

**Terms of Reference for Individual International Consultant to support a stakeholders workshop on family planning programme in Lao PDR**

<b>Terms of Reference</b>	
<b>Hiring office</b>	UNFPA Country Office Lao PDR
<b>Purpose of consultancy</b>	To provide technical support and assistance to the Department of Hygiene and Health Promotion, Ministry of Health Lao PDR to conduct a stakeholders workshop with a view to develop a broader Family Planning strategy that includes a transition plan for the government.
<b>Background</b>	<p>Lao PDR was one country among three that achieved its MDG5 target. Recent survey data also showed an average annual rate of reduction in maternal mortality ratio. And yet, the maternal mortality ratio of 185 deaths per 100,000 live births. The adolescent pregnancy rate in Lao PDR is the highest in the South-East Asia region with 87 births per 1,000 adolescent girls aged 15-19 years (LSIS III, 2023). Child marriages are also common in the country. 26.5 percent of girls aged 15-19 are already married or in-union and 17.4 percent of girls aged 15-19 had already given birth. The unmet need for family planning among unmarried adolescent girls aged 15-19 is 74%.</p> <p>Despite continued efforts to invest in the Family Planning programme, data from the Lao Social Indicator III, 2023, showed stagnation and for some indicators regression of the FP programme. Therefore, there is a need to revitalise the programme as well as galvanising stakeholders to renew efforts and support.</p> <p>To this end, UNFPA is looking for a consultant to support the Ministry of Health in collaboration with UNFPA to conduct an initial review of stakeholders in FP programme, develop a concept for the workshop and support to conduct the workshop as part of the preparatory work to develop a strategy for Family Planning.</p>
<b>Scope of work</b>	<p>The scope of work will include:</p> <ul style="list-style-type: none"> <li>● Conduct a desk review and in-person meeting with key players of MoH, relevant stakeholders, local experts and international organisations that implement/support sexual and reproductive health programme, including family planning</li> <li>● Review/analysis progress of FP programme based on targets/goals set</li> <li>● Develop a concept note for a consultation workshop to bring key partners together</li> <li>● Support MOH to prepare materials/presentations for the workshop</li> <li>● Work closely with MOH to facilitate the workshop</li> <li>● Write report of the process and results/recommendations from the workshop</li> </ul>

	<p><b>Expected Outputs/Deliverables</b></p> <p>At the end of the consultant's assignment, the following outputs and deliverables are expected to achieve:</p> <ol style="list-style-type: none"> <li>1) Review conducted</li> <li>2) Concept note for workshop developed with clear objectives and agenda</li> <li>3) Workshop conducted</li> <li>4) Report produced</li> </ol>
<p><b>How to apply or application processes</b></p>	<p>UNFPA will place the announcement of recruitment through existing advertisement platforms, networks and other channels related in due time.</p>
<p><b>Duration and working schedule, delivery and how work will be delivered</b></p>	<p>This assignment is anticipated to open for 1-month period (starting from March - April 2024), 10 working days in total for this consultancy.</p> <p>The deliverables will be submitted in English, in electronic form both MS-Word and PDF versions. The exact delivery dates will be decided in discussion with the selected candidate.</p>
<p><b>Monitoring and progress control</b></p>	<p>The timeline 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 arrangement to ensure timely delivery of the products and timely mitigation of any unexpected obstacles and delaying of the work.</p>
<p><b>Technical Supervision</b></p>	<p>The selected consultant will work under the overall supervision of the SRH Programme Coordinator and work closely with the Sexual and Reproductive Health Team in UNFPA Laos as well as the UNFPA Regional Advisors in Bangkok. S/he will also engage with the DHHP team on related matters. The consultant will also liaise with other national stakeholders and development partners as relevant.</p>
<p><b>Place of assignment</b></p>	<p>The international consultant is expected to perform this work in Laos and with regular online consultations (e.g. Zoom and other appropriate online platforms as designed) unless residing in Lao PDR. <i>Any travel requirements will be facilitated by UNFPA Laos as per the laid down Lao PDR government travel recommendations.</i></p>
<p><b>Expertise, qualifications, and competencies, including language requirements</b></p>	<p><b>Core competencies</b></p> <ul style="list-style-type: none"> <li>● Integrity/Commitment to UNFPA's Values and Guiding Principles.</li> <li>● Developing People/Fostering Innovation and Empowerment/Performance Management;</li> <li>● Teamwork/Communication/Self-Management;</li> <li>● Strategic Thinking/Results Orientation and Commitment to Excellence/Decision Making;</li> <li>● Knowledge Sharing and Continuous Learning.</li> </ul>

	<p><b>Functional Competencies</b></p> <ul style="list-style-type: none"> <li>● Conceptual innovation in the provision of technical expertise;</li> <li>● Leveraging the resources of national governments and partners/Building strategic alliances and partnerships;</li> <li>● Job Knowledge/Technical expertise.</li> </ul> <p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>● Advanced University Degree in public health sciences, medical doctor in related maternal and child health field, or related fields.</li> <li>● At least seven years of professional experience in strategy development and transition plan and roadmap; particularly in designing, costing, and implementing family planning data collection strategies in developing countries, preferably in respect of Asian and Pacific region.</li> <li>● Strong experience in the use of local context and existing programme structure to drive the formulation of the family planning transition plan, etc.</li> <li>● Good knowledge of existing family planning and modern contraceptive methods and modern equipment and commodity in the field of family planning data collection and processing, and the challenging situations of developing countries concerning population family planning situation.</li> <li>● Proven experience in strategic planning and implementation of data processing, and technical capacity building/training in developing countries.</li> <li>● Proven experience in teamwork, especially in the field of public health and family planning intervention.</li> <li>● Experience in team supports spirit in a complex multi-cultural environment is desirable.</li> <li>● Experience in formal and on-the-job training for national staff and transfer of knowledge.</li> <li>● Experience in design of public health, mother and child health and family planning large scale undertakings, particularly at the national strategy approach.</li> <li>● Ability to work independently in a cross-cultural environment and demonstrated capacity to build strong relationships with local counterparts, MoH stakeholders, development partners and donor agencies.</li> <li>● High-level communication, negotiation and coordination skills;</li> <li>● Excellent English language skills, especially on strategic language and terminology.</li> </ul>
<p><b>Other relevant information or special conditions, if any:</b></p>	<p>The consultant shall complete the following online training courses and submit the certificates to UNFPA before signing the ICC</p> <ol style="list-style-type: none"> <li>1. BSAFE, Link: <a href="https://training.dss.un.org/course/category/6">https://training.dss.un.org/course/category/6</a></li> <li>2. Fraud and Corruption Awareness and Prevention</li> </ol>

*Link: [https://extranet.unfpa.org/Apps/Antifraud/English/story\\_html5.html](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](https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1)*