

USAID Laos Counter Trafficking in Persons (CTIP) project

POSITION DESCRIPTION

TITLE: Short-Term consultant for a project end evaluation on USAID Laos Counter-Trafficking in Persons (CTIP) project

TYPE OF CONTRACT: Individual contract **(Lao Nationals only)**

REPORTS TO: Chief of Party

STARTING DATE: June 2024 to July 2024 (To be confirmed)

EXPECTED DAYS: 10 to 11 days.

1. Background and purpose:

The USAID Lao CTIP Project focuses on reducing vulnerability to human trafficking among vulnerable and disadvantaged people and victims of human trafficking through three areas, namely partnerships, prevention, and protection. Laos CTIP's Memorandum of Understanding number 2 (MOU2) comes to an end in September 2024, therefore Ministry of Labor and Social Welfare (MLSW), CTIP's counterpart ministry requested Laos CTIP to conduct a project end evaluation. The purpose of this short-term consultant is to take a lead in carrying out the end evaluation, write the evaluation report, and make recommendations as a source of information for MLSW.

2. Scope of work:

Under the supervision of Chief of Party (COP), the consultant will:

- 1) Develop the evaluation interview questionnaires and carry out any necessary preparations including making a list of interviewees.
- 2) Carry out interviews or support the team interviewing the government partners at central, provincial, district, and village levels, as well as some development partners regarding the implementation achievements, gaps, and challenges to date, and record information. The consultant will travel with the project team to the target provinces, districts and villages which are Luang Namtha and Oudomxay Province.
- 3) Analyze the collected information, draft the evaluation report, and revise the report based on the comments from the government and project team. The report should be comprised of the Executive Summary, Key findings according to the three project objectives and other relevant issues such as operations and project management, and recommendations. Recommendations may refer to the quality of the project implementation, focus of the project areas in the extended period, or innovative approaches in the intervention on TIP, migration, and cross-cutting issues such as gender equality or social integration. The finding and recommendation will be presented at IMC meeting led by MLSW for Laos CTIP MOU extension to 2027.

3. Deliverables:

1. Develop questionnaires for the interview for government and development partners at all levels (central, provincial, districts and villages) based on the Scope of Work (SOW).
2. Interview and/or support interviewing the government stakeholders and development partners, identify gaps, challenges and recommendation improving the project implementation if there is project extension.
3. Draft report both Lao and English with key findings including achievement, gaps, and challenges, and recommendations in the past two years, areas to improve and new intervention.
4. Make a short presentation of the findings, recommendations, new approach of interventions to the MLSW.

4. Timeframe and activities

This assignment is expected to take 10 working days, including all the deliverables as above.

	Activity	Timelines (Number of days)
1	Meet Laos CTIP team to discuss the assignment and review existing documents related to the SOW of assignment	0.5 day
2	Develop interview questions and the list of interviewees	0.5 day
3	Interview government official and other relevant stakeholders, including beneficiaries.	5-6 days (note – need to discuss with gov't to confirm)
4	Analyze the information and draft the report including recommendations	2 days
5	Present the findings and recommendations of the analysis at the government IMC meeting.	0.5 day
6	Consolidate the comments and make final report	1 day
	Total working day	10 – 11 days

5. Qualification

- At least 5-7 years of work experience in working with government at all levels, development partners, communities, one of the following areas: international development, human trafficking, labor migration, social work, child protection, or other relevant social issues and have written the analytical report.
- Possess prior experience in carrying out comparable tasks associated with human trafficking.
- Have experience conducting project evaluations with GOL and development partners including developing questionnaires and conducting interviews in the areas mentioned above.
- Bachelor's degree preferably related to international development, community development, social science, or other relevant fields.
- Ability to analyze information and make recommendations towards the solution of the challenges.
- Fluency in written and spoken English and Lao is required.
- Ability to work under pressure and timeline.
- Ability to write clearly, accurately, and concisely.

6. Term of payment – the payment schedule will be as follow:

- The first installment of 70% payment will be paid when the first draft report was finalized incorporating the reviewed comments by Laos CTIP and revised. In addition, one the report shares and present at the IMC meeting in-cooperate comments from government and Laos CTIP, revised and submitted.
- The second installment of 30% payment will be paid when the report had the final approval from Laos CTIP and GOL.

To apply for this position, please send your technical and financial proposal, resume and cover letter to email: LaosCTIPJobs@winrock.org, before end of business hours of **May 21, 2024**.