

## TERMS OF REFERENCE FOR INDIVIDUAL NATIONAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Lao Country Office
Purpose of consultancy:	To develop a well-structured Framework to respond to the needs of adolescent girls and women with disabilities, building on the existing Lar Framework, with a concrete action plan.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	The Noi Framework (2030) was developed with support from UNFPA and adopted by the Government of Lao PDR in 2016. It is used as an entry point for dialogue and to draw attention to the unique needs of adolescent girls as well as boys. ‘Lar’ the hidden adolescent represents adolescent girls with disabilities in Lao PDR as part of the Noi framework. To achieve the 2030 Agenda for Sustainable Development aims for equitable and inclusive development that leaves no one behind, UNFPA is looking for a national consultant to develop well-structured Framework for women and girls with disabilities, based on Women and Young Persons with Disability Guidelines for providing rights-based and gender-responsive services to address Gender Based Violence and Sexual Reproductive Health and rights, to support implementation and adoption of LAR across various sectors in partnership with the government counterpart.
Duration and working schedule:	The consultation is for the tenure of 30 working days (spread across two months) starting from 15 <sup>th</sup> May to 15 <sup>th</sup> July 2025
Place where services are to be delivered:	The consultancy follows a hybrid modality, with regular virtual meetings taking place and in-person meetings with the UNFPA Country Office Adolescent and Youth Team. The national consultant is required to remain available online, via phone and in person during the tenure of the consultancy. The consultant has to be present in Vientiane during assignment to attend in-person meetings with the relevant stakeholders including the Ministry of Social and Labor Welfare, other Line-Ministries, Mass organisations, Disability Association, Adolescents and youth groups with disabilities, INGOs, UN Agencies.
Delivery dates and how work will be delivered <i>(e.g. electronic, hard copy etc.):</i>	<p>The key tasks of the consultant will include:</p> <p>1.) <b>Desk Review</b> of existing literature, strategies, frameworks, laws and policies available in the country/regional context, identifying the challenges faced by women and girls with disabilities in accessing basic services including sexual reproductive health, education/ comprehensive sexuality education, mental health support, and protection against GBV among others, such as recommendations of Convention on the Rights of Persons with Disabilities and National</p>

Action Plan on Disabilities Inclusion, UN Disability Inclusion Interventions (Projects and Programmes on Disability Inclusion).

- 2.) **Conduct consultation workshops/meetings** with relevant stakeholders mentioned above to identify gaps/assess the current capacity to serve women and young persons with disabilities and identify the needs of women and young persons with disabilities.
- 3.) **Built on the existing Lar Framework**, develop a well-structured Framework (Lar Framework) for women and girls with disabilities by identifying:
  - **Partnership strategy** to build an effective network of service providers and other key actors.
  - **Programme approaches** to strengthen existing UNFPA Programmes, making them more inclusive and responsive to the needs of women and girls with disabilities.
  - **Action plan with concrete deliverables** (on policy level, service provision and community level) addressing the needs of women and girls with disabilities including; SRHR/CSE/MHPSS needs, prevention and response to GBV and harmful practices such as child marriage.
  - **Monitoring and evaluation tools** for the action plan, identifying indicators to evaluate the progress achieved.
- 4.) **Validate the updated Lar Framework** for women and girls with disabilities, especially the Ministry of Social and Labor Welfare.
- 5.) **Finalize the Framework** by incorporating feedback received at the validation workshop.

No.	Deliverables/completed tasks	Timeline	Payment Schedule
1	Submission of inception report – detailing a concrete timeline of the tasks	May -25	50%
2	Organize and conduct consultations/ meetings with the relevant stakeholders	May-30	
3	Submission of the draft updated Lar Framework	June-15	
4	Organise and conduct the validation workshop	June-30	50%
5	Submission of a well-structured updated Lar Framework for women and girls with disabilities	July-15	

	<i>Note: Payment of the assignment is deliverable-based and is subject to satisfactory quality deliverables.</i>
monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant is expected to work closely with the A&amp;Y Programme Specialist and National Programme Analyst (AY-SRH) for matters related to relevant deliverables and coordination.</p> <p>Performing the above-mentioned activities, the consultant will be responsible for the delivery of the following outputs:</p> <ul style="list-style-type: none"> <li>- Completion of tasks specified in the ToR;</li> <li>- Compliance with the established deadlines for submission of deliverables.</li> <li>- Demonstration of accepted standards of work as per UNFPA and counterparts' satisfaction</li> </ul> <p>Milestones and timelines for the assignment will be agreed upon at the beginning of the contract, UNFPA will provide periodic follow-up based on the working schedule to ensure timely delivery of the products as well as timely mitigation of any unexpected obstacles.</p>
Supervisory arrangements:	During the assignment, the consultant will work under the immediate supervision of the A&Y Programme Specialist Adolescents and the National Programme Analyst.
Expected travel:	None required outside of the Vientiane Capital
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>- Advanced degree in education, social sciences, public health, policy development, sexual reproductive health and inclusion.</li> <li>- At least five years of work experience in policy/strategy development for disability inclusion.</li> <li>- Technical competency in the areas of GBV, and health/ education focusing on women and girls with disabilities.</li> <li>- Experience working in or familiarity with the education system/ social sector in Laos is an advantage.</li> <li>- Should possess strong written and oral English language skills.</li> </ul>
Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>The consultant will be expected to have his/her computer and other equipment needed for this assignment.</p> <p>The consultant is required to stay connected with the relevant UNFPA staff member during the assignment.</p>

<p><b>Recommended</b></p>	<p>The successful applicant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the contract:</p> <p>1. BSAFE, <i>Link:</i> <a href="https://training.dss.un.org/course/category/6">https://training.dss.un.org/course/category/6</a></p> <p>2. Fraud and Corruption Awareness and Prevention <i>Link:</i> <a href="https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html">https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</a></p> <p>3. PSEA (Prevention of Sexual Exploitation and Abuse) <i>Link:</i> <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></p> <p>COA: UNFPA.LAO.FPA90.71305.LAO07YRH, LARFW.PU0074.</p>	
<p><b>Requested by:</b></p> <p>Oloth Sene-Asa</p> <p>National Programme Analyst</p> <p>Date:...../...../2025</p>	<p><b>Endorsed by:</b></p> <p>Vilaykham Lasasimma</p> <p>Operating Manager</p> <p>Date:...../...../2025</p>	<p><b>Approved by:</b></p> <p>Bakhtiyor Kadyrov</p> <p>Representative, UNFPA Lao PDR</p> <p>Date:...../...../2025</p>