

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE FOR INDIVIDUAL <u>NATIONAL CONSULTANT</u> TO CONDUCT BEIJING + 30 REVIEW OF LAO PDR	
Hiring Office:	UNFPA Country Office Lao PDR
Purpose of consultancy:	<p>Lao PDR Country Office is seeking a national consultant to work closely with UNFPA Gender Unit and national counterpart National Commission for the Advancement of Women, Mothers and Children (NCAWMC).</p> <p>The purpose of this consultancy is to conduct the Beijing + 30 review of Lao PDR. The Beijing Declaration is a global policy framework and blueprint for realizing gender equality and the empowerment of women and girls everywhere. It was adopted in 1994 by 189 countries, including Lao PDR.</p> <p>The Beijing Declaration calls upon governments, the international community and civil society to take strategic actions and commitments for women under 12 critical areas, including poverty, education and training, health, violence, armed conflict, economics, power and decision-making, institutional arrangements, human rights, media, environment, and the girl child.</p> <p>The Beijing national review will produce tangible lessons and solutions where concrete action and collaborations towards the implementation of Beijing, the Sustainable Development Goals (SDGs) and the Lao PDR's commitments to the the Security Council Peace and Security Resolution 1325 on Women and Peace and Security adopted 2000, Addis Ababa Agenda of the Third International Conference on Financing for Development in 2015, Paris Agreement on Climate Change in 2015, and Regional Commitments to Gender Equality, Women's and Girls' Rights, among others.</p> <p>The Lao PDR is one of the countries that is required to conduct the Beijing+30 review this year. The review will inform progress, challenges and lessons learnt of Beijing Declaration and Platform for Action implementation. An online questionnaire is due late June 2024 and the national Beijing+30 review is required to be submitted to the UN ESCAP in Bangkok in early July 2024. Following this, the submitted national Beijing review will be presented at the Beijing+30 Asia-Pacific Ministerial Conference, to be held in Bangkok on 19-21 November.</p> <p>The outcome of this regional meeting review will then feed into the global Beijing +30 review, to be deliberated at next year's CSW, the 69th edition, in March 2025.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The purpose and scope of the Beijing review will be to outline the progress made, challenges and lessons learnt that the Lao Government has encountered on implementation of the Beijing Platform for Action in the 12 critical areas, listed above.</p> <p>The review should consider the following questions:</p> <ul style="list-style-type: none"> .To what extent has progress been achieved in implementation of Beijing Platform for Action? .What challenges were encountered?

	<p>.What lessons have been learned? .What are recommendations to improve the implementation of Beijing Platform for Action?</p> <p>The national consultant will complete required tasks, meet with and take guidance from NCAWMC, LWU and UNFPA.</p>
Methodology	<p>Stage 1. National Consultant to conduct desk-based review of documents relevant to the implementation of Beijing Platform for Action, including line ministerial and sectoral reports on the implementation of Gender Equality NPA, EVAW NPA, the 9th NSEDP, and other relevant reports. She/he will also review international frameworks and commitments, including the SDGs, the Lao PDR's commitments to the Security Council Peace and Security Resolution 1325 on Women and Peace and Security adopted in 2000, Addis Ababa Agenda of the Third International Conference on Financing for Development in 2015, the 2015 Paris Agreement on Climate Change and Regional Commitments to Gender Equality, Women's and Girls' Rights.</p> <p>Stage 2. The National Consultant to draft a national review on the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform of Action for Lao PDR in both Lao and English.</p> <p>Stage 3. The National Consultant will work closely with NCAWMC and UNFPA to convene consultation meetings with relevant ministries and sectors to collect feedback for improvement of the Beijing +30 review.</p> <p>Stage 4. The National Consultant revises the Beijing +30 review based on feedback collected from consultation meeting/s, NCAWMC, UNFPA and relevant stakeholders to submit to UNFPA and NCAWMC to submit to regional and global levels respectively.</p>
Duration and working schedule:	<p>The working days for the national consultant is 18 days during quarter 2 of 2024.</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 national consultant is expected to perform this work closely with UNFPA, NCAWMC and LWU with regular consultation meetings in person or online via zoom if required.</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 national consultant will deliver the following products:</p> <ol style="list-style-type: none"> 1. Draft national on the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform of Action for Lao PDR in both Lao and English.

	<p>2. Final national on the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform of Action for Lao PDR in both Lao and English</p>										
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<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. Expected working days are below:</p> <table border="1" data-bbox="497 504 1460 1059"> <thead> <tr> <th data-bbox="497 504 1316 533">Activities/tasks</th> <th data-bbox="1316 504 1460 533">Days</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 533 1316 645">Conduct desk-based review of documents relevant to the implementation of Beijing Platform for Action, including line ministerial and sectoral reports on the implementation of Gender Equality NPA, EAW NPA, the 9th NSEDP, and other relevant reports.</td> <td data-bbox="1316 533 1460 645">4</td> </tr> <tr> <td data-bbox="497 645 1316 730">The National Consultant to draft national review on the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform of Action for Lao PDR in both Lao and English</td> <td data-bbox="1316 645 1460 730">8</td> </tr> <tr> <td data-bbox="497 730 1316 815">The National Consultant works closely with NCAWMC and UNFPA to convene consultation meetings with relevant ministries and sectors to collect feedback for improvement of the Beijing +30 review at least 3 times.</td> <td data-bbox="1316 730 1460 815">3</td> </tr> <tr> <td data-bbox="497 815 1316 1059">The National Consultant national review on the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform of Action for Lao PDR in both Lao and English based on feedback collected from 3 consultation meetings, NCAWMC, UNFPA and relevant stakeholders to submit to UNPA and NCAWMC to submit to regional and global levels respectively.</td> <td data-bbox="1316 815 1460 1059">3</td> </tr> </tbody> </table> <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>	Activities/tasks	Days	Conduct desk-based review of documents relevant to the implementation of Beijing Platform for Action, including line ministerial and sectoral reports on the implementation of Gender Equality NPA, EAW NPA, the 9th NSEDP, and other relevant reports.	4	The National Consultant to draft national review on the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform of Action for Lao PDR in both Lao and English	8	The National Consultant works closely with NCAWMC and UNFPA to convene consultation meetings with relevant ministries and sectors to collect feedback for improvement of the Beijing +30 review at least 3 times.	3	The National Consultant national review on the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform of Action for Lao PDR in both Lao and English based on feedback collected from 3 consultation meetings, NCAWMC, UNFPA and relevant stakeholders to submit to UNPA and NCAWMC to submit to regional and global levels respectively.	3
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<p>Supervisory arrangements:</p>	<p>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.</p>										
<p>Expected travel:</p>	<p>The national consultant is expected to perform this work remotely, with regular online consultations (eg. Zoom), unless already based in Vientiane, Lao PDR.</p> <p>The national consultant is expected to perform this task at home and conduct in person with regular online meetings with UNFPA and NCAWMC as needed.</p>										
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The following requirements are applicable to the national consultant:</p> <p>Education Qualifications required:</p> <ul style="list-style-type: none"> ● Master’s degree in 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 fields of national and international policy evaluations. ● Experience in conducting policies and programs assessments on gender, women’s empowerment and EVAWC. ● Good understanding of the issues of gender equality, women’s empowerment and EVAWC, 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 and Lao communication skills.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will facilitate the communication between the consultant and Lao government, and NCAWMC will provide guidance and support as required.</p>
<p>Recommended Presentation of Proposal</p>	<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 ● Links to examples of past assessment of relevant national and international frameworks, if applicable. <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

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