

United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

International Individual Consultancy: Gender Consultant

Terms of Reference

1. Background

UNICEF recently launched its new Gender Action Plan (2022-2025). The Gender Action Plan (GAP) was collaboratively co-created with diverse groups within and outside the organization, including young people's voices and leadership, especially adolescent girls. It is evidence-driven and informed by rigorous evaluation of previous GAPs and expert background papers on gender transformation. It calls for collective responsibility in achieving gender results through programming for transformative impact and sustainable gender equality. It goes beyond responding to gender inequality issues to changing the underlying barriers that women and girls face daily. It aims to understand gender-power dynamics and norms at all levels of society and all stages of life, and to design and support programs that reinforce equitable and non-discriminatory norms.

The UNICEF Lao Country Office has started implementing its new Country Programme Document (2022-2026). The Country Programme Document (CPD) was developed through an inclusive and participatory process that involved extensive consultations with government ministries, UN agencies, development partners, youth, and civil society organizations. It outlines UNICEF's contribution to Lao PDR's development objectives and the realization of child rights, especially for the most disadvantaged.

Gender mainstreaming across the various programmes is integral to the new CPD. It aligns with the key principles underpinning all the programme areas; Equity, Systems Strengthening, Voice and Agency.

2. Purpose of consultancy

The Lao Country Office seeks to recruit a Gender Consultant to facilitate the mainstreaming of gender across programme areas; build institutional capacity (government and UNICEF staff) on gender and transformative programming and reporting.

3. Work Assignments/expected deliverables

The core deliverables of the consultant shall include the following;

a. Facilitate the finalization of a Country Office Gender Action Plan/Strategy

Provide technical expertise and guidance to all sections in mainstreaming gender in all programme areas; health, nutrition, education, WASH, Child Protection and Social Policy, using the new UNICEF GAP as an entry point and main reference.

b. Build institutional capacity of staff and partners

Strengthen the capacity of government and UNICEF staff on gender mainstreaming, programming and monitoring through structured training or capacity building.

c. Provide technical support for gender programmes implementation

Provide technical support in implementing programmes and interventions addressing inequities facing girls and women across all programme areas, particularly to the Skills for girls programme in Lao PDR and programmes addressing Child Marriage and Adolescent Pregnancy in the country office.

d. Provide technical guidance to management and programme sections on gender and related cross-sectoral themes

Support in preparing policy and advocacy briefs on gender for management and the country office in resource mobilization and strategic engagement with government and other stakeholders.

e. Other related gender tasks as agreed with supervisors.

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- ✓ An advanced university degree (masters or above) in any relevant field including, but not limited to: Social science, Social policy, International Development, Sociology and gender studies

Knowledge and Skills

- ✓ Minimum five years of international development experience, including gender mainstreaming
- ✓ Advanced knowledge and skills in gender analysis; including applying a gender mainstreaming approach in programming;
- ✓ Sound knowledge of international standards on women's rights, gender, human rights and related instruments such as CEDAW, CRC, CRPD and SDGs;
- ✓ Reasonable knowledge of the situation of girls, boys, women and men in the country;
- ✓ Ability to facilitate cross-sectoral discussion on gender and develop context-appropriate tools and solutions
- ✓ Good analytical and report writing skills;
- ✓ Experience in providing technical assistance to government for sector development and capacity building
- ✓ Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines
- ✓ Fluency in written and spoken English is mandatory. Understanding of Lao language would be an added advantage.

5. Location

Vientiane, Lao PDR with intermittent travels to provinces/districts (where required)

6. Duration

11.5 months

7. Reporting Requirements

The consultant shall submit;

- Monthly Progress report: Progress report with a description of deliverables and payment invoice
- End of Assignment: An end of assignment report with documentation of key deliverables, challenges and recommendations.

8. Payment Schedule linked to deliverables

- ✓ Payment shall be linked to deliverables and duly signed progress report, certified report of completion of the activity by the Gender Focal Person and approved by the Deputy Representative, UNICEF.
- ✓ Payments will be made in USD within 30 days of submitting each invoice as per UNICEF guidelines.
- ✓ Any tax to be paid to the government should be covered by the consultant and UNICEF will not be responsible to cover any such costs.

Work Assignment Overview		
<i>Deliverables (exact deadlines of the deliverables will be agreed at the start of the assignment)</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>	<i>Reporting Requirements for each deliverable</i>
Deliverable 1 A monthly report summarizing work undertaken List of deliverables for the coming month agreed with and signed by the supervisor Indicator: <ul style="list-style-type: none">• 33% of Country Office Gender Action Plan/Strategy• # of capacity building activities for partners	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor

<ul style="list-style-type: none"> • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 		
<p>Deliverable 2</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • 33% of Country Office Gender Action Plan/Strategy • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor
<p>Deliverable 3</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • 33% of Country Office Gender Action Plan/Strategy • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor
<p>Deliverable 4</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor
<p>Deliverable 5</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor
<p>Deliverable 6</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • # of capacity building activities for partners 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor

<ul style="list-style-type: none"> • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 		
<p>Deliverable 7</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor
<p>Deliverable 8</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor
<p>Deliverable 9</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor
<p>Deliverable 10</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 	8.7% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor
<p>Deliverable 11</p> <p>A monthly report summarizing work undertaken</p> <p>List of deliverables for the coming month agreed with and signed by the supervisor</p> <ul style="list-style-type: none"> • # of capacity building activities for partners • # of capacity building activities for UNICEF staff • Technical support for gender programmes implementation is provided 	13% of the total contract value	Monthly report Overview report Work priorities signed by the supervisor

<ul style="list-style-type: none"> • Technical guidance to management and programme sections on gender and related cross-sectoral themes is provided 		
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9. Administrative Issues

- ✓ The cost of medical insurance, including Medical Evacuation (required for consultants who are not working from their home), should be included in the proposal.
- ✓ UNICEF shall bear the cost round trip for the consultant to Laos using its internal rules and regulations (if required).
- ✓ The consultant shall travel to provinces/districts when required. The consultant shall spend about 80% of their time working in Vientiane and 20% travelling to the sub-national level. Such travels will be in accordance with UNICEF rules and procedures.

10. Contract supervisor

The consultant shall be based at the UNICEF country office in Vientiane and work in the Management for Results Unit and under the overall supervision of the Deputy Representative (Programmes). The Gender focal person shall provide support as may be required for this assignment. UNICEF will provide translation services of key documents, workshops, and meetings as necessary. The copyrights of all the deliverables produced through this assignment will remain with UNICEF.

11. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

12. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents;

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including breakdown by fee, living allowance and travel if any for this assignment.

The deadline for applications is 9th October 2022.

13. Assessment Criteria

A two-stage procedure shall be used in assessing the applications;

- Assessment of qualifications and previous works in related areas.
- Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Vientiane, including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- **Education:** An advanced university degree (masters or above) in any relevant field including, but not limited to: Social science, Social policy, International development, Sociology and gender studies.

- **Knowledge:** (20 points)
 - ✓ Advanced knowledge and skills in gender analysis; including applying gender mainstreaming approach in programming;
 - ✓ Sound knowledge of international standards on women's rights, gender, human rights and related instruments such as CEDAW, CRC, CRPD and SDGs;
 - ✓ Reasonable knowledge of the situation of girls, boys, women and men in the country;
 - ✓ Ability to facilitate cross-sectoral discussion on gender and develop context-appropriate tools and solutions
 - ✓ Good analytical and report writing skills;
 - ✓ Experience in providing technical assistance to government for sector development and capacity building
 - ✓ Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines
 - ✓ Fluency in written and spoken English is mandatory. Understanding of Lao language would be an added advantage.
- **Experience:** Minimum 5 years of international development experience, including gender mainstreaming (30 points)
- **Quality of past work:** (e.g. understanding, methodology) (20 points)

b) Financial Proposal (max. 100 points) weight 30 %

- ✓ 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.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

14. Programme Area, Outputs and Specific Key Results Areas in the Annual Work Plan 2022/23:

Education:

Outcome: By 2026, more children, including adolescents, especially the most disadvantaged, are better prepared for school and have improved learning outcomes and skills to achieve their full potential.

Output 3: Children, including adolescents and their families, especially the most disadvantaged, have improved knowledge and skills to demand for and contribute to improving quality and equitable early childhood and basic education towards improved learning outcomes.

Child Protection:

Outcome: By 2026, more children are better protected from violence, abuse, neglect, exploitation and harmful practices and benefit from a strengthened child protection system, services and positive behaviours.

Output 3: Parents, caregivers, children, including adolescents, and their communities are better equipped to prevent and respond to violence, abuse, exploitation and harmful practices

Included in approved AWP: ☒ Yes ☐ No

