

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Consultant: UNICEF@50 Coordinator	Non-Grant (GC) WBS:2460/A0/06/880/004/ 001	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time*	Vientiane, Lao PDR

Purpose of Activity/Assignment:

UNICEF Laos will be celebrating its 50th anniversary in the country in 2023. As part of the celebrations, a series of advocacy moments and a final high-level event are planned to highlight UNICEF's achievements and progress in the country. UNICEF Laos is seeking an Coordinator Consultant to oversee and manage the planning and execution of these events and activities.

Under the supervision of the Chief of Communications, the consultant will work part time to provide expert coordination and management for the planning and execution of UNICEF Laos' 50th anniversary celebrations. The consultant will work closely with various departments within UNICEF Laos, as well as external partners and stakeholders, to ensure the successful delivery of a series of advocacy moments and a high-level event.

Scope of work

The UNICEF@50 Event Coordinator Consultant will be responsible for the following tasks:

1. Develop a comprehensive timeline and milestones for advocacy moments and the final event, including internal deadlines and external events.
2. Coordinate with the Representative office, communications, and sections to plan and execute a key advocacy moments that demonstrates UNICEF Laos' progress.
3. Support the communications section with the planning and execution of video production with a company, ensuring alignment with UNICEF's objectives and messaging.
4. Assist with youth engagement activities, including planning and organizing events, workshops, and campaigns to drive engagement and participation.
5. Coordinate the final high-level event with the government and partners, managing invitations, logistics, and event programming to ensure a successful event.
6. Track all activities to ensure they are delivered in a timely fashion and on budget, communicating any changes or issues to relevant stakeholders.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
<p>Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: UNICEF Laos at 50 is an exceptional event and advocacy moment</p> <p>Yes</p>		
<p>Consultant sourcing:</p> <p><input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both</p> <p>Competitive Selection:</p> <p><input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster</p> <p>Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)</p>		<p>Request for:</p> <p><input checked="" type="checkbox"/> New SSA – Individual Contract</p> <p><input type="checkbox"/> Extension/ Amendment</p>
If Extension, Justification for extension:		
Supervisor: Chief of Communications and Advocacy	Start Date: 15/08/2023	End Date: 15/12/2023

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
	<ol style="list-style-type: none"> 1. Detailed event plan and timeline including key advocacy moments leading up to the final event and relevant internal deadlines. 2. Identification and engagement of key stakeholders and partners for each advocacy moments. 3. Meeting with relevant staff and partners to discuss and finalize the key advocacy moments. 	End August 2023	16.67%
	<ol style="list-style-type: none"> 1. Comprehensive coordination with the Representative office, communications, and sections to further develop and fine-tune key advocacy moments. 2. Commence the process of selection and coordination with a video production company to develop a concept and storyboard for the video. 3. Initial steps to plan and organize youth-focused events, workshops, and campaigns, including establishing contacts with local schools, NGOs, and other partners. 	End September 2023	16.67%
	<ol style="list-style-type: none"> 1. Monitor video production schedule 2. Full implementation of youth-focused events, workshops, and campaigns. 3. Preliminary coordination for the final high-level event, including the development of an invitation list and logistics planning. 4. Coordinate with donors and National Committees, particularly Korean and Japan. 	End October 2023	26.67%
	<ol style="list-style-type: none"> 1. Completion and review of the final video production. 2. Execution of the high-level event, including managing logistics and event programming. 3. Close monitoring and tracking of all event activities to ensure they are delivered on time and within the budget. 	End November 2023	26.67%
	<ol style="list-style-type: none"> 1. Post-event follow-up and debriefing, including analysis of event impact and deliverables. 2. Finalization of the event report, including a thorough review of the event and advocacy moments, budget analysis, and recommendations for future events. 3. Conclusion of consultancy, with a handover of all documentation and materials produced during the consultancy period. 	December 2023	13.33%
		TOTAL	100%

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <ul style="list-style-type: none"> • Masters degree in International relations or similar. • 2-3 years of relevant work experience at national or international level in the areas of advocacy, communication, resource mobilisation and partnership. <p style="color: red; font-size: small;">*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> • Ability to work in a team. • Ability to cope with stressful and difficult conditions and political/cultural sensitivity and ability to work in international and multicultural environment. • Proven experience in implementing time limited projects. • Ability to express clearly and concisely ideas and concepts in written and oral form and to produce reports in a timely manner; • Ability to work independently as well as with a team in an international, multicultural and interdisciplinary environment and establish harmonious and effective working relationships both within and outside the organization. • Fluency in English is essential, excellent drafting skills as well as oral presentation skills. Fluency in Korean or Japanese an asset to assist with partner coordination. <p style="color: red; font-size: small;">*Listed requirements will be used for technical evaluation in the competitive process</p>		
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (maximum 75 points)</p> <ul style="list-style-type: none"> • Masters in International Relations or similar (30 points) • Knowledge of advocacy campaigns and event management in Lao PDR (20 points) • Experience working with UNICEF or similar organisation in Lao PDR (15 points) • Fluency in English, knowledge of Korean or Japanese an asset (10 points) <p>B) Financial Proposal (25 points)</p> <p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p>			
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/> (extension)</p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>		

