

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE FOR INDIVIDUAL <u>INTERNATIONAL CONSULTANT</u> FOR DEVELOPMENT OF <u>MONITORING AND EVALUATION FRAMEWORK</u> FOR GENDER AND GBV NATIONAL PLANS OF ACTION IN LAO PDR	
Hiring Office:	UNFPA Country Office Lao PDR
Purpose of consultancy:	<p>Lao PDR Country Office is seeking an international consultant to work closely with UNFPA Gender Unit and national counterparts National Commission for the Advancement of Women, Mothers and Children (NCAWMC) and the Lao Women’s Union (LWU).</p> <p>The purpose of this consultancy is to support the development of a monitoring and evaluation framework that operationalises the indicators of the 2nd <i>National Action Plan on Prevention and Elimination of Violence Against Women and Violence against Children (2021-2025)</i> (PEVAW NAP) and the 4th <i>National Plan of Action on Gender Equality (2021-2025)</i> (Gender Equality NAP).</p> <p>The National Plans of Action have integrated the Essential Services Package for Women and Girls Subject to Violence (ESP) of relevant sectors. The ESP is a guidance tool identifying the essential services to be provided to all women and girls who have experienced gender-based violence (GBV), including services that should be provided by the health, social services, police and justice sectors. Module 6 of the ESP covers standards and guidelines for coordination and governance of coordination, including M&E for legal and policy frameworks and coordination mechanisms.</p> <p>In addition, the consultant will develop a set of training material package to build capacity of the national counterparts on the M&E Framework, in collaboration with relevant national counterparts.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The international consultant will meet with and take guidance from NCAWMC and UNFPA colleagues to develop and manage a comprehensive GBV M&E Framework.</p> <p>Preparing for the GE and GBV NPA M&E Framework</p> <p>The international consultant will:</p> <ul style="list-style-type: none"> ● Undertake a review of international standards, principals and IASC guidelines as well as national laws, policies, protocols and practices to identify existing systems/models on GBV/VAW M&E among government and GBV service providers ● Review the existing indicators of the PEVAW NAP and the Gender Equality NAP ● Review SDG 5 indicators, relevant CEDAW recommendations, CEDAW general recommendation, guideline CEDAW report, Beijing Platform for Action indicators and ICPD25 commitments ● Participate in and convene consultation meetings with relevant GE and GBV actors. ● Mapping current indicators and data collection for GE and GBV in Lao PDR (including in coordination, referrals,

social/health/justice/police sectors) including identification of tools, gaps and data sources.

GE and GBV M&E Framework development

Under the direct supervision of the UNFPA Gender Unit and UNFPA Policy and Census Coordinator, the consultant will be responsible for developing a practical Monitoring Framework on EAW and GE NPAs - a consolidated list of indicators with a full packet of metadata, sources of data collection and frequency to operationalise the NAP M&E Frameworks of the PEVAW NAP and Gender Equality NAP. The M&E Framework should be practical and capable of being operationalised in the Lao context.

This will include developing M&E guidelines to track implementation and indicators of the PEVAW NAP and the Gender Equality NAP, ensuring the following:

- A filtered list of indicators with the aim to retain indicators which have clear and available metadata (providing link to data sources), and have cost-effective feasibility through identifying: activities and required/available resources, internal institutional factors such as staffing, as well as partnerships required for collaboration.
- Identified defined entry points for safe and confidential GBV data collection, metadata and strategy for rolling out at provincial district and village levels (the M&E Framework should be replicable to all districts/provinces across Lao PDR).
- The guidelines should include clear step-by-step directions including tools/checklists for both government and CSO frontline GBV actors on how to collect data to inform M&E processes, as well as how to undertake M&E
- Outline how the guidelines will be established and managed, including protocols and requirements among government and service providers, technical tools, standard templates and checklists that will guide the practitioner as to how to collect data and information.

The NPAs EAW and GE M&E framework will also include:

- Identification of purpose, scope and timeline for M&E
- Roles and responsibilities of health, social and justice sectors to collect, maintain, share and report agreed data.
- A focus on the functioning of coordination response to VAWG
- Identification of baselines and indicators for measuring progress
- Development of capacity and resources for M&E
- Survivors in the M&E process
- Track funding
- Report M&E findings to national oversight body (NCAWMC)
- Comply with reporting requirements of high level entity.

The M&E guidelines will also track and monitor international human rights commitments that relate to GBV and gender included in the NPAs, with a focus on SDG indicators especially indicators endorsed by the Government of Laos (such as indicators 5.2.1 and 5.2.2), as well as the indicators for the CEDAW, Beijing Platform for Action and ICPD25+ that have clear and

	<p>available metadata. This includes: a consolidated list of relevant indicators with a full packet of metadata, sources of data collection and frequency to operationalise the international human rights indicators, including the SDG indicators 5.2.1 and 5.2.2, CEDAW, Beijing Platform for Action and ICPD25+</p> <p>Training materials package and Capacity building of national counterparts Under the direct supervision of the UNFPA Gender Unit and UNFPA Policy & Census Coordinator, the consultant will be responsible for undertaking M&E activities for the following work streams:</p> <ol style="list-style-type: none"> 1. Develop materials and/or tools to deliver presentation/training on the NPAs on EAW and GE Monitoring Framework eg. Powerpoints, handouts 2. Conduct a high-level orientation workshop on the NPAs on EAW and GE Monitoring Framework for relevant senior government officials across the sectors that provide, or coordinate, GBV service delivery 3. Conduct a 2-3 day TOT to build the capacity of “Master Trainers” from the relevant GBV sectors in Vientiane Capital on the NPAs on EAW and GE Monitoring Framework.
Duration and working schedule:	<p>The working days for the international consultant is 22 days during quarter 1 and quarter 2 of 2022 (the duration of the M&E Framework development and training will be specified based on discussion and requirement of UNFPA and government counterpart).</p> <p>During the consultancy, if additional time is required to complete the assignment beyond the time previously agreed, UNFPA’s written approval will be required.</p>
Place where services are to be delivered:	<p>The international consultant is expected to perform this work remotely, with regular online consultations (eg. Zoom), unless already based in Vientiane, Lao PDR.</p>
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The deliverables will be submitted in electronic form. The exact dates of delivery will be decided in discussion with the selected candidates.</p> <p>The international consultant will deliver the following products:</p> <ol style="list-style-type: none"> 1. The NPAs on EAW and GE Monitoring Framework_(including a mapping of current indicators and tracking the endorsed SDG, CEDAW and Beijing Platform for Action) 2. Training materials package on the NPAs EAW and GE Policy Monitoring Framework. 3. A report of training workshops for relevant government counterparts.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Milestones and timelines for the assignment will be agreed upon at the beginning of the contract and 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>

	Activities/Tasks	No of Working days
	Review of existing international and national law, guidelines, policies, protocols and materials	03
	Develop the draft NPAs on EAW and GE Monitoring Framework	07
	Revise the GBV M&E Framework based on the comments and inputs from UNFPA, NCAWMC and LWU team	02
	Participation and convening consultations with government counterparts	02
	Develop the TOT materials, methodologies, tools and activities and prepare for orientation workshop/TOT	03
	Conduct a high-level orientation workshop on the GBV M&E Framework for relevant senior government officials across the sectors that provide, or coordinate GBV service delivery	01
	Conduct a 2 or 3-day TOT to build the capacity of “Master Trainers” from relevant GBV service delivery sectors in Vientiane Capital to implement the GBV M&E Framework (Policy Monitoring Framework)	02-03
	Draft a report of the capacity building	01
	<p>The consultant will have the possibility to organize regular virtual meetings with the UNFPA project management and if necessary, with other relevant stakeholders.</p> <p>During the consultancy, if additional time is required to complete the assignment beyond the time previously agreed, UNFPA’s written approval will be required.</p>	
Supervisory arrangements:	The selected consultant will work under the supervision of UNFPA Lao Gender Lead, Gender Unit and Gender-Based Violence Specialist to update on the progress made, and possible challenges, via email, Whatsapp, zoom or skype.	
Expected travel:	In light of the COVID-19 context, the international consultant is expected to perform this work remotely, with regular online consultations (eg. Zoom), unless already based in Vientiane, Lao PDR.	
Required expertise, qualifications and competencies, including language requirements:	<p>The following requirements are applicable to international consultant:</p> <p>Education Qualifications required:</p> <ul style="list-style-type: none"> ● Master’s degree in Gender/GBV, M&E, Gender Studies, Gender Mainstreaming, Development Studies, Public Policy, Social Sciences or equivalent. <p>Experience:</p>	

	<ul style="list-style-type: none"> ● At least 8 years of professional expertise in one or more field of M&E, gender, GBV, human rights, or completion of at least 10 evaluation assignments in international development ● Experience in designing GBV M&E systems/frameworks/tools/guidelines ● Proven relevant experience in developing training curriculums, modules and materials on GBV M&E ● Good understanding of the issues of GBV and the system of coordination and referral systems relevant, especially in the local context ● Experience of working in Lao PDR highly desirable, or in the South Asia region ● Experience with UN or other international organisations supported programmes/projects, and experience with UNFPA an asset <p>Competencies:</p> <ul style="list-style-type: none"> ● Knowledge and ability to deliver quality work output in high stress or short deadline situations. ● Strong interpersonal skills, ability to coordinate and synchronize work with people of diverse cultural backgrounds, consensus building and team working. ● Demonstrated ability to assess and analyse complex situations in order to determine conclusions and recommendations. ● Excellent facilitation and diplomatic skills with the ability to facilitate mutual understanding and cooperation from senior national stakeholders in a highly political environment. ● Flexible and responsive to changes as part of the review and feedback process. ● Knowledge of Lao culture is an asset. <p>Language requirements:</p> <ul style="list-style-type: none"> ● Excellent written and spoken English communication skills.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will facilitate the communication between the consultants and Lao government, and NCAWMC and LWU will provide guidance and support as required.
Recommended Presentation of Proposal	<p>Interested consultants must submit the following documents/information to demonstrate their qualification:</p> <ul style="list-style-type: none"> ● Personal CV or P11 Form, indicating all experience from similar assignments as well as personal information ● Technical and Financial Plan (maximum 4 pages) including: <ul style="list-style-type: none"> ● A brief description of why the individual considers her/himself as the most suitable for the assignment ● Confirmation of Interest and Availability ● Methodology/roadmap on how s/he will approach and complete the assignment ● Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

	<p>The successful applicant 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/62. Fraud and Corruption Awareness and Prevention Link: https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html3. PSEA (Prevention of Sexual Exploitation and Abuse) Link: https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1 <p>COA: LAO06GEN/PUACTIVITY2.3KC/UDJ45</p>
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<p>Requested by:</p> <p>Sisouvanh Vorabouth Gender Programme Lead</p>	<p>Approved by:</p> <p>Mariam A Khan Representative</p>
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