

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT ON THE ICPD REVIEW OF LAO PDR 2023

Hiring office	UNFPA Country Office in Lao PDR
Purpose of consultancy	<p>The UNFPA Country Office in Lao PDR is seeking to hire a national consultant to work closely with the UNFPA Population and Development Unit as well as the relevant national counterparts on the 2023 ICPD review.</p> <p>The national consultant will provide technical, coordination and capacity building support to the Government of Lao PDR on population and development matters in preparation for the Seventh Asian and Pacific Population Conference in 2023, and the global review and appraisal of the implementation of the Programme of Action (PoA) of the International Conference on Population and Development (ICPD) during the 57th session of the Commission on Population and Development in 2024. The support will be provided to the relevant organizations of the government of Lao PDR to:</p> <ul style="list-style-type: none"> ● Complete the voluntary national survey in collaboration and consultation with UNFPA, MPI and relevant stakeholders for monitoring the progress of the implementation of ICPD PoA; ● Review and validate quantitative information and statistics on relevant SDG indicators identified in the monitoring framework; ● Develop a brief national ICPD report in line with the eleven priority action areas, and prepare the Government’s statement for the 7th Asia and Pacific Population Conference. <p>The work will be conducted in accordance with the UNFPA’s policies and procedures, as the hiring agency, and in close collaboration with the Department of Planning, Ministry of Planning and Investment (DOP/MPI), Lao PDR.</p>
Background	<p>The ICPD Programme of Action provides an invaluable framework to guide Member States in enhancing the quality of life and well-being of every individual and promoting human development by underscoring the interrelationship between development policies and programmes, human rights, and economic and social development. At the 20-year Asia-Pacific regional review of the Programme of Action, in 2013, ESCAP member States adopted the Asian and Pacific Ministerial Declaration on Population and Development. This Declaration serves as region-specific guidance on population and development in the context of the 2030 Agenda for Sustainable Development.</p> <p>In 2018, a monitoring framework was presented to ESCAP and associated members to monitor progress in implementing the recommendations of both documents in the region. This framework was based on existing SDG indicators/targets to reduce the reporting burden on member States. The ESCAP, in 2020, endorsed the monitoring framework, noting that it would serve as an essential tool for voluntary, regular assessment and reporting of progress of implementation of the ICPD Programme of Action and the 2013 Ministerial Declaration.</p> <p>ESCAP, with support from UNFPA, has developed a survey based on the monitoring framework to assist member States in collecting data and monitoring the implementation of the ICPD PoA and the 2013 Ministerial Declaration. The survey is highly qualitative in nature, aiming to understand the progress and achievements in all priority action areas, along with key challenges and lessons learned. Additionally, ESCAP has compiled quantitative information on the SDG indicators identified in the monitoring framework and is providing this information along with the survey. The data are sourced from the Global SDG Indicators Database maintained by the Statistics Division of the United Nations Department of Economic and Social Affairs.</p>

	<p>The process of the national voluntary survey should be led by a relevant government entity which is the Ministry of Planning and Investment of Lao PDR, through the national focal point on population and development, and with the support of the national consultant and UNFPA. The survey and monitoring framework are structured according to the priority actions identified in the Report of the Sixth Asian and Pacific Population Conference. As the Programme of Action of ICPD is a multi-dimensional framework, it is recommended that completion of the survey involves a consultative process with ministries and departments responsible for implementing the priority action areas and reporting the associated SDG indicators, and with the involvement of non-governmental stakeholders.</p>
<p>Scope of work</p>	<p>Against this backdrop, the main responsibility of the national consultant is to provide technical, coordination and capacity building support to the Government of Lao PDR to complete the ICPD review process and prepare for the 7th APPC. The national consultant is expected to work under the guidance of the Department of Planning of MPI and UNFPA. The 2023 ICPD review include the following areas and major steps:</p> <p>1. National Voluntary Survey/Questionnaire</p> <p>The national survey is a multi-dimensional framework including eleven priority action areas, structured, close-ended and open-ended questions. The Ministry of Planning and Investment (MPI) will lead the ICPD review process with the technical and coordination support from the national consultant and UNFPA.</p> <p>It is strongly recommended that a national survey be completed in a fully consultative process in order to include the views of all relevant line ministries and stakeholders especially youth organizations, unions and civil societies. Where needed, interviews with key relevant government officials need to be conducted.</p> <p>The methodology of completion of the questionnaire will include desk reviews of the existing reports and documents, in depth interviews with the key informants in the areas of population and development, focus groups discussions as required, and consultation meetings.</p> <p>The national consultant should facilitate the above process and use the above methodologies to support MPI in data collection and completion of the questionnaire. The national consultant should also facilitate at least two rounds of national consultation meetings to validate responses and collected data.</p> <p>2. 2023 ICPD report and validation of the SDGs’ indicators baseline data and values</p> <p>Using the latest available data and statistics of the ICPD and SDG indicators, the consultant will prepare a brief analytic report (12-15 pages) on the status and trends of the indicators in line with the eleventh priority actions areas.</p> <p>The methodology will consist of desk review of relevant official documents and statistics, as well as the analysis of updated data sources. It is encouraged that the review of the statistics and data is made in light of the priority actions, SDG indicators and take into account socio-economic impact of COVID-19 pandemic, as well as the effect of current economic downturn on vulnerable groups especially young women and girls.</p> <p>The following structure is proposed for the national ICPC report:</p> <ol style="list-style-type: none"> a. Executive summary b. Introduction and background

- c. Methodology
- d. Summary of progress based on the 11 priority action areas
 - Key achievements
 - Good practices and lessons learned as well as challenges
 - Means of implementation (financing, capacity building, partnership)
- e. Conclusion

The consultant shall prepare a concise executive summary of the report. The executive summary will be fed into the statement of the Government of Lao PDR in the upcoming Inter-ministerial meeting.

3. Preparation of the national statement

In line with the findings of the national survey, ICPD report, and in close consultation with MPI and UNFPA, the national consultant will support in drafting the national statement of the Government of Lao PDR to be delivered in the 7th APPC subject to the approval of the Government of Laos.

Expected Outputs/Deliverables and Timeline

1. Inception report (will explain the details of methodology, timeline, coordination processes, and consultation meetings to complete the national survey)
2. Final draft completed ICPD Report 2023
3. Final draft completed national voluntary survey through at a consultative process
4. Final draft statement for the 7th Asia and Pacific Population Conference (APPC)

All above reports/documents including the data collection tools/survey will be submitted to the UNFPA Country Office for review and input before finalization. The consultant will incorporate the comment and input from UNFPA and will submit the revised version to UNFPA and MPI for finalization.

Duration and working schedule, delivery and how work will be delivered

The consultancy will be provided on-site between 20th January to 20th May 2023.
The number of working days and timeline of submission of each deliverable is indicated below:

- Total number of 20 working days during the above-mentioned period

	Deliverable	Number of consultancy day	Delivery Date
1	Inception report	2 Days	31 January 2023
2	Preparation of ICPD brief report including verification of SDGs indicator data	6 Days	31 March 2023
3	Completion of national survey including data collection and consultation meetings	8 Days	12 April 2023
4	Preparation of draft statement	2 Days	20 April 2023
Total		20 Days	

The deliverables will be submitted in English, in electronic format.

	<p>Remark: Detailed schedule will be discussed and set through consultation with MPI and the recruited consultant.</p> <p><u>The modality of payment and the installments is as follows:</u></p> <ul style="list-style-type: none"> ● Installment 1: 40% upon completion of the deliverables no. 1 & 2, submission of the draft inception report to UNFPA for approval as well as the ICPD brief report including validation of SDG indicators. ● Installment 2: 60% upon completion of the deliverables no. 3 & 4, submission of completed national survey and draft statement to UNFPA and MPI.
<p>Monitoring and progress control</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 and monitoring based on the working schedule to ensure timely delivery of the tasks as well as timely mitigation of any unexpected obstacles.</p> <p>The consultant will provide regular updates on progress to the UNFPA Focal Point for the review. Regular weekly meetings to review the progress, identify bottlenecks, and suggest solutions will be set accordingly.</p> <p>The consultant will be responsible for the quality and timeliness of the national survey and report, however will receive technical support from DOP/MPI and UNFPA.</p>
<p>Technical Supervision</p>	<p>The selected consultant will work under the overall supervision of the UNFPA Policy and Census Coordinator, and work closely with the assigned Focal Person of the Ministry of Planning and Investment (MPI).</p> <p>S/he might engage with the other team members and partners as needed.</p>
<p>Place of assignment</p>	<p>The consultant is expected to perform this work on-site in Lao PDR.</p> <p>The national consultant will collaborate in close coordination with the DOP/MPI and UNFPA Laos. UNFPA CO and DOP will arrange a working space for the consultant to work at UNFPA Office and DOP/MPI during the assignment.</p> <p>The Department of Planning of MPI:</p> <ul style="list-style-type: none"> ● Assign a focal person to work with the national consultant ● Provide relevant documents as well as official data and statistics as required ● Provide logistics support and coordination including the consultation meetings ● Review and provide comments on the deliverables on timely manners and submit the document to the UNESCAP portal on schedule. <p>UNFPA Lao PDR:</p> <ul style="list-style-type: none"> ● Monitor and facilitate the progress of the assignment, ensuring the ICPD review process is consultative and participatory ● Provide comment and technical support to the deliverables in a timely manners ● Facilitate necessary contacts and provide technical and logistical support in consultation meetings ● Cover the costs of this assignment and make payments to the consultant upon submission of the deliverables and approval from DOP/MPI

Expertise, qualifications and competencies, including language requirements	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> Advanced university degree in the areas of population and development, demography, public health, public policy, sociology, or related subjects. At least 10 years of relevant working experience in the area of population and development preferably in developing countries. Experience in design, organizing, conducting and managing data collection methods and surveys, preferably in the area of population and development. High level of communication skills especially for transfer of knowledge. Proficiency in written and spoken English and Lao. Familiarity with the UNFPA mandate and experience of working with UNFPA and other UN agencies is an asset. <p>Core competencies</p> <ul style="list-style-type: none"> Integrity/Commitment to UNFPA's Values and Guiding Principles; Developing People/Fostering Innovation and Empowerment/Performance Management; Teamwork/Communication/Self-Management; Strategic Thinking/Results Orientation and Commitment to Excellence/Decision Making; Knowledge Sharing and Continuous Learning. <p>Functional Competencies</p> <ul style="list-style-type: none"> Conceptual innovation in the provision of technical expertise; Job Knowledge/Technical expertise. 			
Recommended Presentation of Proposal				
Other relevant information or special conditions, if any:	<p>The consultant 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"> BSAFE, Link: https://training.dss.un.org/course/category/6 Fraud and Corruption Awareness and Prevention: https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html PSEA (Prevention of Sexual Exploitation and Abuse): https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1 <p>Annexe: https://www.unescap.org/events/2023/seventh-asian-and-pacific-population-conference</p> <p>The budget for this assignment will be charged under COA:</p> <table border="1" data-bbox="451 1476 1523 1545"> <tr> <td>Project ID: LAO07401</td> <td>Activity ID: 1UICPD</td> <td>Fund code: FPA90</td> </tr> </table>	Project ID: LAO07401	Activity ID: 1UICPD	Fund code: FPA90
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Signature of Requesting Officer in Hiring Office:

Through:	Through:	Approved by:
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Kambiz Kabiri Policy and Census Coordinator Date:/...../2023	Vilaykham Lasasimma Operations Manager Date:/...../2023	Mariam A. KHAN Representative Date:/...../2023
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