



**TERMS OF REFERENCE FOR A  
JUNIOR PROFESSIONAL OFFICER  
FOR ADOLESCENT AND YOUTH CLUSTER  
LAO PDR**

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**A. General Information**

**POST TITLE:** Junior Professional Officer (JPO)

**DUTY STATION:** Vientiane, Lao PDR

**DURATION:** One year initially with the possibility to extend

**B. Supervision**

Under the guidance of the UNFPA Representative and the Deputy Representative in Lao PDR and the direct supervision of the SRH Programme coordinator the Junior Professional Officer will assist the UNFPA Country Office in the formulation, implementation, monitoring and evaluation of the UNFPA Country programme, sub-programmes and projects to ensure that the outcomes are in line with UNFPA's policies and procedures, the United Nations development assistance framework (UNDAF) and the 7<sup>th</sup> National Strategy for Socio-Economic Development Plan (NSEDP). More specifically, the JPO will perform the following activities:

**C. Duties and Responsibilities**

- - Assists in the collection and analysis of data on Situation Analysis of Adolescents and Youth with specific reference to youth leadership and their Sexual and reproductive health rights;
- Respond to Reproductive health and human right issues;
  - Advocate for reproductive health information and services including the provision of commodities and especially availability and accessibility to modern methods of contraception including male/female condoms for young people;
- Work with Implementing partners to ensure provision of YFS;
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- Assists in the preparation and formulation of project documents/ initiatives/ sub-contracts required for the implementation of activities related to youth leadership , including project descriptions, work plans and budgets;
- Assists in the management and monitoring of a portfolio of interventions/ initiatives/and projects in the area of gender, human rights related issues;
- Assists in the preparation of periodic progress reports on the achieved results: successful initiatives, obstacles, lessons learned;
- Assists in the preparation of the negotiations of the UNFPA Country Programme and its periodic revisions with the Government authorities, representatives of bilateral assistance agencies and regional organizations especially with regard to gender and migration issues;
- Assists in the preparations of events such as the celebration of the International Woman’s Day, International Youth Day, the launching of the Report of the State of the World Population and World Population day; ICPD Beyond 2014 and related activities
- Assists in the preparation and formulation of project/programme documents required for the implementation of the Country Programme, with special emphasis on cooperation with other United Nations Agencies and partners working in the field of youth including adolescent and gender, including project/ program descriptions, work plans and budgets;
- Contributes to the work of UNDAF Theme groups in the field of youth and acts as UNFPA focal point;
- Assists in the preparation of various documents, such as annual work plans, reports, budgets, program missions, meetings’ reports;
- Assists in the preparation of regular correspondence with UNFPA headquarters, participating and executing agencies, and Government authorities on programme and projects implementation;
- Assists in preparations for Annual Review Meetings, Conferences, Evaluations, special Advocacy Campaigns, and events such as World Population Day and the ICPD at 20 years.

#### **D. Qualifications and Experience**

- An advanced university degree in the field of Demography, Sociology, Economics, Anthropology, Law or other related social sciences. Preferably two years of relevant work experience;
- Fluency in English. Knowledge of other languages will be an asset; ability to write clearly and concisely in English.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

**E. Corporate Competencies**

**Valuing Diversity**

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context. Continually examines his/her own biases and behaviours to avoid stereotypical responses.

**Working in Teams**

Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to team problems and asks for help when needed. Pursues achievement of common goals.

**Integrity/ Commitment to the mandate**

Acts in accordance with UN/UNFPA values. Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.

**Self and conflict management**

Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism.

**Communicating information and ideas**

Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others.

**G. Background information**

The Lao People's Democratic Republic (Lao PDR) is a mountainous, landlocked, sparsely populated country of 5.6 million people. Seventy-seven per cent of the population lives in rural areas, which are characterized by poor infrastructure and subsistence farming. Lao PDR is a LDC in the Asia Pacific Region, progressing to graduate to MIC by 2020. Lao PDR is a LDC in the Asia Pacific Region, progressing to graduate to MIC by 2020.

The population is growing at an annual rate of 2.1 per cent, and the population structure rapidly is changing. The total fertility rate (4.5 children per woman) ranges from 2.3 in Vientiane, the capital city, to 6.4 in the remote rural province of Huaphan. Due to a decline in fertility and in the dependency ratio, the percentage of the

population that is of working age is expected to increase for at least the next 30 years. To benefit from this demographic dividend, the country must increase investments in developing its human capital. Like other least developed countries, Lao PDR is faced with the challenge to achieve better quality, sustainable growth and ensure a balance between economic growth and social, human and sustainable development goals so that all citizens, including the most vulnerable and disadvantaged, can benefit from the development process.

More than 60% of the Lao population is under 24 years of age (*Population Census 2005*). Adolescent fertility rate is high, at 110 births per 1,000 women (*MDG Indicators – based on 2005 data*). Health data are also not age disaggregated. There is limited data and analysis of the situation of young people and adolescents in Lao PDR. There is no national youth policy or strategy. Youth target group is not addressed in NSEDP. Existing data indicate that the national participation rate in upper secondary is approximately 37% with some districts lower than 20% (*Education Management Information System*). Non-profit Associations are emerging partners and youth groups exist but have limited registration as non-profit associations (NPAs). There is limited access to youth-friendly SRH services especially in public service and range of options for the young people including adolescents, to access SRH information and services, especially the unmarried young people (*Assessment of Youth Friendly Services (YFS), 2008*).

HIV prevalence is 0.2 per cent, with females aged 15-29 accounting for 61 per cent of reported cases of HIV. Data indicate that vulnerability to HIV infection peaks in the early to mid-twenties. STI rates are reportedly high among both female sex workers and men in high-risk groups (*UNGASS, 2010 (UNICEF, 2010)*).

The fifth country programme for the period 2012-2015 is based on the United Nations Development Assistance Framework (UNDAF), 2011-2015 which is aligned with the national planning cycle and the priorities of the National Socio-economic Development Plan, 2011-2015; drawing lessons learned from the previous country programme, discussions with partners on priorities in the area of Sexual and Reproductive Health (SRH), Population and Development (P&D) and Gender Equality especially focusing on Gender Based Violence/Violence Against Women (VAW)

Some of the key challenges that will continue in CP5 include: Ensuring universal access to a range of reproductive health services, including family planning and sexual health services given the geography, terrain, the remoteness of population settlements, and the level of capacity of the health system; meeting the needs of adolescents and young people for information and services related to reproductive health, considering that 50% of the population of Lao PDR belong to this group and have little or no access to information and services; promotion of gender equality and equity especially in relation to GBV/VAW; and availability, analysis and utilisation of data for development.

