INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
For an individual consultant and/or individual consultant assigned by consulting firms/institutions

LDC Smooth Transition Strategy Consultant

Date of issue: 7 March 2022

RPS_035_2022

<table>
<thead>
<tr>
<th>POST TITLE:</th>
<th>Lao PDR LDC Graduation Smooth Transition Strategy National Consultant</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Department of International Organizations, Ministry of Foreign Affairs</td>
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<tr>
<td>Type of Contract:</td>
<td>Consultant</td>
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<tr>
<td>DURATION OF ASSIGNMENT:</td>
<td>March-June 2022 (35 working days)</td>
</tr>
<tr>
<td>STARTING DATE</td>
<td>28 March 2022</td>
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<tr>
<td>DEADLINE FOR SUBMISSION OF APPLICATIONS/PROPOSALS</td>
<td>20 March 2022</td>
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I. BRIEF BACKGROUND

The Government of Lao PDR is committed to pursuing a sustainable, high-quality graduation from Least Developed Country (LDC) status, as has been set out in successive national plans, including the 9th National Socio-Economic Development Plan.

Following the 2021 Triennial Review by the UN Committee for Development Policy, in light of considerable progress across the key criteria reviewed, Lao PDR was recommended for graduation from LDC status. This recommendation was subsequently endorsed by the UN General Assembly in November 2021. However, recognizing the additional challenges and uncertainty facing the country due to the COVID-19 pandemic, the General Assembly granted an exceptional 5-year preparatory period, meaning graduation is expected to take place in 2026.¹

In Lao PDR, the Ministry of Foreign Affairs, through the Department of International Organizations, leads the National Steering Committee on the Implementation of the UN Programme of Action for LDCs. This Committee is responsible for leading the development of the Smooth Transition Strategy (STS) for LDC Graduation, in line with global recommendations but tailored to the national context.

In November 2021, the Government and UN in Lao PDR formally agreed the new Lao PDR-UN Sustainable Development Cooperation Framework 2022-2026, which sets the priorities for the UN's development support over the five years that correspond to the graduation preparatory period. The Cooperation Framework includes a dedicated joint output area on Smooth Transition Beyond LDC Graduation, through which the UN will support the development and implementation of the STS.

¹ UN General Assembly A/76/L.6.Rev.1
During the 13th High-Level Roundtable Meeting, on 17th November 2021, the Ministry of Foreign Affairs reiterated the Government’s commitment to preparations for a sustainable and high-quality graduation, and set out the planned approach for the development of the STS. This emphasized the following key principles:

- A whole-of-government approach;
- A country-led and owned process;
- Country-demand driven, timely and high-quality international community support; and
- Using existing country systems to the extent possible.

Bangladesh and Nepal were also recommended for graduation at the same time as Lao PDR, and with the same preparatory period. Reflecting this, the three countries are preparing a joint side event for the global LDC V Conference (date TBC), to jointly articulate the approached and challenges of LDC graduation in the context of COVID-19, and what international support could be needed. A subcommittee with membership of the three countries has been established to take forward technical preparations and share experiences.

II. PRINCIPAL OBJECTIVE OF THE ASSIGNMENT

This consultancy will provide supplementary technical and drafting support to the Department of International Organizations, Ministry of Foreign Affairs, for specific research, consultation, and drafting of the STS for Lao PDR. The consultancy will be supported remotely by an international consultant for guidance on international best practice and quality assurance of deliverables.

The consultancy aims to support the development of an STS that is thoroughly consulted with all key stakeholders, draws in lessons from other countries, and is practical and fully aligned to the context of Lao PDR. The STS should position Lao PDR to seize the opportunities that come with graduation, and adequately mitigate challenges by clearly defining appropriate policies, responsible parties, and monitoring and coordination mechanisms.

In this context, the national consultant would work directly with the Ministry of Foreign Affairs to support the development of the STS, liaising closely with the international consultant that will provide additional remote support, and with the UN joint output group on Smooth Transition Beyond LDC Graduation.

Specifically, the consultant will:

1. Review existing national and sector plans, and consolidate LDC graduation-related elements;
2. Support the Ministry of Foreign Affairs in inter-ministerial coordination through the National Steering Committee on the Implementation of the UN Programme of Action for LDCs;
3. Draft the STS document with support of the international consultant and other partners;
4. Support technical presentations of the STS technical guidance and approach, and successive drafts of the STS during development.

The national consultant will report to Director-General of the Department of International Organizations, Ministry of Foreign Affairs, with technical guidance provided by the UN joint output group on Smooth Transition Beyond LDC Graduation (coordinated by the UN Resident Coordinator’s Office).
### DELIVERABLES AND OUTPUTS

During the period of contract, the consultant is expected to deliver the following outputs:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Tasks</th>
<th>Deliverables</th>
<th>Number of days</th>
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<tbody>
<tr>
<td>1 March 2022</td>
<td>• List stakeholders that have (1) a role in successful STS implementation; (2) may be affected by LDC graduation; or (3) have relevant expertise to contribute to the process; and explain how in each case.&lt;br&gt;• Develop a structured process with key milestones to finalise the STS.</td>
<td>• Stakeholder Mapping&lt;br&gt;• Slides deck on the process to deliver the STS.</td>
<td>5 days</td>
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<td>2 April 2022</td>
<td>• Develop agenda, programme, and process for a workshop.&lt;br&gt;• Facilitation of the workshop.&lt;br&gt;• Preparation of meeting report.&lt;br&gt;• Facilitate follow-up consultations with relevant stakeholders when required</td>
<td>• Background document covering existing national and sectoral plans, consolidating LDC graduation-related elements.&lt;br&gt;• Prioritization Workshop that leads to:&lt;br&gt;  • Prioritization of the main issues the STS should address&lt;br&gt;  • Clear identification of technical teams to develop thematic areas.&lt;br&gt;  • An initial understanding on monitoring arrangements for the STS.</td>
<td>5 days</td>
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<td>3 April-May 2022</td>
<td>• Drafting of the STS under the guidance of MoFA, drawing on inputs from relevant</td>
<td>• First draft of the STS</td>
<td>15 days</td>
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<td>line ministries, technical working groups, development partners and the international consultant.</td>
<td>• Validation Workshop to: • Review the work of each thematic group and the overall STS • Review the coherence of the overall STS • Finalize implementation and monitoring arrangements for the STS, including roles and responsibilities</td>
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<td>4</td>
<td>May 2022</td>
<td>• Develop agenda and programme. • Facilitation of the workshop. • Preparation of meeting report.</td>
<td>5 days</td>
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<tr>
<td>5</td>
<td>June 2022</td>
<td>• Support to the finalization of the STS draft, incorporating feedback from consultations (the international consultant would undertake final editing and quality assurance of the draft for submission to MoFA). • Ensure STS alignment with key national frameworks (including the 9th NSEDP (and financing strategy))</td>
<td>5 days</td>
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IV. **PROVISION OF MONITORING AND PROGRESS CONTROL**

The consultant will work under the direct supervision of the Department of International Organisations, Ministry of Foreign Affairs, in close consultation with the UN Country Team led by the Office of the UN Resident Coordinator.

V. **QUALIFICATIONS**

**Education:** Hold a master degree or higher related to public administration, information management, statistics, sustainable development, social sciences or related field.
**Experience:** At least 7-years working experience in development planning, economics, sustainable development or a related field.

**IT skills:** Strong experience with use of Microsoft Office tools;

**Language skills:** Lao (fluent) and English (fluent), is required.

**Other competencies and attitude:**
- Excellent communication and consultation skills to liaise with a range of stakeholders.
- Ability to lead and work with teams to achieve quality outputs under tight timelines.
- Demonstrated interest and/or experience and motivation in coordination of international relations, and development cooperation efforts, or related field is required;
- Writing skills and experience of information management and coordination of inputs;
- Thorough knowledge about the Lao PDR's development context and related challenges as well as familiarity with national development strategies;
- Strong analytical skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Consistently approaches work with energy and a positive, constructive attitude.

1. **Evaluation of Proposals:**

Individual consultants will be evaluated based on the cumulative analysis methodology. Evaluation of proposals and award criteria:

<table>
<thead>
<tr>
<th>Criteria International Consultant</th>
<th>Weight</th>
<th>Max Points</th>
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<tbody>
<tr>
<td>a. Education and experience (CV- based)- maximum 20/100</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Education</td>
<td>0.05</td>
<td>5</td>
</tr>
<tr>
<td>Experience</td>
<td>0.10</td>
<td>15</td>
</tr>
<tr>
<td>Other Knowledge and Skills</td>
<td>0.05</td>
<td>10</td>
</tr>
<tr>
<td>b. Interview- maximum: 40/100</td>
<td>0.4</td>
<td>40</td>
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<tr>
<td>c. Financial- maximum: 30/100</td>
<td>0.3</td>
<td>30</td>
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<tr>
<td>Total points obtainable- maximum: 100</td>
<td>1.0</td>
<td>100</td>
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Cumulative analysis: The award of the contract will be made to a consultant who offer has been evaluated and determined as:

a. responsive/compliant/acceptable, and  
b. Having received the highest score out of a pre-determined set of weighted technical and financial criteria:
   * Technical Criteria, including Experience, Education: weight: [0.3]  
   * Interview criteria weight: [0.4]  
   * Financial Criteria weight: [0.3]
2. APPLICATION PROCESS

Requirements for submission of application:

All interested and qualified International or National Individual Consultants should apply online using the following links:

UNDP Lao PDR Country Office website
at https://www.la.undp.org/content/lao_pdr/en/home/jobs.html

In order to make your submission, please read the relevant documents available at the links below

1. TOR (Annex I)
2. IC General Terms and Conditions _ Annex II;

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal

   (i) Explaining why you are the most suitable for the work;
   (ii) Providing a brief methodology on how you will approach and conduct the work including the work schedule for the delivery of outputs/deliverable;

2. P11 Form Education and work experience, including past experience in similar projects and contact references of at least 3 references for whom you have rendered preferably the similar services;

3. Financial proposal: Detailed financial proposal: Lump sum offer with clear cost breakdown against each deliverable. Please use this template OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY _ Annex III.

Instructions for online submissions:

- Step 1: Please prepare all required documents electronically;
- Step 2: Combine all documents in ONE SINGLE FILE (preferably in PDF however Word format can be also accepted) and upload to the UNDP Jobs using the links above;
- Step 3: After that you will receive an auto reply from the UNDP jobs if your offer is received successfully.

Incomplete proposals or proposals received after the deadline will be rejected.

Note: Any request for clarification must be sent in writing to the following e-mail: surith.sengsavang@undp.org

UNDP Lao PDR will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
Please note that only short-listed candidates will be notified. Qualified female candidates and people with disabilities are strongly encouraged to apply.

For more detailed information about UNDP Lao PDR please visit our website at https://www.la.undp.org/content/lao_pdr/en/home/jobs.html