knowledge. • Proficiency in written and spoken English and Lao. • Familiarity with the UNFPA mandate and experience of working UNFPA and other UN agencies is an asset. <p>Core competencies</p> <ul style="list-style-type: none"> • Integrity/Commitment to UNFPA's Values and Guiding Principles; • Developing People/Fostering Innovation and Empowerment/Performance Management; • Teamwork/Communication/Self-Management; • Strategic Thinking/Results Orientation and Commitment to Excellence/Decision Making; • Knowledge Sharing and Continuous Learning. <p>Functional Competencies</p> <ul style="list-style-type: none"> • Conceptual innovation in the provision of technical expertise • Good and effective communication skills; • Job Knowledge/Technical expertise. | | | |
| <p>Recommended Presentation of Proposal</p> | | | | |
| <p>Other relevant information or special conditions, if any:</p> | <p>The consultant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the ICC:</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: https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html 3. PSEA (Prevention of Sexual Exploitation and Abuse): https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1 <p>Annexe: https://www.unescap.org/events/2023/seventh-asian-and-pacific-population-conference</p> <p>The budget for this assignment will be charged under COA:</p> <table border="1" data-bbox="399 1787 1463 1864"> <tr> <td data-bbox="399 1787 732 1864">Project ID: LAO07DPD</td> <td data-bbox="732 1787 1094 1864">Activity ID: POLICYADVOC</td> <td data-bbox="1094 1787 1463 1864">Fund code: FPA90</td> </tr> </table> | Project ID: LAO07DPD | Activity ID: POLICYADVOC | Fund code: FPA90 |
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