

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

| TERMS OF REFERENCE FOR INDIVIDUAL <u>INTERNATIONAL CONSULTANT</u> TO CONDUCT MID-TERM REVIEW FOR GENDER AND GBV NATIONAL PLANS OF ACTION IN LAO PDR | |
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| Hiring Office: | UNFPA Country Office Lao PDR |
| Purpose of consultancy: | <p>Lao PDR Country Office is seeking an international consultant and 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 Mid Term Review of the <i>2nd National Plan of Action on Prevention and Elimination of Violence Against Women and Violence against Children (2021-2025)</i> (PEVAW NAP)</p> <p>Lao PDR's second National Plan of Action was launched in November 2021, and runs from 2021- 2025. The National Plan of Action coordinates and consolidates the ending violence against women agenda both domestically and abroad. The commitments of the NAP align with international frameworks such as CEDAW, ICPD25, SDGs and Beijing Platform for Action. Building on the progress made by the first National Action Plan, the Plan sets out how Lao PDR will implement the objectives of the Ending Violence Against Women agenda in its programme support activities, diplomatic advocacy and policy-making.</p> <p>A mid-term review of the NPA is expected to take place in Q2 of 2024. This will comprise a comprehensive examination of the implementation of the NPA in 2022 - Q1 of 2024, and recommend to revise achievable indicators and ways forward effectively implement the second half of the Plan in 2024-2025.</p> |
| Scope of work: <i>(Description of services, activities, or outputs)</i> | <p>The purpose of the Midterm Review is to assess progress to date against the commitments and indicators of the Second National Action Plan, and in doing so, to review the utility of the existing indicators.</p> <p>The scope of the Midterm Review will examine the progress made on implementation of the Plan from its launch in November 2022 through to Q1 of 2024. The Review will report on progress against indicators and actions from all stakeholders who have roles and responsibilities under the NPA. The Midterm Review should also reflect on the commitments, indicators and actions of the Plan and propose to revise measurable indicators for the second half of Second National Action Plan of Elimination of Violence Against Women and Children.</p> <p>The review should consider the following questions:</p> <ul style="list-style-type: none"> i) To what extent has progress been achieved in implementation? ii) What challenges were encountered? iii) What lessons have been learned and opportunities identified? iv) What is the utility of each indicator? Might indicators be better-articulated, and how? |

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| | <p>V) what are recommendations to on revising of indicators and ways forward to effectively implementation of the second half of the Second National Action Plan on Elimination of VAWC</p> <p>The international consultant and national consultant will team up and divide and complete required tasks, meet with and take guidance from NCAWMC, UNFPA colleagues as well as a Review Committee to conduct and complete the Mid Term Review.</p> |
| Methodology | <p>Stage 1: International consultant and National Consultant will develop assessment questions for relevant line ministries and responsible sectors to complete, reporting on their implementing activities to date, to include, where appropriate, both quantitative and qualitative indicators of activities. NCAWMC will convene a “kick off” consultation with line ministries and sectors to disseminate the assessment questions. National Consultant, with the support of NCAMWC, to compile reports and translate.</p> <p>Stage 2. International Consultant to conduct desk-based review of documents in English, including Nation Action Plan, the 9th NSEDP, NPA EVAW M&E framework, relevant compiled reports and other related documents. National consultant conducts desk-based review of documents in Lao language, including progress reports of the implementation of the 9th NSEDP, NPA EVAW and summarises for the international consultant to draft the inception report.</p> <p>Stage 3. International consultant to submit the inception report to NCAWMC and UNFPA to review for comments and identify and interview with the key informants who are responsible for providing progress reports of NPA EVAW implementation. The national consultant interviews selected key informants from line ministries and provincial authorities and summarises for the international consultant to draft the first draft report.</p> <p>Stage 4. Meet with NCAMWC, relevant stakeholders and UNFPA to discuss the first draft Report.</p> <p>Stage 5. Consultant to validate findings with those who led the reporting from the responsible actors and other key informants as identified in Stage 3.</p> <p>Stage 6. Consultant to submit draft final report to NCAWMC, relevant stakeholders and UNFPA, to identify any necessary indicators revisions and ways forward for effective implementation of second half of NPA EVAW.</p> <p>Stage 7. Consultant to submit final report to Review Committee.</p> |
| Duration and working schedule: | The working days for the international consultant is 13 days and the working days for the national consultant is 14 days during quarter 2 of 2024. |

| | <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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Place where services are to be delivered:</p> | <p>The international consultant and national consultant are expected to perform this work remotely and in person, with regular online consultations (eg. Zoom), unless already based in Vientiane, Lao PDR.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p> | <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> <p>1) A qualitative report (maximum 25 pages) written by the contracted, independent consultant and based on consultations with relevant stakeholders, including but not limited to NCAWMC and UNFPA, and informed by the ‘progress reports’ on NAP actions and indicators formulated by the relevant bodies.</p> <p>2) A review of existing NPA indicators (maximum 5 pages) produced by the independent consultant in agreement with the Review Committee to establish a baseline for the Final Review in 2026.</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="475 1126 1471 1865"> <thead> <tr> <th>Activities/Tasks</th> <th>National</th> <th>International</th> </tr> </thead> <tbody> <tr> <td>Desk-based review of reports and relevant documents in Lao language and summarize in English for international consultant</td> <td>04</td> <td></td> </tr> <tr> <td>Desk-based review of reports and relevant documents in English language</td> <td></td> <td>02</td> </tr> <tr> <td>Both International and national consultant to draft mid-term evaluation questions for NCAWMC to send to line ministries and sectors to complete</td> <td>02</td> <td>02</td> </tr> <tr> <td>National consultant compile reports from line ministries and sectors and summarize in English</td> <td>02</td> <td></td> </tr> <tr> <td>International consultant to draft inception Report, including identifying key informants and MTR plan and submit inception report to NCAWMC team and UNFPA team to review</td> <td></td> <td>02</td> </tr> <tr> <td>Consultation on Inception Report</td> <td>01</td> <td>01</td> </tr> <tr> <td>Interviews with Key Informants</td> <td>05</td> <td></td> </tr> <tr> <td>Draft final report</td> <td></td> <td>05</td> </tr> <tr> <td>Revisions to final report and submit MTR report to NCAWMC and UNFPA</td> <td></td> <td>01</td> </tr> <tr> <td>Total</td> <td>14</td> <td>13</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</p> | Activities/Tasks | National | International | Desk-based review of reports and relevant documents in Lao language and summarize in English for international consultant | 04 | | Desk-based review of reports and relevant documents in English language | | 02 | Both International and national consultant to draft mid-term evaluation questions for NCAWMC to send to line ministries and sectors to complete | 02 | 02 | National consultant compile reports from line ministries and sectors and summarize in English | 02 | | International consultant to draft inception Report, including identifying key informants and MTR plan and submit inception report to NCAWMC team and UNFPA team to review | | 02 | Consultation on Inception Report | 01 | 01 | Interviews with Key Informants | 05 | | Draft final report | | 05 | Revisions to final report and submit MTR report to NCAWMC and UNFPA | | 01 | Total | 14 | 13 |
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| | assignment beyond the time previously agreed, UNFPA's written approval will be required. |
| 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: | <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> <p>The national consultant is expected to perform this task at home and conduct in person and virtual interview with selected key informants, with regular online meetings with the international consultant, UNFPA and NCAWMC as needed.</p> |
| Required expertise, qualifications and competencies, including language requirements: | <p>The following requirements are applicable to the 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 and/or conducting assessments on gender/GBV National Plans of Action or other policy frameworks ● Good understanding of the issues of GBV, 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. |

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| | <ul style="list-style-type: none"> ● Knowledge of Lao culture is an asset. <p>Language requirements:</p> <ul style="list-style-type: none"> ● Excellent written and spoken English 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 National Plans of Action or other relevant 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 |