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TERMS OF REFERENCE

National Climate and Environment Coordinator

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Vientiane, Lao People's Democratic Republic**
DURATION OF CONTRACT	**17 months**

Purpose of Assignment

The purpose of this consultancy is to coordinate the implementation of the UNICEF Lao DDR Climate Strategy and prepare activities under the Safe and Clean Environment Outcome of the new Country Programme (2027-2031). This includes, but is not limited to Climate Resilient Social Services, Children Climate Vulnerability and Risk Assessment (CCVRA), Disaster Risk Reduction (DRR), Early Warning Systems (EWS), and addressing Air Pollution in Lao PDR. This role will facilitate efficient coordination among various Government stakeholders and development partners, contribute to the implementation of the country programme, and ensure the achievement of programme objectives within stipulated timeframes. The ideal candidate will possess extensive experience and knowledge in project management, government coordination, air quality monitoring, climate- and disaster risk reduction, and climate financing.

Background:

Lao PDR is highly vulnerable to climate change impacts due to its reliance on climate-sensitive natural resources and low adaptive capacity. The country ranks 16th in the 2026 global Children's Climate Risk Report, placing children at high risk. Although contributing minimally to global greenhouse gas emissions, Lao PDR is among the world's most vulnerable and least prepared countries. Inter-sectoral collaboration within UNICEF and with external stakeholders is crucial to address the wide-reaching impacts of climate change.

UNICEF Lao PDR is looking for a national coordinator to ensure effective liaison and coordination between the Ministry of Agriculture and Environment (MAE), the Ministry of Labour and Social Welfare (MoLSW), the National Designated Authority (NDA), designated line ministries for Education and Health (MoES, MoH), and local governments for the implementation of UNICEF activities.

The Consultant will be based at the UNICEF Country Office with in-country field missions, international travel and virtual meetings as needed.

Scope of Work

The Consultant will be responsible for the following tasks:

1. Climate Strategy Implementation and Stakeholder Coordination

Coordination mechanism established with relevant government counterparts and stakeholders for the strengthening of climate resilient social services.

Deliverable: Inception report and coordination framework: including detailed workplan, stakeholder engagement plan and proposed field mission arrangements.

2. Sub-national Children Climate Risk and Vulnerability Assessment (CCRVA)

Support the operationalization of the CCRVA through consultation workshops with MAE and line ministries, validation of hazard and vulnerability datasets and indicators, and technical working sessions for the configuration and validation of the sub-national CCRV platform, including interactive geospatial visualization and early warning system functions, in collaboration with relevant partners (incl. UN-Habitat, UNESCAP, FAO, WFP, UNDP, WHO, etc.).

Deliverable: Sub-national CCRV platform: Consultation workshops and technical working sessions conducted and district-level risk layers and relevant datasets validated. Technical inputs provided for platform dashboard configuration, visualization and early warning system functions.

3. Provincial and District-level Climate Risk Data Platform Consultations and Coordination

Liaise with MAE, provincial and district authorities and line ministries to facilitate climate risk data platform consultations, district-level risk validation, and coordination for disaster risk reduction planning and early warning system. Utilizing the completed CCRVA, establish a GoL/MAE operated platform to map risk and vulnerability across sectors at the sub-national level, with modeling and interactive geospatial visualization capabilities, to support evidence informed decision making and investment prioritization.

Deliverable: Provincial and district consultation reports and recommendations for the use of climate risk information in planning and investment prioritization

4. District and Village-level Disaster Risk Reduction and Preparedness Planning

Support districts to prioritize emergency preparedness and response needs and develop district level contingency plans. Develop community-based disaster risk resilience plans in selected villages. Undertake scenario-based community emergency preparedness exercises. Support the meaningful engagement of the Lao Youth Union and relevant youth networks, particularly girls, to participate and develop plans for preparedness and response. Provide technical oversight and coordination support for community-based disaster risk resilience (CBDRR) activities and emergency preparedness exercises implemented with the Lao Red Cross and MoLSW.

Deliverable: District contingency plans and DRR planning processes supported. Technical oversight provided for village CBDRR activities and emergency preparedness exercises. Coordination reports developed with Lao Red Cross, MoLSW, youth and local authorities.

5. Air for Tomorrow Imitative

5.1 Multi-sectoral Coordination and Technical Support

Coordinate and facilitate regular technical meetings with the Ministry of Agriculture and Environment (MAE), Ministry of Education and Sports (MoES), Ministry of Health (MoH), and other relevant stakeholders to support the implementation of national air quality monitoring activities. Prepare meeting minutes, action trackers, and quarterly progress updates, including recommendations to strengthen inter-sectoral collaboration and policy implementation.

Deliverable: Quarterly coordination reports with documented actions, stakeholder engagement, and implementation progress.

5.2 Data Management Support

Provide technical assistance to MAE, MoES, and MoH for the operation, maintenance, quality assurance, and monitoring of air quality sensors installed in schools and health care facilities. Support data collection, validation, analysis, and reporting, including troubleshooting technical issues and coordinating with technology partners to

ensure data availability and quality.

Deliverable: Technical monitoring reports, validated air quality datasets, and recommendations to improve system performance and data quality.

6. Final Documentation and Knowledge Sharing

Deliverable: Summary of activities completed, achievements, challenges, lessons learned and recommendations. Documentation of stakeholder engagement and field missions.

Travel Requirements

The consultant will undertake field missions to selected provinces and districts to conduct consultations, facilitate technical working sessions, validate climate risk information, support DRR planning and provide oversight to CBDRR activities. The estimated travel plan will be developed during inception and incorporated into the consultancy budget including for international travel related to South-South cooperation.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Climate Strategy Implementation and Stakeholder Coordination	**Deliverable 1** – Inception report and coordination framework: including detailed workplan, stakeholder engagement plan and proposed field mission arrangements.	31/12/2026
Operationalization of Children Climate Vulnerability and Risk Assessment and Sub-national Platform	**Deliverable 2** – Technical report platform dashboard configuration, visualization and early warning system functions.	31/03/2027
Provincial and District-level Climate Risk Data Platform Consultations and Coordination	**Deliverable 3** – Provincial and district consultation reports and recommendations for the use of climate risk information in planning and investment prioritization	31/05/2027
District and Village-level Disaster Risk Preparedness Planning	**Deliverable 4 –** CBDRR coordination reports developed with Lao Red Cross, MoLSW, youth and local authorities.	31/07/2027
Air for Tomorrow Initiative	**Deliverable 5 –** Quarterly coordination reports with documented actions, stakeholder engagement, and	30/09/2027

	implementation progress	
	Deliverable 6 – Technical monitoring reports, validated air quality datasets, and recommendations to improve system performance and data quality	30/11/2027
Final Documentation and Knowledge Sharing	**Deliverable 7 –** Summary of activities completed, achievements, challenges, lessons learned and recommendations. Documentation of stakeholder engagement and field missions.	31/03/2027

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- **Education:** An advanced degree (MSc) in Environmental Management, Environmental Health, Planning, or Civil Engineering
- **Work Experience:** A minimum of 10 years of professional experience in coordination and management of in climate- and environmental management related projects in Lao PDR
- **Language Requirements:** Excellent oral and written Lao and English skills
- **Knowledge/Expertise/Skills:**
    - Proven experience in liaising with national and local government and development partners.
    - Proven experience working in climate, environment, air pollution and disaster risk linked to social sectors.
    - Strong knowledge of project management tools.
    - Excellent communication, negotiation, and stakeholder management skills.
    - Proficient in Microsoft Office Suite and project management software.
- **Desirables:**
    - Demonstrated experience in facilitating and coordinating Lao PDR–Mekong regional collaboration initiatives, including multi-stakeholder engagement and cross-border partnerships.
    - Proven expertise in air quality monitoring, environmental health, and related environmental management programmes, including data collection, analysis, and reporting.
    - Substantial experience working with the United Nations system, including knowledge of UN procedures, programme implementation, and collaboration with UN agencies and development partners.