

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	The consultant will substantially contribute to the effective management of UNFPA activities in the area of youth and adolescent SRH and HIV/AIDS. S/He analyses and assesses relevant political, social and economic trends and provides substantive inputs to project formulation, and evaluation, joint programming initiatives and national development frameworks. The consultant guides and facilitates the delivery of UNFPA's programmes by monitoring results achieved during implementation. S/He ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.
Scope of work:	<p><u>Background</u></p> <p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p> <p>In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.</p> <p>The 7th Country Programme of support (2022-2026) commenced its implementation this year. One component under the Sexual and Reproductive Health and Rights programme is the work on the Adolescent and Youth Friendly Services (AYFS). The AYFS package was designed to address the barriers faced by youth in accessing high-quality sexual and reproductive health (SRH) services. The programme has been running since 2017 and is being expanded from three provinces to six provinces in the coming years.</p> <p>The Purpose of the Consultancy is to provide an additional staff to support the AYFS expansion process, and support specific areas of the programme with a view to hire a full time programme officer later in the coming year.</p> <p><u>Scope of work</u></p> <p>Working under the overall supervision of the Chief SRH Unit, in close coordination with the SRH team and other UNFPA staff as necessary, the consultant will support the Implementing Partner and manage the AYFS component of the programme. S/He is expected to inform themselves and stay abreast of the latest UNFPA policy and technical guidance in relevant areas of work and support SRH unit and Lao CO to align and bring in innovation and global good practice into the UNFPA Lao deliverables for SRHR and AYFS.</p> <p>Specifically, the consultant will complete the following tasks:</p> <p>AYFS:</p> <ul style="list-style-type: none"> • Provide support to the SRH Unit focusing on the AYFS component being implemented in target provinces, including expansion to other provinces as part of the resource mobilisation efforts

	<ul style="list-style-type: none"> • Organize, prepare and conduct workshops and consultative meetings with relevant stakeholders • Provide administrative support to AYFS TOT courses and AYFS training at all level • Support the finalisation the Facility Standards and dissemination process <p>Reporting and Non-core funds Programme work</p> <ul style="list-style-type: none"> • Coordinate with relevant partners to collect service data and records of access to healthcare services which will constitute results of the programmes implementation • Provide technical support on SRH programme monitoring and documentation • Provide support in the organization of key advocacy events and communication initiatives of the Unit, linking to UNFPA Lao PDR programmes, including through media engagement • Provide support to the content development, including preparation of press releases and social media messages for the SRH unit, in liaison with the UNFPA Communications team • Support with donor reporting of the programme <p>Humanitarian Development Nexus</p> <ul style="list-style-type: none"> • Support on-going humanitarian efforts, especially the work on telehealth, to support further training and its implementation • Support the integration of MISP into the humanitarian work of Lao Red Cross • Support development of the building blocks as part of the resource mobilisation efforts • Support other tasks required by the SRH team and UNFPA management team
Duration and working schedule:	11 months' initial contract Starting from 1 st October 2022
Place where services are to be delivered:	UNFPA office with travel to field missions if required and when possible.
Delivery dates and how work will be delivered:	Key deliverables are expected by the end of the consultancy. A short summary of tasks achieved in a report format will need to be submitted.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Performing the above mentioned activities, the consultant will work under the guidance of UNFPA in close collaboration with the Department of Health Care and Rehabilitation and the RMNCAH secretariat and committees. The consultant is expected to show initiative, independently analyse needs and propose solutions based on UNFPA standard process, policy and technical approaches.

	<p>The performance of the consultant will be evaluated based on the following indicators:</p> <ul style="list-style-type: none"> • Completion of tasks specified in ToR; • Compliance with the established deadlines for submission of deliverables; • Quality of work; • Demonstration of high standards of work with UNFPA and counterparts
Supervisory arrangements:	<p>The consultant will work under the supervision of the SRH Programme Coordinator who is the Head of the SRH Unit, and in close collaboration with the national Programme Associate who is the focal point for the AYFS component. The consultant is expected to work closely with the programme team as required.</p>
Expected travel:	<p>if needed Field monitoring visits to be conducted as per M&E plan to project sites</p>
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Master’s Degree in political sciences, economics, demography, social policy, public health, social mobilisation, business administration, international relations or other related fields. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Ideally at least two years of programme experience in the field of development activities, preferably in programme/ project management / support. • Excellent interpersonal, communication, negotiation, and managerial skills required. Self-starter, proactive, passion for the issues. • A thorough understanding of the UN system. <p>Languages:</p> <ul style="list-style-type: none"> • Fluency in English and Lao (written and oral)
Inputs / services to be provided by UNFPA or implementing partner	<p>Office equipment will be provided as necessary</p>
Other relevant information or special conditions, if any:	<p>Payment will be made on a monthly basis</p> <p>COA:LAO06101/4UCSDHR /FPA90</p>