

TERMS OF REFERENCE

Technical Advisor (Part-Time) to develop Learning Brief for My Body My Future Phase 1 & Phase 2 Project (3 months contract)

1. Introduction

Plan Laos is seeking for a Technical Advisor (TA) to lead the design and develop Sexual Reproductive Health and Rights (SRHR) Learning Brief for My Body My Future (MBMF) phase 1 and My Future phase 2 (MF2) project, funded by the Ministry for Foreign Affairs (MFA) of Finland. The MBMF phase 1 project started in January 2018 – December 2021 and My Future (Anakhot Kong Koi) 2 started in January 2022 and will be ended in December 2025. The project locations are in Paktha district of Bokeo province, and Houn and Pakbeng districts of Oudomxay province.

2. About Plan International and Plan International Laos

Plan International strives to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters, and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan began operations in Lao PDR in 2006, and currently maintains a country office in Vientiane and program offices in Bokeo, Oudomxay, and Saravan Provinces. Our organization implements activities in early childhood education (ECE); basic education; water, sanitation and hygiene or WASH; maternal, newborn and child health and nutrition and child protection. We work in close collaboration with government counterparts from the local to the national level to support the country's development goals. In 2018 Plan Laos launched an Adolescent Development and Participation Programme, implementing projects to promote adolescent development with a focus on sexual and reproductive health and rights, girls' leadership and youth engagement. The programme currently covers two provinces, three districts. Oudomxay province: Houn and Pakbeng districts. Bokeo Province: Paktha district.

3. Project Background

3.1 Project description:

My Body My Future project, which is part of the global My Body My Future programme, has operated in two phases in Laos,. 'My Body My Future (MBMF 1)' project began since January 2018 and end in December 2021. 'Anakhot Kong Koi 2 (My Future 2)' project started in January 2022 and scheduled to end in December 2025. The "MBMF 1" was implemented only in Houn district, Oudomxay Province while "My Future 2" has expanded the target area to 3 districts in two provinces; Pakhta district in Bokeo province, and Houn and Pakbeng districts in Oudomxay province. The project is in coordination with Ministry of Education and Sports and in collaboration with other line ministries.

The project takes a comprehensive and gender transformative approach of working in both demand side i.e. providing comprehensive sexuality education (CSE) in schools and supply side i.e. strengthening adolescent friendly health services (AFHS) in the health centres. In addition, the project focuses on creating an enabling environment in the communities through addressing village

leaders and parents to sensitize them on sexual rights of adolescents and discriminatory gender norms. On the policy front, the project works with lead Ministries in expanding provision for CSE and AFHS, ending child marriage in collaboration with UNFPA (under the Noi framework) and other CSOs. The project also incorporates issues of resilience and inclusion i.e. rights of young people with disabilities as cross cutting themes.

Project aim and objective:

The project aims to have an impact on adolescent girls' empowerment so that they can be free from harmful practices and enjoy their sexual & reproductive health and rights, in societies where gender equality is realised.

The main activities developed were: Comprehensive Sexuality Education (CSE) for secondary school students and out of school young men and women in selected villages. In addition, the project supported strengthening adolescent friendly health services (AFHS) at the health centres in the selected district, widening access to contraception for married and unmarried adolescent girls and boys. It also worked with parents and village leaders to create an enabling environment in the communities for adolescents to access CSE and AFHS.

The project is implementing in:

- 7 secondary schools, 6 health centres and 15 selected villages in Pakhta, Bokeo
- 15 secondary schools, 10 health centres and 15 selected villages in Houn, Oudomxay
- 10 secondary schools, 6 health centres and 15 selected villages in Pakbeng, Oudomxay

Plan International Laos worked in partnership with local civil society organizations focusing on gender, SRHR, Rights of LGBTIQ+ youth, organizations of persons with disabilities, youth groups and UNFPA among others to achieve project results.

4. Purpose of the Learning Brief

The overall objectives are to develop the youth-friendly Learning Brief Booklet/Magazine about SRHR programing in Lao PDR. More specific objectives are:

- Document and disseminate key findings, lessons learnt, and recommendations from SRHR initiatives in Lao PDR.
- Inform policy makers, practitioners, and donors about effective strategies and challenges.
- Promote evidence-based decision-making and program design in SRHR.

The content of the youth-friendly Learning Brief Booklet will generally comprise of

- Title of the Learning Brief
- Executive Summary: Brief background and milestone of SRHR programming initiatives in Lao PDR.
- Introduction
- Methodology
- Summarizing the key findings, lessons learned, learning sources, tools, IEC materials, approach and interventions, etc.
- Recommendations from project implementers, stakeholders, project beneficiaries for sustainability.
- Case study, Stories, Quotes, Feedback from project beneficiaries
- Conclusion

5. Scope of the services

The Technical Advisory service is to ensure:

- a. Develop Terms of Reference for the SRHR project Learning Brief
- b. Lead the design and develop the SRHR project Learning Brief with programme team
- c. Facilitate the process of ethical clearance needed, risk assessment, and any safeguarding assessment for the planned Learning Brief

- d. Coordinate with Adolescent Programme Team or other stakeholders as necessary to facilitate the learning brief process.
- e. Track work progress and update to Adolescent Programme Team, particularly project manager.
- f. Support on other tasks as required by the Adolescent Programme.
- g. Review relevant MBMF program documents, reports, and evaluations.
- h. Synthesize findings into a concise, accessible, and visually engaging learning brief, which will be reviewed by Finland National Office (FLNO) technical specialist.

6. Reporting Line & Key Collaborations

- **Reports:** Reports to the lead of Adolescent Program. On monthly basis, a brief monthly report (5 pages), timesheet and invoice are submitted. At the end of the contract, the completion report (10-15 pages) is submitted to the lead of Adolescent Program for her or his review and approval.
- **Key Internal Collaborations:** Project Managers, Communications Manager
- **Key External Collaborations:** Media, Government Partners, Corporate Partners, Creative Agencies

7. Knowledge, Skills, and Behaviors Required to Achieve Role's Objectives:

Gained through education, training, & experience

Knowledge

- Master's Degree or equivalent in public health, adolescent development, social work or related field.
- Significant experience in facilitating/coordinating/managing research projects or conducting research activities and sound knowledge of research methodologies required
- Sound knowledge of adolescent development, comprehensive sexuality education and sexual and reproductive health and rights required
- Strong English skills are required, both written and spoken. Lao language skills are a significant advantage but not required.
- A solid understanding of adolescent girls programming in Laos preferred.
- Knowledge of Lao context is required.

Skills

- Exceptional project management and organisational skills combined with a strong attention to detail;
- Good Conceptual and analytical skills demonstrated by a structured and methodical approach;
- Excellent English oral and written communication skills.
- Advanced negotiating skills and strategic relationship management skills
- Planning and self-governing
- High level of computer proficiency.

Behaviours

- Ability to work flexibly and responsively to emerging priorities.
- Ability to maintain strategic vision and link with everyday work
- Clear and effective communication that builds relationships in order to influence others
- Proactive, demonstrates record of creativity and entrepreneurship
- Accountability and responsibility for own performance
- Promotes team work and cooperation
- Demonstrate high degree of professionalism and integrity
- Cultural sensitivity

For all Plan International positions

- Strong commitment to the equal rights and participation of girls and women is essential
- Strong commitment to the Rights of the Child is essential

- Plan does not tolerate child abuse. All Plan staff are selected and employed in line with the conditions of Plan International's Safeguarding Policy. These include appropriate reference and background checks.
- Applications will not be acknowledged. Only short-listed candidates will be contacted. No correspondence or telephone calls will be entered into.
- Short listed candidates will be required to attend panel interviews and other selection procedures.

8. Contract Period, Conditions and Work Location: The TA is expected to start from July to September 2025. The number of days per month will be agreed between the TA and the Adolescent Programme lead based on the work plan for each month, but it is expected to be an average of between 8 days and 11 days per month and limited to max of 30 days over the period of 3 months (July – Sep 25). The TA will be paid monthly on a per day basis based on an approved timesheet and short report of tasks completed.

The TA will be based in the Plan Country Office in Vientiane, Lao PDR. Occasional travel to Provincial and District locations may be required. Plan will arrange for all travel and accommodation costs as per Plan Laos's policy for all required field visits.

For international applicant, TA are expected to provide their own visa, working permit in Lao PDR, insurance, housing and return base. All necessary work related-material and costs (such as work-travel expenses) will be provided by Plan. No additional benefits will be paid. Due to the unpredictable travel schedule, the TA will receive DSA for field-based travel. The TA will provide their own laptop.

Physical Environment and Demands:

Based in Laos' Country Office (Vientiane) with some provincial and district travel. Typical office environment.

Level of Contact with Children:

Min contact: *Minimal interaction directly with children*

9. PLAN INTERNATIONAL'S VALUES IN PRACTICE

- **We are open and accountable**
 - Promotes a culture of openness and transparency, including with sponsors and donors.
 - Holds self and others accountable to achieve the highest standards of integrity.
 - Consistent and fair in the treatment of people.
 - Open about mistakes and keen to learn from them.
 - Accountable for ensuring we are a safe organisation for all children, girls & young people.
- **We strive for lasting impact**
 - Articulates a clear purpose for staff and sets high expectations.
 - Creates a climate of continuous improvement, open to challenge and new ideas.
 - Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
 - Evidence-based and evaluates effectiveness.
- **We work well together**
 - Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
 - Builds constructive relationships across Plan International to support our shared goals.
 - Develops trusting and 'win-win' relationships with funders, partners and communities.
 - Engages and works well with others outside the organization to build a better world for girls and all children.
- **We are inclusive and empowering**
 - We empower our staff to give their best and develop their potential
 - We respect all people, appreciate differences and challenge equality in our programs and our workplace

- We support children, girls and young people to increase their confidence and to change their own lives.

Application

Interested applicants are asked to explain clearly how they meet the skills and experience required, attach a current CV with 2 referees and fee structure (daily fees including VAT/taxes).

The application should be submitted no later than 25th June 2025 to Laos.procurement@plan-international.org with CC to Keota.Khounphon@plan-international.org including all supporting documents with subject line “**Technical Advisor in the My Future 2 Project (Part-Time)**”

Any questions regarding the details for this ToR can be sent to Mrs. Sounisa Ounalom, Senior Project Manager for Adolescent programme at sounisa.ounalom@plan-international.org
We strongly encourage equally qualified female candidates to apply!

All applications received after the time of the deadline will not be accepted without exception and only shortlisted applicants will be contacted. Shortlisted applicants may be requested to participate in an in-person or online interview process.