

Terms of Reference (TOR)

WPS Policy Review and Development Support Consultant (Lao PDR)

Position: Support Consultant – WPS Policy Review and Development

Type: Deliverables-based (Individual/Firms Consultant)

Location: Vientiane, Lao PDR (with possible in-country travel)

Reporting to: AMPLIFY Country Program Manager (Lao PDR)

Duration: To be confirmed

The Asia Foundation is seeking a qualified National Consultant to support national partners in reviewing and developing Women, Peace and Security (WPS)-related policies in Lao PDR. The assignment will focus on technical policy inputs, stakeholder coordination, and alignment with national and ASEAN frameworks.

Key requirements include strong policy drafting skills, experience working with government stakeholders, and fluency in Lao and English, or the team member understands Lao and English to support.

1. Background

The AMPLIFY: Amplifying Women's Peace Actions in ASEAN program is a five-year regional initiative implemented by The Asia Foundation (TAF) with funding from the New Zealand Ministry of Foreign Affairs and Trade (MFAT). The program aims to mitigate the disproportionate impacts of conflict and insecurity on women and strengthen peace and security outcomes by advancing women's meaningful participation at regional, national, and community levels.

Under Outcome 1, AMPLIFY supports ASEAN Member States, including Lao PDR, to demonstrate a stronger commitment to the Women, Peace and Security (WPS) agenda through strengthened policy frameworks, knowledge generation, and dialogue. In Lao PDR, key national partners include the Lao Women's Union (LWU) and the National Commission for the Advancement of Women, Mothers and Children (NCAWMC), which play a central role in gender equality, women's rights, and policy coordination.

As the Lao PDR enters a critical period of review and renewal of national policies and action plans (many concluding in 2025), there is a strategic opportunity to review existing policies and integrate or develop WPS-related policy frameworks, in accordance with Lao government regulation and policy development procedures. To support this effort, AMPLIFY seeks a qualified Support Consultant to provide targeted technical assistance under Outcome 1.

2. Objectives

The objective of this consultancy is to provide technical and process support to national stakeholders, primarily the Lao Women's Union and the NCAWMC, to review, draft, or support the development of Women, Peace and Security (WPS)-related policies or policy inputs, in line with:

- National priorities and existing policy frameworks in Lao PDR

- The ASEAN Regional Plan of Action on WPS (RPA-WPS)
- Established Lao government regulation and policy development procedures as well as National Focal Point Creation
- The NESDP of the government of Laos and the LWU Master Plans of 2026-2030, as well as the NCAWMC national action plan, etc.
- **For more specifics:**
 1. Develop WPS policy and guidelines as well as working tool/materials.
 2. Develop a WPS Roadmap
 3. Mainstream WPS into existing policies,
 4. Establish/integrate a National Focal Point mechanism.

3. Scope of Work

Under the guidance of TAF and in close coordination with LWU, NCAWMC, and relevant stakeholders, the consultant will undertake the following tasks:

a. Review, prepare, and organize the WPS National Focal Point workshop and official formation based on the ASEAN RPA WPS and Lao Government Direction.

b. Policy Review and Mapping

- Review relevant existing national laws, strategies, action plans, and sectoral policies related to gender equality, women, peace, security, human security, and governance.
- Conduct a policy gap analysis to assess the extent to which current frameworks reflect WPS principles and commitments.
- Map alignment between existing national policies and regional/global WPS frameworks, particularly ASEAN RPA-WPS.

c. Support to Policy Development or Mainstreaming

- Provide technical inputs to support:
 - Integration of WPS priorities into existing or forthcoming national policies and plans; and/or
 - Development or revision of a dedicated WPS-related policy, road map, or policy note, as agreed with national counterparts.
- Ensure all policy-related outputs comply with Lao government regulation development procedures, including structure, language, and consultation requirements.

d. Stakeholder Coordination and Consultation

- Support and participate in technical meetings, consultations, and dialogues convened by LWU, NCAWMC, and/or other relevant ministries.
- Facilitate coordination among key government stakeholders as required.
- Capture inputs from consultations and reflect them accurately in policy drafts or summaries.

e. Technical Documentation and Advisory Support

- Draft policy-related documents, such as:

- Policy briefs or concept notes
- Draft policy sections, annexes, or technical background papers
- Consultation summaries and technical memos
- Provide ongoing technical advice to LWU and NCAWMC throughout the policy review or development process.

4. Key Deliverables

No.	Key Deliverables	Responsibility	Timeline*
1	Inception Report and Workplan	Consultant and program partners	
2	WPS Focal Point Workshop Package (agenda, presentations, participant list, report)	Consultant and program partners	
3	WPS Focal Point Establishment Support Note/Documentation	Consultant and program partners	
4	Policy Mapping and Gap Analysis Report	Consultant and program partners	
5	Draft Policy Inputs or Roadmap	Consultant and program partners	
6	Consultation Reports	Consultant and program partners	
7	Final Consolidated Technical Report	Consultant and program partners	End of assignment

*Exact timelines will be confirmed during contract finalization.

5. Duration and Reporting

The consultancy will be deliverables-based over an estimated 12-month period. The consultant will report to the AMPLIFY Team Leader and coordinate closely with TAF Lao PDR, LWU, and NCAWMC.

Estimated Days for Individual Consultant as follows:

NO	Task	Estimated Days *
1	Inception and workplan	3
2	Review of laws, policies, plans	7
3	Policy mapping and gap analysis	3
4	Preparation and facilitation of WPS Focal Point workshop	7
5	Support establishment of focal point mechanism	2
6	Consultations with stakeholders	5
7	Drafting policy recommendations and technical papers	7
8	Revision and incorporation of comments	3
9	Final report and deliverables	3
10	Coordination and meetings	5
	Total Estimated	47 days

*Exact number will be confirmed during contract finalization.

6. Required Qualifications

The ideal candidate should have:

- Advanced degree in public policy, gender studies, peace and security, law, political science, or a related field.
- At least 5 years of demonstrated experience in policy analysis, policy development, or technical advisory roles.
- Proven experience working on gender equality, women's rights, WPS, or human security issues, gender equality and women's empowerment.
- Demonstrated familiarity with Lao government policy processes and regulatory procedures, LWU, NCAWMC, and Ministry-level policy processes; strong understanding of ASEAN and regional policy frameworks is an advantage.
- Be cost-effective, with easier coordination and national contextual understanding.

7. Technical Skills

- Excellent analytical and policy drafting skills.
- Ability to translate complex technical concepts into clear, concise, and policy-relevant language.
- Strong facilitation and coordination skills for multi-stakeholder processes.
- Proficiency in Microsoft Word and standard office applications.
- Fluency in Lao and English (written and spoken).

8. Reporting and Coordination

The consultant will work under the supervision of the AMPLIFY Team Leader and TAF Lao PDR Program Manager, and will closely coordinate with:

- Lao Women's Union (LWU)
- National Commission for Advancing Women, Mothers and Children (NCAWMC)
- Relevant government ministries and stakeholders, as required

9. Payment Terms

Payment will be made on a **lump-sum, deliverables-based basis**, subject to satisfactory completion and acceptance of agreed outputs, in accordance with TAF contractual policies.

10. Application Process

Interested candidates should submit:

- A CV detailing relevant experiences
- A cover letter outlining suitability for this assignment
- A financial proposal indicating the proposed consultancy fee
- Topic: **WPS Policy Review and Development Support Consultant (Lao PDR)**

Applications should be sent to: country.laos.general@asiafoundation.org

With CC to khamsa.homsombath@asiafoundation.org

For more information, please contact: 856 (21) 454300 or 020 22444099 (Khamsa Homsombath)

Deadline: **September 4th, 2026**

