

**TERMS OF REFERENCE FOR TWO (2) INDIVIDUAL CONSULTANTS: INTERNATIONAL AND NATIONAL**

<b>TERMS OF REFERENCE FOR INDIVIDUAL <u>NATIONAL AND INTERNATIONAL CONSULTANT</u> TO CONDUCT ASSESSMENT OF ‘WOMEN’S 3 GOODS’ ROLL OUT IN LAO PDR</b>	
Hiring Office:	UNFPA Country Office Lao PDR
Purpose of consultancy:	<p>The “Women’s 3 Goods” handbook aligns with the Government’s “Three Builds” model, which involves building the capacities of provinces, districts and villages to become “developed units” under the Women Development Plan (2016-2020). LWU has the role to strengthen families and villages based on the Three Builds directive, and developed the Women’s 3 Goods Handbook accordingly in 2020, finalised 2021.</p> <p>LWU have been using the Women’s 3 Goods handbook in communities since 2021, and in 2023 sensitised 20,364 community members with UNFPA support. LWU then returns to the communities at a later date to conduct “evaluations” of families and villages to assess compliance with the ‘Women’s 3 Goods” model.</p> <p>During the first revision of the Handbook UNFPA provided technical guidance to ensure inclusion of thematic areas, including shared decision-making, dissemination of gender equality and EAWC law, women’s credit unions, early marriage and GBV, participation in leadership, access to family planning, girls and boys’ education levels etc.</p> <p>To ensure this Government initiative meets international standards and thereby continue to receive UNFPA support, UNFPA Lao PDR Country Office is seeking to hire an international and national consultant to conduct an assessment and conduct a second revision of the content.</p> <p>The purpose of these exercises is to</p> <ol style="list-style-type: none"> <li>1) conduct an assessment as to the effectiveness of the ‘Women’s 3 Goods’ roll out, including conducting Informant Interviews, Focus Group Discussions (KIIs and FGDs) in the field, organising multi-stakeholder consultation to collecting feedback from representatives of provincial Women’s Union and line ministries and drafting of Inception Report including recommendations, as well as feedback provided by LWU and line ministries during multi stakeholder consultation (national consultant), and</li> <li>2) analyse, review and revise the substantive content of the ‘Women’s 3 Goods’ based on the assessment to meet international standards, including the Government of Laos’ commitments under CEDAW, ICPD, and SDG5 (international consultant).</li> </ol> <p>Two consultants work closely with the UNFPA Gender Unit and national counterpart Lao Women’s Union (LWU).</p>
Scope of work:	<p><b>Assessment of implementation (national consultant):</b></p> <p>The specific objectives of the assessment includes:</p>

(Description of services, activities, or outputs)

- Assess the relevance of the intervention.
- Assess the effectiveness and efficiency of the intervention in progressing towards the achievement of results.
- Assess the overall sustainability of the intervention results, including the level of national ownership, national capacity development, sustainability aspects in intervention design and compliance with international GBV standards.
- Identify and validate important lessons learned and provide actionable recommendations for the design and implementation of the intervention or an iteration of the intervention.
- Analyze and assess how an integrated RH and GBV approach has been successful for increasing access to information on RH and GBV services
- Analyze and assess the comparative advantage of it.
- Identify other relevant approaches and measures to address GBV, which were not considered in this intervention

Adopting the UNEG methodology, the assessment questions will be under the following criteria:

Relevance: The extent to which the objectives of the intervention are consistent with beneficiaries' requirements, country needs, global priorities, partners' and donors' policies.

An example of questions:

- To what extent is the intervention relevant to the needs and priorities of the direct and indirect beneficiaries, as well as the ones defined by government and development partners?

Effectiveness: The extent to which the intervention's objectives were achieved, taking into account their relative importance and impact.

An example of questions:

- To what extent were the expected results achieved? What were the enabling factors that contributed to the achievement of results and what actions need to be taken to overcome any barriers that limit the progress?

Efficiency: A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.

An example of questions:

- To what extent did the management structure of the intervention support efficiency for programme implementation?

Impact: Positive and negative, primary and secondary long-term effects produced by the intervention, directly or indirectly, intended or unintended.

An example of questions:

- What were the unintended effects, positive or negative - if any, of each of the intervention areas? In which ways did they affect the different stakeholders?

	<p><b>Sustainability:</b> The continuation of benefits from the intervention after major development assistance has been completed. or: The probability of continued long-term benefits. The resilience to risk of the net benefit flows over time.</p> <p>The evaluation will assess administrative, institutional, technical and sustainability and explore possible opportunities for expansion of the Women’s 3 Goods roll out.</p> <p>An example of questions:</p> <ul style="list-style-type: none"> <li>● To what extent are the benefits of the intervention likely to continue?</li> </ul> <p><b>Content Analysis and Revision (International consultant)</b></p> <p>Sexual and Reproductive Health and Rights (SRHR) is the prerequisite for achieving gender equality and women's empowerment, and vice versa.</p> <p>The content of the Handbook is to be reviewed and revised to align with:</p> <ol style="list-style-type: none"> <li>1. The human rights approach and gender equality principles are integrated in the programme approach and implementation, aligning with the Government of Laos’ commitments under CEDAW, ICPD, and SDG5.</li> <li>2. Opportunities for universal access to SRH information, services, and rights</li> <li>3. Opportunities for accessing equal primary, secondary and further education for girls and boys</li> <li>4. Rights to freedom from any forms of violence and harmful practices, including early marriage</li> <li>5. Opportunities for societal participation at the community, district, provincial and national level</li> <li>6. Opportunities for economic empowerment (incl. female labor force participation, entrepreneurship and more).</li> </ol> <p>All the above will empower individuals, households, communities and society at large.</p> <p>The consultants will meet with and take guidance from LWU and UNFPA colleagues.</p>
<p>Methodology</p>	<p>The <b>assessment</b> process will be done by a national consultant includes following step approaches:</p> <ol style="list-style-type: none"> <li>1) <b>Preparation:</b> Desk Literature Review and consultation with UNFPA and relevant Government counterparts, development of assessment matrix</li> <li>2) <b>Data collection:</b> Observations in the field, Key Informant Interviews, Focus Group Discussions and other data collection tools.</li> <li>3) <b>Analysis and synthesis:</b> analysis of data and interpretation of findings, and drafting of Inception Report including recommendations, as well as feedback provided by line ministries during multi stakeholder consultation</li> </ol>

	<p><b>4) Dissemination:</b> Presentation of Final Evaluation Report, including recommendations.</p> <p>The <b>content revision</b> process will be done by an international consultant includes the following step approaches:</p> <ol style="list-style-type: none"> <li><b>1) Desk literature review:</b> Desk literature review and informal consultation with UNFPA and relevant Government counterparts with initial overarching proposed revisions</li> <li><b>2) Revisions:</b> Draft suggested revisions based on assessment report and feedback from UNFPA and Government</li> <li><b>3) Consolidation:</b> Consolidate the feedback from UNFPA and Government counterparts for final revision.</li> <li><b>4) Consultation:</b> Consultation by UNFPA and Government counterparts to review suggested changes</li> <li><b>5) Dissemination:</b> presentation of revised Handbook.</li> </ol>								
<p>Duration and working schedule:</p>	<p>The working days for the national consultant is <b>12 days</b> and for the international consultant <b>7 days</b> working remotely during quarter 1 and 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>								
<p>Place where services are to be delivered:</p>	<p>The consultant is expected to perform this work as required within Vientiane, as well as will require travel on missions to selected provinces to collect data.</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 national consultant will deliver the following products:</p> <ol style="list-style-type: none"> <li>1) An inception report</li> <li>2) A final report, including recommendations, based on consultations with relevant stakeholders</li> </ol> <p>The international consultant will deliver the following product:</p> <ol style="list-style-type: none"> <li>3) A revised Handbook, based on consultations with relevant stakeholders</li> </ol>								
<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.</p> <table border="1" data-bbox="472 1832 1430 2116"> <thead> <tr> <th data-bbox="472 1832 1262 1966">Activities/Tasks (National consultant)</th> <th data-bbox="1262 1832 1430 1966">No of Working days</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1966 1262 2018">Preparation, desk review</td> <td data-bbox="1262 1966 1430 2018">03</td> </tr> <tr> <td data-bbox="472 2018 1262 2069">Field-based assessment, including KIIs</td> <td data-bbox="1262 2018 1430 2069">03</td> </tr> <tr> <td data-bbox="472 2069 1262 2116">Consultation meeting with LWU and concerned ministries</td> <td data-bbox="1262 2069 1430 2116">02</td> </tr> </tbody> </table>	Activities/Tasks (National consultant)	No of Working days	Preparation, desk review	03	Field-based assessment, including KIIs	03	Consultation meeting with LWU and concerned ministries	02
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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.																		
Required expertise, qualifications and competencies, including language requirements:	<p data-bbox="475 1328 1382 1350">The following requirements are applicable to the <b>national</b> consultant:</p> <p data-bbox="475 1404 927 1438"><b>Education Qualifications required:</b></p> <ul data-bbox="523 1451 1449 1529" style="list-style-type: none"> <li>● Master's degree in M&amp;E, Development Studies, Public Policy, Social Sciences or equivalent.</li> </ul> <p data-bbox="475 1547 627 1581"><b>Experience:</b></p> <ul data-bbox="523 1594 1469 2011" style="list-style-type: none"> <li>● At least 8 years of professional expertise in one or more field of M&amp;E, gender, GBV, human rights, or completion of at least 10 evaluation/assessment assignments in international development</li> <li>● Experience in designing and/or conducting assessments on gender or GBV programmatic interventions</li> <li>● Good understanding of the issues of gender equality, early marriage and GBV, especially in the local context</li> <li>● Experience of working in Lao PDR highly desirable</li> <li>● Experience with UN or other international organisations supported programmes/projects, and experience with UNFPA an asset</li> </ul> <p data-bbox="475 2024 671 2058"><b>Competencies:</b></p>																		

- 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.

Language requirements:

- Excellent written and spoken English communication skills.
- Lao is Mother tongue.

The following requirements are applicable to the **international** consultant:

**Education Qualifications required:**

- Master's degree in Gender/GBV, Gender Studies, Development Studies, Public Policy, Social Sciences or equivalent.

**Experience:**

- At least 8 years of technical experience in gender/programming, specifically focusing on gender equality and women's empowerment
- Experience in designing and/or reviewing community mobilisation tools on gender or GBV programmatic interventions
- Good understanding of the issues of gender equality, early marriage and GBV, especially in the local context
- Experience of working in Lao PDR highly desirable
- Experience with UN or other international organisations supported programmes/projects, and experience with UNFPA an asset

**Competencies:**

- 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.
- Excellent facilitation and diplomatic skills with the ability to facilitate mutual understanding of international standards and ability to elicit 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.

Language requirements:

	<ul style="list-style-type: none"> <li>● Excellent written and spoken English communication skills.</li> </ul>
<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"> <li>● Personal CV or <a href="#">P11 Form</a>, indicating all experience from similar assignments as well as personal information</li> <li>● Links to examples of past assessment of National Plans of Action or other relevant frameworks, if applicable.</li> </ul> <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"> <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 Link: <a href="https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html">https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</a></li> <li>3. PSEA (Prevention of Sexual Exploitation and Abuse) Link: <a href="https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1">https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1</a></li> </ol>