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**TERMS OF REFERENCE FOR THE MID-TERM EVALUATION OF THE COMMUNITY PARTICIPATION AND COMMUNITY SUPPORT PROGRAMME**

**Project Title: Community Participation and Community Support Programme**

**Duty Station: Vientiane, Lao PDR**

1. **Background:**

UNDP has been working in partnership with the government of Lao PDR since 2006 towards the strengthening of the enabling environment for civil society. The first ever community radio in Lao PDR started broadcasting programmes in three ethnic languages in October 2007 (‘Khoun Radio for Development’ (KRD)). The main objective of the community radio, established through a UNDP pilot project, was to support communities in one of the poorest districts in Laos to produce relevant information for themselves and through that, become active owners of the development process.

A number of studies in recent years have confirmed that radio, which can be found in more than half of the households, is the single most trusted and preferred source of information. This is particularly the case amongst ethnic people, women and the elderly, where literacy rates are lowest. Radio has the added advantage that it can equally reach non‐Lao speakers and illiterates in rural and remote communities who have very little access to reliable information including development information.

In this framework, Community Radio was piloted with support from UNDP in the District of Khoun, Xiengkhouang and was extended until the end of 2010. It introduced genuine ethnic language programming produced by volunteer broadcasters from local communities and paved the way for additional community radios in other parts of the country. Khoun radio station works in partnership with Thateng Ethnic Community Radio for Development (TECRD), one of the two CRs in Sekong province established through UNDP GPAR Sekong project funded by the UNDP and United Nations Volunteers.

Based on the success of this initiative, MICT has requested UNDP to assist up scaling community radios to all 47 poorest districts of Laos.

In this context, the Community Participation and Community Support Programme (CPCSP) has been formulated and launched in 2011.

Since its kick-off, the CPCS programme has received additional support for 2013 and 2014, to set-up two additional community radios.

1. **CPCSP - Programme Summary:**

CPCSP builds on the successes of Phase I of the Programme. The Programme adopts a phased approach to obtain closer alignment with the Government’s timeframe: (NSEDP) and UNDP’s country Programme cycle, with the first two‐year phase [2011 – 12] followed by a mid-term review to allow the Programme to be adjusted to the new NSEDP (2011‐2015) and a final evaluation at the end of the Programme.

Through its outputs, the CPCSP programme aims at contributing to the achievement of the national poverty alleviation goals and the enhancement of the role of civil society and communities in improved governance. The latter, is done in the framework of the goals of the Peoples Participation pillar of the Government’s Strategic Plan on Governance (2007). As stated in the National Growth and Poverty Eradication Strategy (NGPES), the Lao Government sees governance as an intersectoral priority and a “vital link between economic growth and poverty eradication”. The NGPES recognizes “that improvements in governance are directly linked to poverty reduction, for limited public resources must be used effectively and efficiently in reaching out to help the poor”. People’s participation is one of the focus areas in the 6th National Socio‐Economic Development Plan (NSEDP) 2006‐2010 and has been integrated into the plan for the 7th NSEDP.

More specifically, the **Goal** of the Community Participation and Communication Support Programme [CPCSP] is to contribute to greater people’s participation in local development and nation‐building through the programme **purpose** of enhanced capacity of communities to express their voice and participate in the poverty reduction efforts of Lao PDR.

The programme is contributing to this goal by supporting eight community radios across Lao PDR to become independent sustainable entities and it will create mechanisms that will support other community radios in the future.

The programme seeks to achieve the following outcome:

*“Greater people’s and community participation in and contribution to public policy, local development and nation building.”*

The implementation strategy adopts a capacity development approach by strengthening local capacity to sustain community media in the longer term. As a result, it is anticipated that *“Poor and disadvantage communities have better access to relevant information and bottom‐up communication channels, allowing people to take informed decisions, express their views, share knowledge and validate their cultures & traditions.”* (Sub‐outcome).

As such, the programme seeks to:

* strengthen civil society to help Laos achieve the MDGs
* make the most vulnerable active participants in the development process
* support the sustainability of community organizations - especially community media organizations
* support the scaling up of community media
* strengthen the understanding of the equality of women and men
* enhance of a positive and non-discriminatory portrayal of women

The programme is based on voluntarism. Voluntarism is encouraged through all programme activities. The sustainability of community organizations is based on volunteer participation on which the CPCSP is founded upon. Volunteerism is supported in the local level as well as on the international level throughout the programme.

Gender and human rights areintegrated as critical cross‐cutting issues.

A programme approach has been adopted along the lines of Vientiane Declaration on Aid Effectiveness in order to link community participation/communication and civil society support into other on-going UNDP and UN programmes, to deepen and ensure better coordination and harmonization of civil society initiatives in Lao PDR - especially the Civil Society Support Programme.

The Ministry of Information Culture and Tourism is the Implementing Partner, responsible and accountable for managing the Programme, including the monitoring and evaluation of Programme interventions, achieving Programme outputs, and for the effective use of donor resources. Other responsible partners are the Department of Information and Culture Xieng Khouang, the Department of Information and Culture in Sekong, the Department of Information and Culture Oudomxay, and UNDP.

The total budget of the programme is US$ 1,600,000 over four years this includes an additional US$ 600,000 for 2013 and 2014 for the up scaling of the CPCSP with an extra 2 community radios. The programme started in February 2011 and will end in December 2014.

1. **Purpose of the proposed evaluation:**
2. To assess the performance of the CPCSP against its intended outputs (and that these remain aligned to appropriate outcomes) as set out in the Results and Resources Framework.
3. To assist the Ministry of Information and Culture, the Department of Information and Culture Xieng Khouang, the Department of Information and Culture in Sekong, the Department of Information and Culture Oudomxay, UNDP and Oxfam Novib to adapt/re-orient the approach/strategy, if required, for the second part of the programme (2013-2014). Make concrete recommendations with regards to:
4. To assess the performance of the CPCSP against its intended outputs (and that these remain aligned to appropriate outcomes) as set out in the Result and resources Framework.
5. The up scaling of the CPCSP in the framework with two extra community radios
6. Make recommendations with regards to the (strategic) direction to for the programme beyond 2014
7. **Objectives of the Mission**

Based on the programme document signed in February 2011, this TOR and Mission have been formulated. The purpose of the Mission is to:

1. *Conduct a Mid-Term evaluation of the CPCSP:* to assess progress towards achieving expected outcomes. This segment will consider the key benefits, achievements and possible gaps in the current Programme.

*Development of a Concept Note*: using the lessons learned and information gathered in (A) above and devise a Concept Note outlining the design of the next phase of the programme

1. **Scope of Work:**

The Mission team will be responsible for the following activities under the overall guidance and supervision of the Programme Board, the Ministry of Information and Culture and UNDP:

1. Conduct the Mid-Term Evaluation of the CPCSP and compilation of the lessons learned.
2. Submit a first draft of the Mid-Term Report and Concept Note for review
3. Debrief about findings of the field visits with District authorities, the station manager and volunteers in Districts
4. Facilitate an internal workshop or focus group discussion about the lessons learned in Vientiane
5. Lead the national debriefing for programme stakeholders in Vientiane: presentation of the inception report with a list of preliminary findings and proposed future direction to key stakeholders
6. Produce a draft Mid-Term Evaluation Report with a Draft Concept Note
7. Revise on the basis of comments received, the Final Mid-Term Evaluation Report and simultaneously revise the draft Concept Note to accurately reflect comments and inputs received
8. An agreed Final version of the Mid-Term Evaluation report of the CPCSP with an agreed final version of the Concept Note

This is further explained below:

**Existing CPCSP**

1. To conduct a mid-term evaluation using the Programme Document (ProDoc) to compare the achievements and gaps of intended results with actual delivery
	1. To identify lessons learned and best practices that can be considered or explored in the planning of the second part of the implementation of the CPCSP [2013-2014] and providing recommendations for the (strategic) direction to the up scaling of the programme beyond 2014
2. To assess the stakeholders’ level of satisfaction with the Programme’s results
3. To assess the sustainability of implemented activities and inventions in the medium and longer term

**Illustrative methodology**

The Mission team will review existing documentation related to the Community Radio in Lao PDR including the Programme Document (ProDoc), Programme work plans, Programme reports; as well as other relevant documents on community radio (KRD related reports) and civil society (e.g. Civil Society Support Programme) and from other important actors working with community radio and Lao civil society in Lao PDR.

The Mission team will hold meetings and discussions with Government of Lao PDR leadership and supporting staff, Programme beneficiaries, stakeholders and counterparts including:

* Citizen in the area surrounding the community radio
* Volunteers
* Lao Civil society organizations (including the Lao Journalist Association)
* International NGOs
* The Ministry of Information Culture and Tourism in Vientiane including the Lao National Radio
* Line offices and the Department of Information and Culture in Xieng Khouang
* Line offices and the Department of Information and Culture in Sekong
* Line offices and the Department of Information and Culture Oudomxay
* Lao Women’s Union, Youth Union, Lao Front for National Reconstruction
* National Assembly
* The Ministry of Home Affairs – Department of Public Administration Development / Civil Society Division
* UNDP

The Mission will also meet with the National Programme Director, Programme (management and technical) staff and other relevant actors including the donors (UNDP/Oxfam Novib), UNDP personnel and strategic partners.

In addition the Mission team will conduct site visits in the areas where CPCSP is implemented in order to broaden the scope of inputs at the stakeholder level. Such site visits will need to be included into the outline indicative timelines for the evaluation included in this Terms of Reference.

In conducting the Mid-Term Evaluation, the Mission should consider the country’s context and the cultural and socio-political dynamics including thematic areas like poverty reduction, corruption, climate change, gender equality and decentralization.

A final meeting will be organized to discuss the mission findings. The mission is expected to take into account the comments and suggestions provided at such discussions into the final version of the report, to be submitted by 21 February, 2014.

# Indicative content & scope of the Mid-Term Evaluation

## Evaluation Questions for the country level assessment (additional questions may be added)

Please note that it is important for the Consultants to provide live examples to demonstrate or support the findings which will help to enrich the Mid-Term Evaluation report.

### Overall Results Achievement at the Middle of the Implementation of the Programme

* What has been the progress made towards achievement of the intended outputs (and that these remain aligned to appropriate outcomes)? What are the results achieved? What are the reasons for the achievement or non-achievement? What are the recommendations in this regard for the second phase of the implementation of the CPCSP?
* To what extent have beneficiaries been satisfied with the results?
* Is the Programme cost-effective, i.e. could the outcomes and expected results have been achieved at lower cost through adopting a different approach and/or using alternative delivery mechanisms? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* Have the Programme activities enhanced a sustainable improvement in peoples and community participation in and contributing to public policy, local development and nation building. Have they strengthened the capacities of the Implementing Partner? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* In line with the ProDoc to what degree have human rights and gender equality considerations been integrated in the design and implementation of CPCSP interventions? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* Does the programme have effective monitoring mechanisms in place to measure progress towards results? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* What are the lessons learned? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* To what extent have the lessons learned from the ‘Khoun Radio for Development’ (KRD) project been used in the implementation of the programme? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?

### Overall Results achievement at the output and outcome level

* What measures have been taken during planning and implementation to ensure that resources are efficiently and effectively used? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* Does the organizational structure, managerial support and coordination mechanisms effectively support the delivery of the Programme? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* How does the Programme utilize existing local capacities to achieve its outcomes (Central level, Provincial level and District level)? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?

### Factors affecting the successful implementation and overall results achievement

* What external factors influence the Programme implementations and results? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* What are the opportunities that the Programme is exploring / should explore in order to receive (additional) support for its implementation? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?

### Strategic Positioning and Partnerships

* How well does the Programme coordinate and harmonize its work with other actors in the sector? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* How relevant is the CPCSP to the National Development priorities and the achievement of the MDGs? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?
* What are the lessons learned in about up scaling the KRD to the CPCSP? What are the recommendations in this regard for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?

### Sustainability and future direction

The evaluation team will need to give special attention and focus on sustainability aspects of community radio at the local level and the existing policy and regulatory framework in which community radios are operating:

* What is the likelihood that the benefits from the Programme will be maintained for a reasonably long period of time after the end of the current Programme? Particular focus would be required on:
	+ Financial aspects of sustainability: e.g. the financial management and financial autonomy of the community radios – including the partnership strategies of community radios and their implementation
	+ Social aspects of sustainability covering: volunteers involvement, assets, information, audience, feedback
	+ Organisational aspects of sustainability: e.g. the incentives required for community radio volunteers to fulfil their roles, their needs and knowledge (technical / managerial)
	+ The legal personality / status of the community radios –e.g registration as a Non-Profit Organisation
	+ The development of a regulatory framework for community radios in Lao PDR (see 2008 Media Law)
* Is the Programme supported by National/Local Institutions? Do these Institutions demonstrate leadership, commitment and technical capacity to support sustainably the objectives of the CPCSP?
* What are the recommendations with regard to enhancing the sustainability for the second phase of the implementation of the CPCSP and the up scaling of the programme beyond 2014?

The team will be responsible for submitting the following **deliverables**:

1. **An inception report** which contains the description of the evaluation methodology/methodological approach, data analysis methods, key informants/agencies, issues to be studied, work plan. Note that the methodological approach will be devised by the team as a stand-alone document which will set out the approach and design for the evaluation in line with the UNEG/G (2010)1[[1]](#footnote-1).
2. **Executive Summary** (max 6 pages);
3. **Mid-Term Evaluation Report** including (max 20 pages but excluding annexes):
* Executive Summary (maximum five pages)
* Programme description
* Evaluation purpose
* Evaluation methodology
* Findings
* Lessons learnt
* Recommendations
* Annexes (including interview list – without identifying names for sake of confidentiality/ anonymity, data collection instruments, key documents consulted, Terms of Reference).
1. **Concept Note development:**

Using the information gathered during the Mid-Term Evaluation exercise, concurrently review and assess the information specifically around lessons learned to identify the key issues. Propose thematic and/or programmatic interventions, activities, indicative timelines and budgetary implications for the second part of the programme (2013-2014) including:

* + 1. The up scaling of the CPCSP with two extra community radios
		2. The improvement of the current programme implementation (project management and programme implementation in line with the signed ProDoc).

Provides recommendations for the (strategic) direction to the up scaling of the programme beyond 2014

1. Based on comments received on the drafts, the Mission Team Leader will finalize the deliverables, with inputs from other evaluation team members, as required, and submit to UNDP as Managing Agent of the Programme by the agreed date.
2. Power point presentation of preliminary findings to the key stakeholders for dissemination purposes.

**The Mission team should pay particular attention to the following criteria in the Mid-Term Evaluation:**

* *Relevance*: Evaluate the logics and unity of the process in planning and designing the activities of the CPCSP.
* *Efficiency:* Evaluate the efficiency of the Programme implementation, the quality of the results achieved and the time/political constraints.
* *Effectiveness:* Conduct an assessment of management decisions vis-a-vis the cost effectiveness; and to which extend the Programme outputs have been effectively achieved.
* *Impact:* Evaluate the mid-term achievement in the framework of the potential overall impact of the Programme and its contribution to greater people’s participation in local development and nation‐building.
* *Sustainability:* Assess the sustainability of mid-term results with specific focus on the sustainability aspects of community radio at the local level (financial, social and organisational) linked to the existing policy regulatory framework in which community radios are operating

In this Mid-Term Evaluation, the Mission team is expected to analyse all relevant information sources, such as annual reports, programme documents, internal review reports, programme files, strategic country development documents and any other documents that may provide evidence on which to form opinions. The team is also expected to use face to face interviews as a means to collect relevant data for the Mid-Term Evaluation.

The methodology and techniques to be used in the evaluation should be described in detail in the desk study report and the mid-term evaluation report, and should contain, at minimum, information on the instruments used for data collection and analysis, whether these be documents, interviews, field visits, questionnaires or participatory techniques.

# Management of the Evaluation & Stakeholder engagement

This Evaluation Mission and Concept Note development is being jointly commissioned by UNDP Lao PDR and the Ministry of Information and Culture. The mid-term evaluation was foreshadowed in the signed Programme Document 2011.

UNDP will establish a Reference Group, who will in the initial stages, seek to validate the evaluation processes. However as the evaluation proceeds, the membership will be enlarged to broaden the range of stakeholder[[2]](#footnote-2) involvement and engagement during the evaluation.

The Reference Group’s role is to act as a sounding board, facilitate and review the work of the evaluation. In addition, this group may be tasked with facilitating the dissemination and application of the results and other follow-up actions.

The Reference Group will include a representative from UNDP, the Ministry of Information and Culture, and donors. Such a group will help to review the evaluation TOR, the inception report, and the first draft of the Mid-Term Evaluation Report, the concept note and provide feedback.

Transparency and consultation with the major stakeholders are essential features of the evaluation process. This helps to improve the credibility and quality of the evaluation. It will also help build consensus about the directions and recommendations for the second phase of the CPCSP [2013-2014] and the potential up scaling of the programme beyond 2014.

The roles and responsibilities of the UNDP and the Reference Group are as follows:

* + Liaise with the Reference Group to finalize the TOR for the Final Evaluation so as to ensure that an effective evaluation is conducted that is relevant to key users and that includes a desk review, stakeholder interviews, and in-depth information gathering;
	+ There will be the opportunity for UNDP and the Reference Group to offer inputs into the draft methodological approach proposed by the Mission team;
	+ The Reference Group will also provide additional secondary data for the evaluation team desk review in order to make the evaluation as comprehensive as possible;
	+ Timely delivery of documentation and information requested by the Evaluation Team;
	+ Facilitating meetings and interviews requested by the evaluation team with internal and external parties;
	+ Monitor the evaluation work-plan and ensure its timely completion, including time-line and deliverables of the Evaluation Team;
	+ Organize debriefings with the CPCSP Programme’s donors as necessary;
	+ Facilitate the coordination of the Evaluation Team’s meetings in Lao including briefings by the Evaluation Team to present preliminary and final findings and recommendations;
	+ Review and technically assess the Evaluation Team’s work plan, inception report, preliminary and final evaluation products to ensure Evaluation Team products reflect all requirements for a high quality evaluation;
	+ Circulate the Evaluation Team’s products for review and compiling comments and feedback from internal and external stakeholders;
	+ Organize timely briefing sessions for the Reference Group in line with the indicative timelines to ensure a collaborative and participatory approach is in place throughout the evaluation;
	+ The Reference Group will also help to provide quality control of the emerging findings/draft report and also to provide an independent and impartial assessment about the CPCSP;
	+ Hold briefing and debriefing sessions with the Evaluation Team and maintain regular contact throughout the evaluation;
	+ Oversight of the Evaluation Team’s inception report to fully comply with evaluation quality standards, including sending it for consultation with key stakeholders;
	+ Review the list of preliminary findings;
	+ In collaboration with the Reference group, UNDP will provide oversight and technical review of the draft report and the final evaluation report to ensure a quality product;

**INDICATIVE TIMELINES**

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| --- | --- | --- | --- |
| **Product** | **Responsible Party** | **Estimated Time Frame** | **Place**  |
| Develop the draft TOR and seek comments on the scope of evaluation from stakeholders involved  | MICT and UNDP | 4nd week of April 2013 | Vientiane, Lao PDR |
| Finalise TOR and source the Mission team | MICT and UNDP | 4th Week of May 2013 | Vientiane, Lao PDR |
| Inception report including the work plan with specific dates  | Evaluation Team | 19 – 20 Dec 2013 | Home based (2 work days) |
| Mission: Vientiane Lao PDR and visit a selection of the existing community radios (Thateng, Khoun, Nonghet, Dakcheung)  | Evaluation Team | 6 – 24 Jan 2014 | Lao PDR (17 work days) |
| Debriefing with District authorities, station manager and volunteers Facilitate an internal workshop or focus group discussion about the lessons learned based Lead the national debriefing for programme stakeholders Vientiane: presentation of the inception report and a list of preliminary findings and proposed future direction to key stakeholders | Evaluation TeamEvaluation Team to MICT, community radio representatives and UNDP  | During field visits22 Jan 201423 Jan 2014 | District levelVientianeVientiane |
| Draft Report of the Mid-Term Evaluation + Draft Concept Note | Evaluation Team | 31 Jan 2014 | Home based (3 work days) |
| Review of Draft Report of the Mid-Term Evaluation + Draft Concept Note refinement | MICT and UNDP | 31 Jan — 14 Feb 2013 | Concurrent action |
| Final Report, including the concept note & executive summary | Evaluation Team | 21 Feb 2014 | Home based (3 work days) |
| Dissemination of final version of the Mid-Term Evaluation Report to stakeholders | MICT and UNDP | 7 Mar 2014 | UNDP |

***Estimated level of effort 25 work days on a 6 day working week***

**COMPOSITION OF THE TEAM**

The required team needs to be both knowledgeable about community radio and civil society emergence globally but with an appreciation of the unique issues that characterize the processes in Lao PDR.

Therefore, the evaluation team will be headed by an international community radio expert (Team Leader), assisted by a national consultant who will also work as an interpreter and a translator. Other members of the team may include:

* Representative from UNDP;
* Representative from MICT.

The Team Members will have to be able to focus on the core issues and to be able to identify the strengths, weaknesses, opportunities encountered during the implementation of the first phase of the CPCSP and with that knowledge, frame a Concept Paper which is fully informed and structured to avoid similar pitfalls in the second phase of the CPCSP [2013-2014].

1. **Team Leader**

The evaluation team will be headed by an international community radio expert. He/she will evaluate the final results, achievements and constraints in the implementation of CPCSP and provide recommendations for the second phase of the implementation of the Programme [2013-2014] and the potential up scaling of the programme beyond 2014. The Team Leader will be responsible for delivering the final version of the Mid-Term Evaluation Report and the Concept Note in a timely manner.

**Responsibilities of the Team Leader**

* Documentation review and framing of evaluation questions;
* Provide a global perspective and insights about governance, civil society and community radio practices;
* Leading the evaluation team in planning, execution and reporting;
* Deciding and managing division of labour within the evaluation team;
* Use of best practice evaluation methodologies in conducting the evaluation;
* Hold consultations and interviews with relevant stakeholders and strategic partners
* Data collection and data analysis;
* Identify possible capacity development/enhancement issues;
	+ Evaluate the CPCSP results, achievements and constraints;
	+ Facilitate an internal workshop or focus group discussion about the lessons learned;
* Lead the national debriefing for programme stakeholders in Lao PDR;
* Lead the drafting and finalization/quality control of the evaluation report;
	+ Supervise the work of the other Mission Team member and distribute roles and responsibilities.

**Monitoring arrangement**

The Team Leader will report to UNDP’s Head of the Governance Unit

**Qualifications:**

* + - * Master’s Degree or equivalent experience in the field of media or other relevant areas;
			* Minimum of ten years of professional experience of which at least 5 in community radio or media related projects;
			* Sound knowledge and experience in evaluation of development programmes/projects;
	+ Demonstrated project evaluation experience;
	+ Demonstrated experience with UNDP in similar missions an advantage;
		- * Thorough understanding of key elements of results-based programme management;
			* Strong capacity for data collection and analysis, as well as report writing;
			* Fluency in English, both in speaking and writing;
			* Strong communication skills;
			* Substantial knowledge of community radio or other community media;
			* Sound knowledge and understanding of gender sensitivity and social inclusion;
			* Ability to assess the effectiveness and sustainability of programme structure and implementation modalities to inform UNDP;
			* Working experience in remote areas;
			* Experience in working with ethnic / indigenous people;
			* Working knowledge of Lao language (is an asset).

**Competencies**

* + Strong leadership, communication and interpersonal skills;
	+ Excellent organizational skills;
	+ Demonstrated ability to work in a team (strong task management and team leading competencies);
	+ Ability to work under pressure and in a highly political environment;
	+ Demonstrated cultural sensitiveness and sound judgment.
		1. **National Consultant / Translator - Interpreter**

**Responsibilities:**

* The national consultant will support the international consultant with interpreter/translator services during meetings, interviews and presentations.
* Translate the power point presentations for the:
	+ Debriefing with District authorities, station manager and volunteers
	+ Internal workshop or focus group discussion about the lessons learned\
	+ National debriefing for programme stakeholders in Vientiane: presentation of the inception report with a list of preliminary findings to gather feedback from stakeholders
* Translate the inception report with a list of preliminary findings to gather feedback from stakeholders for the National debriefing for programme stakeholders in Vientiane
* Translate the executive summary of the draft report of the mid-term evaluation and the draft concept note
* Full time availability for the in-country Mission duration (x24 working days)
* Provide overall assistance to the team leader in terms of meetings and interviews with key stakeholders;
* Ensure that country-specific conditions and learning approaches are well understood and considered in the work conducted by the mission;
* Provide country context perspectives about civil society and community radio in Lao PDR;
* Assist with the focused group discussions at all levels;
* Attend the briefing and debriefings with partners and government agencies;
* Be responsible for report writing covering his /her areas of competence.

**Qualifications:**

* Bachelor’s degree or higher in public administration and other relevant fields;
* Fluency in Lao and English, in speaking and writing, with focus in social sciences;
* Proven experience in secretariat/administrative support functions;
* Minimum of 2 years of interpretation experience;
* Sound knowledge and understanding of the Lao PDR political economy and power dimensions in Lao PDR;
* Sound understanding of the political structures and sub-national government systems;
* Sound knowledge of institutional capacity development skills and techniques:
* Knowledge and understanding of gender sensitivity and social inclusion issues;
* Experience working at the policy level in governance (civil society) in Lao PDR would be an asset;
* Strong ability for data collection and analysis, as well as report writing;
* Strong interpersonal and communication skills;
* Full time availability for the in-country Mission duration (x20 working days)
1. **DOCUMENTS (**initial listing as at 4th October, 2013 on-going additions)
* 7th NSEDP 2011-2015;
* Programme Documents;
* Operational and financial reports: annual workplans and budgets, quarterly workplans and budgets and quarterly and annual implementation reports;
* Minutes of meetings;
* Report on baseline study results;
* Training and workshop reports;
* Final evaluation Khoun Radio Support Project
* Annual Programme Review Minutes
* Annual Progress Report
* Narrative Reports submitted by UNDP to Oxfam Novib
* Programme Board and Monthly Meetings Minutes
* Strategic Framework on Governance (unofficial translation November 2011)
* Vientiane Declaration
* Country Analysis Report Lao PDR and analysis to inform the selection of the UNDAF priorities 2012-2015
1. United Nations Evaluation Group Quality Checklist for Evaluation Terms of Reference & Inception Reports [↑](#footnote-ref-1)
2. UNEG/2(2011)2 Integrating Human Rights & Gender Equality in Evaluation – towards UNEG Guidance Page 23 [↑](#footnote-ref-2)