



Announcement for a Consultant

United Nations Population Fund (UNFPA) Office in Lao PDR is looking for a **consultant to conduct leadership training for women leaders in the Ministry of Planning and Investment (MPI) in Vientiane, Lao PDR**

Duration of the work: June 2020 (1-2 days)

Place of work: Vientiane capital, Lao PDR

Scope of work:

The consultant is expected to support the Country Office as below:

- Prepare training materials and share with UNFPA team 3 days before actual training happens
- Conduct a 1 or 2-day workshop/ training on women's empowerment, communication skill for selected women leaders of the Ministry of Investment and Planning.
- The first part of training focuses on the importance of women's participation, leadership, and decision-making in an organization, leadership skills, and effective communication skills.
- The second part will focus on mainstreaming women's participation, GBV and sexual exploitation and abuse in the workplace and leadership in MPI Human Resource Development Plan and Action Plan.

Qualifications and experience:

- Advanced technical degree preferably in social sciences, gender, human resource management and development, international relations or related field.
- 3 to 5 years of experience in leadership position and managing programme or organizations.
- Proven experience in mainstreaming gender and women's empowerment in the programme and organization.
- Demonstrated experience in facilitating training and workshop particular on women and leadership.
- Good communication skills in Lao and English would be an advantage

All interested applicants should submit the following:

A cover letter, CV in English with Personal History Form (P11 Form) (providing details of the required experience enumerated above), listing three references and consultancy rates quoted in Lao Kip/USD.

Applications should be sent to UNFPA Office, UN House, Ban Hatsady, Lane Xang Avenue, P.O. Box 345, Vientiane (Tel: 856 21 267777, 267633) or email to: laos.office@unfpa.org indicating **“Application for a for a consultant to conduct leadership training for women leaders in the Ministry of Planning and Investment (MPI) in Vientiane, Lao PDR”**.

To obtain full Terms of Reference or P11 form, please contact UNFPA office.

DEADLINE FOR APPLICATION: 18th June 2020

We will only consider applications with complete P11 attached. UNFPA will only be able to respond to those applicants in whom UNFPA has a further interest. UNFPA reserves the right to appoint prior to the closing date.



UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process.