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-[lpk,mTERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Consultancy Title: National Consultant for supporting development of National Disability Management System (NDMS)	**Funding Code (Grant and WBS):** 2460/A0/06/600/002/006 SC230290	**Name of the requesting business area & Section:** Social Policy Section	**Duty Station** Vientiane, Lao PDR

Number of Consultants Required (To be filled only if multiple consultants are needed):
Insert Number

Purpose of Activity/Assignment *(Consultants may be engaged only when the assignment is of a temporary nature; based on payment for services or work with defined deliverables and outputs that are specific and measurable, to be performed and completed within a specified period of time. Consultants must not be engaged to perform staff functions or other functions that are not based on defined deliverables or outputs)***:**

UNICEF Lao PDR supports the Government of Lao PDR in building a disability-inclusive social protection system, in partnership with the Department of Policy for Devotees, Persons with Disabilities and Elderly (DoDPE). Priority areas of collaboration include supporting DoPDE to design the National Disability Management System (NDMS). The draft MLSW NDMS implementation plan covers the development of a standardized national disability assessment tool, a national minimum package of benefits, development of the DMIS application, and a pilot rollout in Xieng Khouang Province. The UNICEF Social Policy Section provides technical assistance to DoDPE through a Long-Term Advisor (LTA) Disability Consultant and the UNICEF CoE Global Disability team.

UNICEF seeks a national consultant to provide technical, coordination and Lao-English support working directly with the LTA and DoDPE. to prepare and deliver consultations, technical meetings, workshops and training for the development of NDMS.

Scope of Work:
The consultant will provide support for each of the following NDMS components:

- National minimum package of benefits and services for families of persons with disabilities
- Standardized National Disability Assessment Tool
- DMIS application, developed through the DCI facility

Specific tasks will include:

- Support compiling technical reference materials for the design of each component, including policy guidance and regional policy examples, and translate key documents and summaries from English into Lao.
- Translate presentation slides and technical content prepared by the LTA or Global Disability Team into Lao and support the preparation of Lao-language meeting materials as needed.
- Under the guidance of the Social Policy Team and LTA, support DoDPE in preparing for design workshops, including review of draft agendas and facilitation plans, so that DoDPE can lead and facilitate quality workshops.
- Participate in technical preparation meetings with DoDPE, the Social Policy Section, LTA and/or the Global Disability team and support Lao–English translation during technical discussions.
- Participate in government-led design workshops, supporting the UNICEF Social Policy Section, the LTA and the Global Disability Team to follow and contribute to government discussions, provide guidance to DoDPE as needed, and take meeting notes as required.
- Support the administrative and logistical arrangements for workshops, working with the UNICEF team and DoDPE to finalise budgets, participant lists, invitations, venues and accessibility arrangements.

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Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

☐ YES	☒ NO

Direct contact role

Is this project/assignment considered as "Elevated Risk Role" from a direct contract role perspective?

☐ 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:

Click here

Child data role

Is this project/assignment considered as "Elevated Risk Role" from a child data role perspective?

☐ YES	☒ NO

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

Click here

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Included in Annual/Rolling Workplan:

☒ YES	☐ NO

If No, please justify:

Click here

Consultant Sourcing:

☒ National	☐ International	☐ Both

Note: Please select the option relevant to your consultancy assignment. If selected 'National', applications from international candidates will not be accepted and vice-versa.

Competitive Selection:

☒ **Advertisement**

Note: for open competitive selection process to publish consultancy on UNICEF TMS portal.

Two weeks is recommended as minimum for advertisement, however, hiring manager may adjust based on urgency/context while ensuring transparency and fairness. Please indicate below accordingly:

Advertisement duration in calendar days: 10 days

☐ **Roster**

By selecting this sourcing type, the signatory of this ToR certifies that the candidates listed below are sourced from a valid and approved roster established via a competitive and transparent process, and that the ToR falls within the scope of the roster. Listed candidates shall have a full TMS profile.
In the table below, provide a list of candidates from the roster (who are meeting this ToR requirements) to seek financial proposal:

Name of Candidates	Email Address as per Roster
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here to add text or click the + sign to add more rows

☐ **Single Source Selection: (Emergency – Director's approval)**

Note: As per UNICEF procedure on Consultants (Document Number: PROCEDURE/DHR/2022/007) effective 1 December 2022, Single Source Selection is only applicable to countries, regions and subject-matter areas that have been designated by the Executive Director as being in an "**emergency situation**", as stipulated in CF/EXD/2010-005, Recruitment and Staffing in Emergency Situations, paragraph 1.3.
Single source may also be applied in other circumstances, in accordance with FRR 112.30 (UNICEF Financial Regulations and Rules (Annex to E_ICEF_2011_AB_L.8) , provided that a clear and justified rationale is documented in the NFR based on one of the applicable FRR conditions.

Additional document requirement: NFR Waiver of Competitive Bidding for Individual Contracts (Consultants).docx

For Long-Term Agreements (LTA), this ToR template is not to be used. For LTA, please use the Work Order template.

Reasons why consultancy cannot be performed by staff:

The assignment requires highly specialized bilingual support at the interface between government, UNICEF, and international technical experts, it cannot be effectively absorbed within existing staff capacities without affecting core programme delivery. The consultant is expected to provide continuous Lao-English technical translation and interpretation, support the adaptation of complex disability policy and systems design materials, facilitate communication between national and international stakeholders, and assist with the intensive preparation and documentation of multiple technical design workshops related to the National Disability Management System (NDMS). These activities require dedicated time, advanced knowledge of disability programming terminology, familiarity with government processes, and the ability to provide real-time technical and linguistic support across several interconnected workstreams. Existing staff do not possess the available capacity to undertake these functions alongside their substantive programme management responsibilities, and the engagement of a consultant is therefore necessary to ensure timely, high-quality implementation and effective coordination with government counterparts and international technical experts.

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Contract Manager: Souphalack Bounpadith, Social Policy Specialist	**Start Date:** *Ensure the start date accounts for the contracting process SLA* December 1, 2026		**End Date:** December 30, 2027

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Work Assignment Overview	Deliverables/ Outputs (SMART)*	Delivery deadline		Planned Travel* (For travel, please include destination, number of trips and days. This travel will be shared with the applicants to provide lump-sum financial proposal)	Estimated Budget for 1 consultant in contract currency included travel. (input days x estimated daily professional fee rate + estimate of planned travel) **
		Exact date to complete* the deliverable	Input days**		
Technical Translation and Localization Package **Activities** • Translate technical documents, presentations, concept notes, and briefing materials from English to Lao. • Translate key feedback, comments, and summaries from Lao to English when required. • Ensure terminology is consistent across the National Minimum Package, Disability Assessment Tool, and DMIS workstreams. **Output** • Complete set of translated technical materials and presentations submitted during the reporting period.	Translation and adaptation of technical materials completed.	June 2027	15 days USD	Local travel: USD 10 days of local travel plus estimated travel cost and Insurance	USD
Technical Coordination and Meeting Support **Activities**	Technical meetings supported and documented.	November 2027	10 days USD		USD

• Participate in technical meetings between DoDPE, UNICEF, the international consultant, and the Global Disability Team. • Provide Lao-English interpretation during meetings as required. • Prepare meeting notes, action points, and follow-up trackers. **Output** • Meeting summaries, interpretation support, and action tracking documentation covering all technical coordination meetings.					
Workshop Preparation and Implementation Support **Activities** • Support DoDPE and UNICEF in preparing design workshops. • Assist with review of agendas, facilitation plans, participant lists, and workshop materials. • Support workshop delivery and provide interpretation as required. **Output**	Design workshops prepared and supported.	July 2027	15 days		USD

• Workshop preparation package and support provided for all agreed design workshops.					
Workshop Documentation and Final Support Report **Activities** • Prepare workshop reports and summaries. • Consolidate key decisions, recommendations, and follow-up actions. • Compile all translated materials, meeting notes, and workshop documentation produced during the assignment. **Output** • Final documentation package and consultancy completion report.	Workshop outputs documented and final consultancy report submitted.	December 2027	10 days USD		USD
Total estimated consultancy costs (Consultancy Fees + Travel Costs) For multiple consultants indicate the total estimated budget (total budget for 1 consultant * number of consultants = total)					**Total in contract currency:** US$

- Add more line to the table as needed

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- Costs indicated are estimated. Final rate shall follow the "best value for money" principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.
- Payment of professional fees will be based on submission of agreed 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.
- In case of unplanned travel, register it in a separate deliverable line and reserve funds for potential future travel needs. Such travel will be reimbursed based on actual travel receipts. (This information is not shared with applicants for financial bidding.)
- Marked (*) information will be part of the financial proposal shared with the consultant.
- Marked (**) information will not be shared with the consultant.

Minimum Qualifications required*:

☒ Bachelors	☐ Masters	☐PhD	☐ Other

Enter Disciplines:
Social Sciences, Management, administration, economics, public policy or related fields

*Minimum requirements to consider candidates for competitive process.

Years of Experience/ Knowledge/Expertise/Skills required*:

Work Experience:

- At least two years of relevant working experience, support and coordination experience, working with government and/or international organizations/CSOs Experience working with UNICEF or other UN agencies.
- Familiarity with disability screening and assessment (e.g. Washington Group questions) or social protection benefits for persons with disabilities.
- Familiarity with social protection information systems, MIS development processes or digital public infrastructure.
- Experience supporting disability-related programmes, Organisations of Persons with Disabilities (OPDs), or persons with disabilities and their families in Lao PDR, and/or lived experience of disability.

Language Requirements:
Fluency in written and spoken Lao and English, with the ability to accurately translate technical documents and presentations and to interpret during technical meetings and workshops.

Knowledge/Expertise/Skills:

- Ability to adapt technical terms on disability, social protection and information systems into clear Lao, and to keep the terminology consistent across documents.
- Good understanding of the Lao government's structures, policy processes and coordination mechanisms, particularly within MLSW.
- General understanding of disability inclusion and/or social protection in Lao PDR, including the national legal and policy framework and the rights-based approach of the UN Convention on the Rights of Persons with Disabilities (CRPD).
- Ability to quickly learn technical concepts related to disability, social protection and information systems and explain them clearly in Lao, and to keep the terminology consistent across documents.
- Strong coordination and organisational skills, including preparing meeting materials, reviewing agendas and facilitation plans, supporting workshop logistics, and taking clear, accurate meeting notes.
- Good interpersonal and communication skills, with the ability to work tactfully with senior government officials, support government ownership of the process and liaise between UNICEF and government teams.
- Awareness of accessibility and reasonable accommodation for meetings and workshops, such as accessible venues, sign language interpretation and accessible formats.

	Desirables: • Experience working with UNICEF or other UN agencies. • Familiarity with disability screening and assessment (e.g. Washington Group questions) or social protection benefits for persons with disabilities. • Familiarity with social protection information systems, MIS development processes or digital public infrastructure. • Experience supporting disability-related programmes, Organisations of Persons with Disabilities (OPDs), or persons with disabilities and their families in Lao PDR, and/or lived experience of disability. *Listed requirements will be used for technical evaluation in the competitive process.
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)	
A) Technical Evaluation (e.g. 75 points) **Technical Evaluation Criteria:** 1. Qualification – 10 2. Work Experience - 20 3. Skills -30 4. Desirable - 15 Click here Qualifying score in technical evaluation is 65 out of Click here points. Technical proposal requirement (if applicable): Click here	B) Financial Proposal (e.g. of 25 points) Financial proposal 25 points
Working arrangement: ☒ Remote ☐ Office Based	UNICEF email address required: ☒ YES ☐ NO
: Click here ,Click here**cy**Click here	
: Click here Click here Click here	