

# Terms of Reference

## National Consultant

### RPS\_146\_2021

GENERAL INFORMATION			
POST TITLE	Project Assistant (PA)	CONTRACT DURATION	10 months
AGENCY	UNDP LAO PDR	EXPECTED START DATE	September 2021
CONTRACT TYPE	INDIVIDUAL CONTRACT	LANGUAGE	Lao and English
DEADLINE FOR APPLICATION	<b>1 August 2021</b>	DUTY STATION	Thakhaek, Khammuane, Lao PDR

#### **BACKGROUND**

Lao PDR has the youngest population among countries in the Southeast Asian region, with approximately 60% below 25 years of age. Meanwhile, economic growth in Lao PDR has been significant (at around 6-7%) for several years in a row. Yet, education level and training of young people are unable to keep pace with the booming demand for high-skilled labor, resulting in a gap which is inimical to the country's economic advancement. In addition, youth often lack participation in the national development planning decision-making process due to barriers such as limited opportunities for social and economic engagement. In this regard, enhancing national policies and youth-related programmes which could provide proper socio-economic opportunities to young people to reach their potentials are much needed so that the country will greatly benefit from its large young working population.

LYU is delivering a project supported by UNDP and the Russia Embassy in Lao PDR to address the above challenges by delivering three major components:

- (i) Support the implementation of the strategic interventions from the implementation plan of National Youth and Adolescent Policy and the improvement of youth-related provincial regulations in the selected provinces;
- (ii) Empower rural youth economically through inclusive and equitable quality Technical and Vocational Education and Training (TVET), with special focus on ethnic groups and young girls, in the selected provinces and;
- (iii) Enhance youth participation in socio-economic decision making. The overall aim of the project is to create an enabling environment for youth to realize their potential and to undertake important and fulfilling socio-economic roles under the framework of comprehensive national youth policy.

In line with these efforts, LYU is seeking an experienced Project Assistant (PA) to support with the planning and implementation of project activities. Such support includes various logistical and administration tasks as well as monitoring and evaluation of activities.

#### **DUTIES AND RESPONSIBILITIES**

##### **Support with Project Implementation**

- Support with the implementation of project initiatives with Khammouane TVET center and LYU;
- Conduct field visits to project sites for the provision of hands-on support and quality assurance;
- Ensure professional administrative and logistics support is given to the projects;
- Represent LYU at meetings, technical sessions, project events, ceremonies and functions;
- Facilitate technical trainings and deliver technical presentations during events and other engagements;

- Be orientated to LYU and UNDP operating policies;
- Network and develop functional relationships within LYU, UNDP, Government agencies, UN agencies, donors, NGOs, and other key stake holders;
- Facilitate or participate in workshops, webinars, and meetings as necessary;
- Work in partnership with NDMO and UNDP for the timely submission of periodic, accurate, and professional (narrative and financial) progress reports to management and other stakeholders as required;
- Support with the preparation of program documentation, assessments and studies as required.

## QUALIFICATIONS

- A college degree or bachelor preferably from a reputable accredited university in business management, finance, social science, economics, development studies, and/or relevant field is required;
- At least 1 year of professional experience working in the fields of administration, finance, project or office management;
- Experience collaborating with government agencies, international organizations, and community leaders a plus;
- Experience with basic office finance and administration work;
- Knowledge on gender, youth, socio economics, protection a plus;
- Function in a team environment and shares knowledge and experience;
- Excellent verbal and writing skills (English preferred).
- Ability to take initiative;
- High degree of integrity, discretion, and personal conduct;
- Flexible to changing working conditions and willing and able to travel for work purposes;
- Able to prioritize and meet deadlines;
- Excellent analytical thinking skills;

## FINAL PRODUCTS

1. Monthly timesheet
  - Support with the implementation of project initiatives with Khammouance TVET center and LYU
2. Implementation Plan
  - Monthly Monitoring progress for each activity under output 2.1 of the youth project
3. Quarter report
  - Result of project implementation
  - Next quarterly plan (activities and estimated budget)
4. Annual report 2021
  - Result of project implementation
  - Annual monitoring result of output 2.1 of the youth project
  - Next annual plan (activities and estimated budget)
5. Project's final report
  - Result of project implementation
  - Monitoring result of output 2.1
  - Present summarizing key information in Power Point presentation

## PROVISION OF MONITORING AND PROGRESS CONTROLS

The **National Consultant** will report to the Youth Project - National Project Director while copying the Project Manager, Assistant Project Manager and UNDP Technical Advisor. The **National Consultant** is required to have regular meetings to report on the progress with the UNDP team and the DOF (Responsible Partner).

**SCOPE OF BID AND SCHEDULE OF PAYMENT**

Total amount for professional service fee, communication costs, health insurance and miscellaneous are to be included in the amount of service lump sum. DSA, air transportation, ground transportation from Vientiane Capital to/from the Project site (Thakhaek district, Khammuane Province), any costs related to workshops, meetings, etc. are to be covered by the Project.

The Consultant will indicate the cost of services for each deliverable (an all-inclusive lump-sum contract amount) when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The qualified consultant shall receive lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

INSTALLMENT OF PAYMENT	DELIVERABLES/DESCRIPTION OF PAYMENT	DELIVERABLE TIMEFRAME	PERCENTAGE OF PAYMENT
Deliverable 1	- Submission of a monthly timesheet - Submission of Implementation Plan (Monthly Monitoring)	Last week of first month of contract commencement.	14%
Deliverable 2	Submission of Quarter report	Within <b>first week</b> of quarter 4 year 2021	34%
Deliverable 3	Submission of the annual report 2021	Within <b>first week of December 2021</b>	38%
Deliverable 4	Submission of the final report	Within <b>May 2022</b>	14%

**PRESENCE OF THE CONSULTANT ON DUTY STATION**

If the assignment requires full time presence on UNDP premises, a sound justification on why a full time presence is required.

NONE       PARTIAL       INTERMITTENT       FULL-TIME

**SELECTION CRITERIA:**

Applicants will be evaluated based on scoring method. The award of the contract shall be made to the applicant whose offer has been evaluated and determined as a) responsive /compliant/ acceptable; and b) having received the highest score out of set of weighted technical criteria (70 points) based on qualification, and experience; and combined with the financial offer which will be weighted a max of 30 points.

<b>Technical criteria</b>	70 points
Education <ul style="list-style-type: none"> <li>A college degree or bachelor preferably from a reputable accredited university in business management, finance, social science, economics, development studies, and/or relevant field is required;</li> </ul>	10 points
Experience <ul style="list-style-type: none"> <li>At least 1 year of professional experience working in the fields of administration, finance, project or office management;</li> <li>Experience collaborating with government agencies, international organizations, and community leaders a plus;</li> </ul>	

<ul style="list-style-type: none"> <li>• Experience with basic office finance and administration work;</li> <li>• Knowledge on gender, youth, socio economics, protection a plus;</li> <li>• Function in a team environment and shares knowledge and experience;</li> <li>• Excellent verbal and writing skills (English preferred).</li> </ul>	30 points
Interview	30 points
Financial proposal	30 points
Total (Technical + Financial)	100 points

Note: Only candidates obtaining a minimum 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

### Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualification:

1. Letter of Confirmation of Interest and Availability using the template provided in [Annex III](#)
2. Personal CV or [P11 Form](#), indicating all experience from similar projects as well as personal information including age.
3. Financial proposal be quoted in **LAK or US Dollar** as monthly lump sum.

### INSTRUCTIONS TO APPLY HERE

Instructions for on-line submissions

Step 1: Please prepare all required documents electronically;

Step 2: Combine all documents in **ONE SINGLE FILE** (preferably in PDF, but Word format can be also accepted) and upload it to the UNDP Jobs links

Step 3: After that you will receive an auto reply from the UNDP jobs if your offer is received successfully.

### Relevant Documents for Individual Contract

[IC contract template](#) & [IC General Terms and Conditions Annex II](#)

Female candidates and persons with disabilities are encouraged to apply.

**Any inquiries**, please write to [surith.sengsavang@undp.org](mailto:surith.sengsavang@undp.org) and copy [Viriya.vilavongsa@undp.org](mailto:Viriya.vilavongsa@undp.org)

For more information, please visit our website under the link below

[https://www.la.undp.org/content/lao\\_pdr/en/home/jobs.html](https://www.la.undp.org/content/lao_pdr/en/home/jobs.html)