

**BOARD  
OF  
DIRECTORS**

**ASIAN DEVELOPMENT BANK**

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**TECHNICAL ASSISTANCE TO THE LAO PEOPLE'S DEMOCRATIC REPUBLIC  
FOR CAPACITY BUILDING OF THE LAO WOMEN'S UNION  
(FINANCED FROM THE JAPAN SPECIAL FUND)**

The attached Report is circulated for the information of the Board. The President approved the technical assistance on 19 March 2001.

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**TECHNICAL ASSISTANCE  
(Financed from the Japan Special Fund)**

**TO THE**

**LAO PEOPLE'S DEMOCRATIC REPUBLIC**

**FOR**

**CAPACITY BUILDING**

**OF THE**

**LAO WOMEN'S UNION**

**March 2001**

## **CURRENCY EQUIVALENTS**

(as of 12 March 2001)

Currency Unit	–	Kip
KN1.00	=	\$0.000121
\$1.00	=	KN 8,237.50

## **ABBREVIATIONS**

ADB	–	Asian Development Bank
GRID	–	Gender Resource Information and Development
Lao PDR	–	Lao People's Democratic Republic
LWU	–	Lao Women's Union
NCAW	–	National Commission for the Advancement of Women
NGO	–	nongovernment organization
NGAP	–	national gender action plan
NORAD	–	Norwegian Agency for International Cooperation
TA	–	technical assistance
UNDP	–	United Nations Development Programme
UNIFEM	–	United Nations Fund for Women

## **NOTES**

- (i) The fiscal year (FY) of the Government ends on 30 September.
- (ii) In this report, "\$" refers to US dollars.

## **I. INTRODUCTION**

1. During the 2000 Country Programming Mission, the Government of the Lao People's Democratic Republic (PDR) asked the Asian Development Bank (ADB) to provide capacity building assistance for the Lao Women's Union (LWU). The technical assistance (TA) is included in the 2000 country assistance plan. Following the TA Reconnaissance Mission from 15 to 30 June 2000, the TA Fact-Finding Mission visited the Lao PDR from 30 October to 9 November 2000 and reached an understanding with the Government on the objectives, scope, cost estimates and financing plan, implementation arrangements, and outline terms of reference for consulting services of the TA. The TA framework is included in Appendix 1<sup>1</sup>.

## **II. BACKGROUND AND RATIONALE**

2. The status of women and the quality of life of women in the Lao PDR are not encouraging. A total fertility rate of 6.8 births per person combined with a maternal mortality rate of 656 per 100,000 live births is among the highest in the region. The average education level of women is only two to three years; the illiteracy rate is 52 percent. Women's access to productive assets and technical skills is limited and their income generation opportunities are severely skewed. HIV/AIDS<sup>2</sup>, trafficking of girls, and alcohol- and opium-related domestic violence need increasing attention. The situation among women in remote ethnic minority communities is more severe. Having multiple roles in economic activities and as family caretakers, women bear a disproportionately high burden of poverty. The recent participatory poverty assessment identified heavy workload as the most pressing aspect of poverty experienced by women. The findings also indicate that the improvements in women's health, education, and economic opportunities are crucial for reducing poverty. The Government's Poverty Reduction Strategy can only be achieved if sufficient attention is given to addressing the gender dimensions of poverty.

3. Recognizing the need to improve the situation of women, the LWU, established in 1955, was mandated by the 1991 Constitution (Article 7) as a mass organization to promote women's advancement and equal gender rights. The LWU has an extensive national network, including provincial, district, and in many areas, village units. Major decisions of the LWU are made at the annual plenum of the Executive Committee consisting of representatives from ministerial and equivalent committees, the central LWU, and provincial LWUs, who are elected every five years in the National Congress. The central LWU is headed by a president supported by two vice presidents (who are elected every five years), and consists of four departments and 16 divisions. The central LWU employs about 40 staff and receives an annual budget from the central Government. It extends training and technical guidance to provincial and district LWUs but provides no financial support.

4. Provincial LWU offices usually have three management staff (one president and two vice presidents) and two to seven technical staff, while district LWU offices have two management staff (one president and one vice president) and one or two technical staff. Under the Government's decentralization, which commenced last year, the provincial and district LWUs receive an annual budget from the provinces to cover staff salaries.

5. Over the past decade, the LWU has been evolving into a development organization delivering services to women. To implement its development activities for women and address gender concerns, the LWU relies heavily on external financial and nongovernment organization (NGO) support. These supporters have been working with the LWU in selected districts and

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<sup>1</sup> The TA first appeared in ADB *Business Opportunities* on 15 December 2000.

<sup>2</sup> HIV/AIDS refers to human immunodeficiency virus/acquired immune deficiency syndrome.

villages to plan and implement projects targeting women in such sectors as livelihood improvement, reproductive health, and education. The key funding agencies and international NGOs include the Australian NGOs through Australian Agency for International Development, Cooperation Internationale pour le Development et la Solidarite, European Union, Japanese Volunteer Center, Swedish International Development Cooperation Agency, Save the Children Fund United Kingdom, United Nations Children's Fund, United Nations Population Fund, and World Vision. Capacity building of the district LWU staff and village women and to some extent the provincial LWU staff, in basic planning, data collection, community mobilization, and monitoring and evaluation has been provided within the context of specific projects.

6. Nonetheless, geographic coverage of such assistance is still limited, and more work is required to build LWU capacity at all levels in a more systematic way. Further, the limited coordination capacity of the LWU and the absence of an operational framework to strategically utilize the external resources have become more serious with the growing volume of external assistance.

7. In 1995, the Lao PDR adopted the Beijing Platform for Action, which highlights the twelve key intervention areas required to improve women's status: women and poverty, education, public health, violence against women, women and armed conflict, women and the economy, women's participation in decision making, institutional mechanisms for the advancement of women, women's rights, women in mass media, women and the environment, and the girl child. The LWU was granted an opportunity to both implement and monitor the progress of activities as per the Platform for Action.

8. To support the LWU in fulfilling this role, some external funding agencies have provided assistance for the institutional strengthening of the central and provincial LWUs. The United Nations Development Programme (UNDP) currently manages two programs. Capacity Building Assistance to the Lao Women's Union (1998-2001), financed by the Japanese Trust Fund, has provided various technical training to central LWU staff (e.g., media, English, handicrafts, computer skills). Gender Resource Information and Development Project (GRID) (1997-2000), financed by the Norwegian Agency for International Cooperation (NORAD), has established four GRID centers through which data collection on women and gender awareness training are carried out nationally and provincially<sup>3</sup>. In 1998, the United Nations Fund for Women (UNIFEM) helped the LWU to formulate the Development Plan for Lao Women 1998-2003, which aimed for the first time to provide some directions for LWU's own programs and activities.

9. However, while implementing the Beijing Platform for Action the LWU has realized that to reach Lao women, Government agencies must implement activities to advance women's status. The mainstreaming approach is well justified given the LWU's limited resources and capacity. However, much of its central, provincial, and district management and technical staff do not have sufficient experience with gender mainstreaming when planning and implementing government development programs. Institutional capacity building of the LWU to promote gender mainstreaming is essential. In addition, the Government and its central, provincial, and district sectoral staff tend to place sole responsibility for women's development and gender mainstreaming on the LWU. Therefore, the Government must formulate a broader, more comprehensive gender mainstreaming framework for systematic implementation of the Beijing Platform for Action. Such a framework should also guide the new organizational mandates of the LWU to ensure they are amenable to mainstreaming.

10. Recognizing the need for a new approach, the Government, with further assistance from UNIFEM, recently approved the establishment of the National Commission for the Advancement of Women (NCAW) comprising key ministries and equivalent agencies. The first meeting of

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<sup>3</sup> NORAD and UNDP have already committed to the second phase of GRID.

NCAW is scheduled in late March. The role of NCAW is envisaged as promoting the advancement of women by mainstreaming gender concerns into all government programs and activities. The establishment of NCAW provides a timely opportunity for the formulation of a comprehensive gender mainstreaming framework in the form of a national gender action plan (NGAP) to specify the roles, programs, and resource allocation of key sectoral ministries and equivalent agencies.

11. The LWU's expected role to NCAW is to coordinate and provide technical support to this interministerial process, including the formulation of the NGAP. To enable the LWU to fulfill these responsibilities, TA is crucial. Moreover, assistance is needed to build the capacity of the central, provincial, and district technical counterparts from the government to better understand and implement the Beijing Platform for Action through a mainstreaming approach.

12. Such assistance will have multiple direct and indirect benefits. First, by formulating and adopting the NGAP, gender mainstreaming into all Government programs will be accelerated. The shared responsibility of gender mainstreaming will be acknowledged by all relevant ministries and organizations, and progress will be made in implementing the Beijing Platform for Action. Second, by strengthening LWU capacity and confidence, the performance of programs and activities carried out by the LWU will improve. This will also benefit ADB-financed projects, as many of them involve the LWU as a grassroots service provider especially in such sectors as agriculture, microfinance, income generation, health, education, water supply, and sanitation. Third, ultimately, the situation of women in the Lao PDR will improve. This will have a major impact on poverty reduction, as (i) women suffer poverty more severely than men, especially among remote ethnic minority communities where poverty is concentrated; and (ii) improved women's status and living conditions have a direct positive impact on family welfare, especially of children.

### **III. THE TECHNICAL ASSISTANCE**

#### **A. Objectives**

13. The broad objective of the TA is to help the LWU accelerate implementation of the Beijing Platform for Action based on a gender mainstreaming approach. The specific objectives are (i) to assist the LWU contribute to NCAW development and preparation for implementation of the NGAP; and (ii) to build the capacity of the central, provincial, and district LWUs and their Government counterparts in planning, implementing, and monitoring the strategies and programs addressing gender concerns.

#### **B. Scope**

14. The TA will have two parts: institutional development and training.

##### **1. Institutional Development**

15. The TA will assist the LWU in facilitating the formulation process of a draft NGAP under the guidance of the NCAW. The NCAW is to be established in late March 2001 and will serve as a national steering committee for overseeing implementation of the Beijing Platform for Action across all sectors. The NGAP is to provide a comprehensive operational framework for implementing the Beijing Platform for Action across all Government programs and activities. It will also provide a framework of actions that address poverty among women. The organizational structure for gender mainstreaming will be also reviewed under the NGAP.

16. The NGAP will be formulated involving all key stakeholders (e.g., sectoral ministries, provincial and district authorities, and poor village women) to ensure their greater ownership

and commitment. Extensive discussions will be required within each ministry/agency and province, once the outline for the NGAP is formulated by a central working group. The training component of the TA will build LWU capacity to coordinate and facilitate national and provincial discussions. A series of provincial, regional, and national workshops with provincial and district stakeholders across sectors will be held. To ensure the voices of the poor women are incorporated into the NGAP, their direct representation in the workshops will be required. In addition, key findings of the nationwide participatory poverty assessment, which used various participatory techniques and collected information on women's needs and perceptions of poverty will be used as a basis for formulating the NGAP. Media-based feedback mechanisms on a draft NGAP and other participatory mechanisms will be also developed and utilized under the TA.

17. The TA will assist the LWU in developing a strategy for promoting formal adoption and implementation of the NGAP by the Government. The strategy may include guidelines for formulating a provincial gender strategy to ensure effective implementation of the NGAP at local levels. The participatory process and the Government's official adoption of the NGAP will help to shift the sole responsibility for addressing the concerns and needs of women from the LWU to all sectoral ministries.

## **2. Training**

18. The TA will build the capacity of the management and technical staff of the LWU and their central, provincial, and district technical counterparts. Needs and capacity assessments at the outset of the TA will identify the geographic focus (initially four provinces) and the specific types of training programs. In general, the major focus of the training will be on gender mainstreaming in planning, designing, implementing, monitoring, and evaluating sectoral strategy and programs. Training of trainers in these areas and leadership training will be provided to the LWU staff to effectively liaise with central, provincial, and district governments. The technical counterparts in the government will be trained on gender awareness raising and key gender issues in the sectors concerned. Basic training on gender-sensitive financial planning and management will be also provided to the LWU and its counterpart staff. To carry out these programs, training modules and materials will be developed under the TA. A clear evaluation and feedback mechanism and a database on the participants will be established to ensure an effective training system.

19. The participatory process for formulating the NGAP will provide a great opportunity for on-the-job training for those trained under the TA. The training of trainers approach will ensure that the capacity built under this TA will be replicated in the provinces and districts not covered directly under the TA. The LWU will also be assisted to develop a five-year training plan for its staff at all levels.

## **C. Cost Estimates and Financing Plan**

20. The TA is estimated to cost \$360,000 equivalent, of which \$252,000 is the foreign exchange cost and \$108,000 equivalent the local currency cost. ADB will provide \$300,000 to cover all the foreign exchange cost and \$48,000 equivalent of the local currency cost. The TA will be financed by ADB on a grant basis from the Japan Special Fund, funded by the Government of Japan. The Government will provide \$60,000 equivalent in the form of counterpart and support staff, office accommodation, and other related services and facilities. The detailed cost estimates and financing plan are presented in Appendix 2.

#### **D. Implementation Arrangements**

21. The LWU will be the Executing Agency for the TA. It will coordinate with and work under the guidance of the soon-to-be-established NCAW comprising line ministries and equivalent organizations. One TA director (director level of the LWU) and two counterparts staff (division chief level of the LWU) will be assigned to the TA. The TA Director will be responsible for overseeing day-to-day TA implementation. One counterpart staff will be responsible for facilitating formulation of the NGAP, while another counterpart staff will be responsible for overseeing the capacity building of the LWU and counterparts. The institutional development component of the TA will be implemented in collaboration with UNIFEM. The training component will be implemented in coordination with the GRID Project by UNDP and NORAD.

22. The TA will be implemented over 18 months and is expected to commence in May 2001. The TA will require a total of 16 person-months of consulting services (individual) including 8 person-months of an international consulting (gender policy planning) and 8 person-months of domestic consulting (planning and training). In addition, one international volunteer (gender planning and training) will be recruited for 18 person-months. The volunteer will be a paid, qualified, experienced, and motivated midcareer specialist with local language skills. He/she will be engaged to support the consultants and central, provincial, and district LWU technical staff on a day-to-day basis. The consultants will be engaged by ADB according to ADB's *Guidelines on the Use of Consultants* and other arrangements satisfactory to ADB for the engagement of domestic consultants and international volunteers. The outline terms of reference for consultants are in Appendix 3. One vehicle (a twin cab) and office equipment will be procured in accordance with ADB's *Guidelines for Procurement*.

#### **IV. THE PRESIDENT'S DECISION**

23. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance, on a grant basis, to the Government of the Lao People's Democratic Republic in an amount not exceeding the equivalent of \$300,000 for the purpose of Capacity Building of the Lao Women's Union, and hereby reports such action to the Board.



### TECHNICAL ASSISTANCE FRAMEWORK

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
<p><b>1. Goal</b></p> <p>Reduction of poverty among women by mainstreaming gender concerns into the Government's key sectoral programs and activities at national, provincial, district, and village levels.</p>	<p>By 2007</p> <ul style="list-style-type: none"> <li>• Explicit gender concerns are incorporated into the policy and guidelines at the central level and programs at local levels in the following potential key sectors, to be identified during national gender action plan (NGAP) formulation: planning, finance, agriculture, education, health, industry and handicraft, and labor and social welfare.</li> <li>• Provincial gender strategy developed involving all stakeholders and implemented in all provinces.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring mechanism defined as per strategy for implementing the NGAP</li> <li>• Lao Women's Union (LWU) national annual meetings</li> <li>• Annual review mechanism to be developed by the Committee for the Advancement of Women</li> <li>• Country Strategy and Program and Country Assistance Plan developed by the Asian Development Bank (ADB)</li> </ul>	
<p><b>2. Purpose</b></p> <p>2.1 An operational framework for gender mainstreaming as per the Beijing Platform for Action is developed and adopted, mandating all ministries and equivalent agencies to take shared responsibilities for gender work.</p> <p>2.2 Capacity is built within the LWU at central, provincial, and district levels to effectively lobby and provide technical inputs to government on gender mainstreaming in sectoral programs and activities.</p> <p>2.3 Capacity is built with government technical counterpart staff at all levels to better understand and implement gender mainstreaming in the</p>	<p>By the end of the technical assistance (TA)</p> <ul style="list-style-type: none"> <li>• NGAP approved by the Government and its implementation started</li> <li>• A strategy for the Government's implementation of the NGAP developed and distributed to the LWU at all levels</li> <li>• Increased awareness and know-how of LWU staff and government counterparts on gender mainstreaming beyond a women-specific approach</li> <li>• Increased cases of LWU staff changing the financial and technical decisions of central, provincial, district, and village government programs (including ADB-financed projects)</li> <li>• Increased awareness and know-how of the LWU staff</li> </ul>	<ul style="list-style-type: none"> <li>• ADB's TA review missions and completion report</li> <li>• Consultant final report</li> <li>• Feedback from provinces during semiannual and annual national LWU meetings</li> <li>• Feedback from ADB project and program staff who work with the LWU.</li> </ul>	<p><b>Purpose to Goal</b></p> <ul style="list-style-type: none"> <li>• Acceptance by the staff of Government and equivalent organizations of responsibilities regarding gender mainstreaming</li> <li>• The NGAP and the Strategy for Implementation fully implemented with budget allocation and appropriate institutional arrangements</li> <li>• Enhanced capacity of the LWU in following up and influencing the Government in implementing the NGAP</li> <li>• Enhanced capacity of the LWU for program management in general</li> </ul>

programs and activities of the concerned sectors.	on basic policy, program, and project management		
<b>3. Outputs/components</b>  <b>Institutional Development</b>  3.1 The NGAP is formulated and adopted by the Government.  3.2 A strategy for the Government's adoption and implementation of the NGAP is formulated by the LWU.  <b>Training</b>  3.3 LWU staff training needs and current capacity are assessed.  3.4 A five-year training plan for the LWU is developed.  3.5 Training materials and modules (e.g., gender sectoral checklists and guidelines) are produced.  3.6 Training is conducted.  3.7 Feedback and evaluation carried out and incorporated into training designs and plan.	<ul style="list-style-type: none"> <li>• Formulation: month 1 to 11</li> <li>• Submission: month 12</li> <li>• Approval: month 14</li> <li>• Follow up: month 15 to 18</li> <li>• Month 6 to month 11</li> <li>• Month 1 to 3</li> <li>• Month 1 to 3</li> <li>• Month 1 to 5</li> <li>• Month 4 to 18</li> <li>• Month 4 to 18</li> </ul>	<p>In general,</p> <ul style="list-style-type: none"> <li>• Consultants' progress reports</li> <li>• ADB TA review missions</li> <li>• TA director's reports</li> <li>• Government's written endorsement.</li> </ul>	<b>Outputs to Purpose</b> <ul style="list-style-type: none"> <li>• Government and NCAW's willingness and commitment to the national action plan</li> <li>• The NGAP development process carried out in a participatory and transparent manner, reflecting the voices of poor women</li> <li>• Capacity and willingness of the LWU to lobby and provide inputs to the Government and the NCAW</li> <li>• Appropriate types and materials for training identified and carried out to the right target groups of the LWU</li> </ul>
<b>4. Activities</b>  <b>Institutional Strengthening</b>  4.1 Formulate a Working Group under the National Commission for the Advancement of Women (NCAW)  4.2 Working group to draft the outline NGAP based on background research  4.3 LWU to organize meetings in each province and at least three regional workshops (north, central, south) with key stakeholder participation  4.4 Develop other means	<ul style="list-style-type: none"> <li>• By month 1-2</li> <li>• By month 6</li> <li>• Month 7 to 10</li> <li>• Mechanism in place:</li> </ul>	<ul style="list-style-type: none"> <li>• Consultants' progress reports</li> <li>• ADB TA review missions</li> <li>• TA director's reports</li> </ul>	<b>Activities to Output</b> <ul style="list-style-type: none"> <li>• Support and acceptance of gender mainstreaming by the Government, committee and LWU</li> </ul>

<p>(e.g., radio, LWU newspapers) to share the draft and obtain feedback</p> <p>4.5 NCAW to hold a national workshop with key stakeholder participation to discuss the draft for finalization</p> <p>4.6 LWU to develop a strategy for Government adoption and implementation of the action plan.</p> <p>4.7 Government to approve the action plan.</p> <p>4.8 NCAW to follow up the starting of NGAP implementation</p> <p><b>Training</b></p> <p>4.9 Assess capacity and need for types of training and focus on provinces and districts to be trained</p> <p>4.10 Develop a LWU five-year training plan</p> <p>4.11 Develop training materials and modules, including sector checklists</p> <p>4.12 Conduct series of training to the right target groups.</p> <p>4.13 Carry out feedback and evaluation of training and incorporate into training plan, modules, etc.</p>	<p>month 6</p> <ul style="list-style-type: none"> <li>• Feedback period: month 7 to 10</li> <li>• Month 11</li> <li>• Month 6 to 11</li> <li>• Month 12 to 14</li> <li>• Month 15 to 18</li> <li>• Month 1 to 3</li> <li>• Month 1 to 3</li> <li>• Month 1 to 5</li> <li>• Month 4 to 18</li> <li>• Month 4 to 18</li> </ul>		
<p><b>5. Inputs</b></p> <p>\$360,000 equivalent for</p> <ul style="list-style-type: none"> <li>• 1 international consultant (8 person-months)</li> <li>• 2 domestic consultants (4 person-months each)</li> <li>• 1 international volunteer (18 person-months)</li> <li>• Equipment and supplies</li> <li>• Training and workshops</li> <li>• Other ADB financing</li> <li>• Counterpart financing</li> </ul>		<ul style="list-style-type: none"> <li>• Consultant inception report and work plan</li> <li>• Consultant progress reports</li> <li>• ADB TA review missions</li> </ul>	<p><b>Inputs to Activities</b></p> <ul style="list-style-type: none"> <li>• Timely recruitment and deployment of consultants</li> <li>• Timely provision of Government counterpart funding</li> <li>• Timely deployment of counterpart staff</li> <li>• The Committee is established and its terms of reference approved</li> <li>• Coordination with other financing agencies</li> </ul>

**COST ESTIMATES AND FINANCING PLAN**  
(\$'000)

Item	Foreign Exchange	Local Currency	Total Cost
<b>A. Asian Development Bank Financing<sup>a</sup></b>			
1. Consultants			
a. Remuneration and Per Diem			
i. International Consultants	128.0	0.0	128.0
ii. Domestic Consultants	0.0	16.0	16.0
iii. International Volunteers <sup>b</sup>	60.0	0.0	60.0
b. International and Local Travel	8.0	5.0	13.0
c. Reports and Communications	1.0	1.0	2.0
2. Equipment			
a. Twin Cab	20.0	0.0	20.0
b. Computer Sets <sup>c</sup>	10.0	0.0	10.0
3. Training, Seminars, and Conferences			
a. Pool of Facilitators	0.0	3.0	3.0
b. Provincial Workshops and Training Course <sup>d</sup>	0.0	7.0	7.0
c. National Workshops and Training Course <sup>e</sup>	0.0	6.0	6.0
d. Training Material Production	0.0	3.0	3.0
e. Translation	0.0	2.0	2.0
4. Contingencies	25.0	5.0	30.0
<b>Subtotal (A)</b>	<b>252.0</b>	<b>48.0</b>	<b>300.0</b>
<b>B. Government Financing</b>			
1. Office Accommodation and Utilities	0.0	15.0	15.0
2. Maintenance of Equipment	0.0	5.0	5.0
2. Remuneration and Per Diem of Counterpart Staff	0.0	35.0	35.0
3. Workshops and Others	0.0	5.0	5.0
<b>Subtotal (B)</b>	<b>0.0</b>	<b>60.0</b>	<b>60.0</b>
<b>Total</b>	<b>252.0</b>	<b>108.0</b>	<b>360.0</b>

<sup>a</sup> To be financed by ADB on a grant basis from the Japan Special Fund.

<sup>b</sup> Including preassignment language training, international travel, and insurance.

<sup>c</sup> Including two sets of computer, printer, uninterrupted power supply and assorted software.

<sup>d</sup> Ten regional and provincial workshops and seminars.

<sup>e</sup> Three national workshops and seminars.

Source: Staff estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS AND VOLUNTEERS

### A. Gender Policy Planner (international, 8 person-months)

1. Under the guidance of National Commission for the Advancement of Women (NCAW) and in consultation with the two Lao Women's Union (LWU) counterpart staff, the gender policy planner will

- (i) manage the team of consultants and the volunteer (the consultant team) as a team leader and be responsible for overseeing the progress and outcomes of the team's work;
- (ii) produce a detailed work plan and inception report and organize an inception meeting in month 1;
- (iii) prepare periodic technical assistance (TA) progress reporting format to be followed by domestic consultants and international volunteer;
- (iv) prepare terms of reference for the LWU TA counterpart and their reporting format to the Asian Development Bank (ADB);
- (v) facilitate the formulation of a working group as necessary to draft a national gender action plan (NGAP) under NCAW;
- (vi) review relevant documents including the Beijing Platform for Action, Development Plan for Lao Women 1998-2003, Report for Beijing Plus Five, relevant government sector policies and national development plans, and other countries' national policies for women and gender action plans; advise the working group on the relevant approach based on international experience;
- (vii) prepare guidelines for local participation/consultation in NGAP formulation including simple training design on policy and strategy planning for LWU provincial and district staff;
- (viii) facilitate the process of stakeholder discussion of a draft NGAP at all levels by conducting provincial, regional, and national meetings; and develop other feedback and participatory mechanisms through media and other means;
- (ix) prepare a strategy for the Government's formal adoption of the NGAP;
- (x) prepare a time-bound strategy for the Government's implementation of the NGAP including the monitoring indicators and mechanisms;
- (xi) assist the working group finalize the NGAP by incorporating comments and feedback;
- (xii) facilitate lobbying the Government to formally adopt the NGAP and the strategy for implementation;
- (xiii) assist the NCAW and LWU in ensuring the starting up of the NGAP implementation by the Government.

- (xiv) design and supervise the training work carried out in the training component, including needs and capacity assessment, five-year training plan for the LWU, material and module development, and actual conduct of training with the focus on provincial and district levels;
- (xv) ensure the linkage between the institutional development and training components of the TA by appropriately sequencing the training and NGAP formulation;
- (xvi) collect information on and review and assess ADB's operation in key sectors and its implementation of previous gender strategy, and update ADB's gender strategy for the country to place it in the context of the NGAP; and
- (xvii) report periodically the progress of work to the NCAW, the LWU, and ADB.

**B. Gender Planning Specialist (domestic, 4 person-months)**

2. The gender planning specialist will provide services for the institutional development component under the guidance of TA director and the team leader. The specialist will

- (i) guide the consultant team to the appropriate local resource persons, information, and other resources;
- (ii) assist the team leader in producing reports and background papers, and drafting the NGAP;
- (iii) assist the consultant team and the LWU in English/Lao translation as necessary;
- (iv) help the LWU prepare for local and central consultation meetings;
- (v) review and develop media-based information dissemination and other feedback and participation mechanisms for NGAP formulation;
- (vi) assist the team leader in preparing strategies for the Government's adoption and implementation of the NGAP; and
- (vii) carry out other tasks as necessary to assist the LWU and the consultant team in the institutional development component.

**C. Training Specialist (domestic, 4 person-months)**

3. The training specialist will provide services for the training component under the guidance of TA director and the team leader. The specialist will

- (i) guide the consultant team to the appropriate resource persons (especially training facilitators for each subject), information, and other resources that are locally available;
- (ii) review the past, ongoing, and planned training programs for the LWU and the Government counterparts, including those provided by external financiers and

nongovernment organizations, especially in the area of strategy formulation, gender mainstreaming in sectoral policies and programs, and basic program and project planning, implementation, and monitoring;

- (iii) develop a methodology for capacity and training needs assessment of the LWU management and technical staff at all levels (with the focus on provincial and district levels), and assist the LWU, with the help of the international volunteer, in carrying out such needs assessment nationwide;
- (iv) based on (ii) and (iii), identify areas and subject matter and the geographic focus (i.e., selected districts in initially four selected provinces) that require strengthening within this TA and prepare a five-year training plan for the LWU;
- (v) with the international volunteer, develop and produce training materials and modules, including at least four key sector gender checklists and guidelines, the training evaluation and feedback mechanism, and a database of training participants;
- (vi) assist the LWU and international volunteers with the actual conduct of training as per the training plan;
- (vii) incorporate feedback of the training; and modify materials, modules, and the plan as necessary; and
- (viii) carry out other tasks as necessary to assist the LWU, team leader and the international volunteer with the training component.

#### **D. International Volunteer (1 international, 18 person-months)**

4. Under the guidance of TA director and team leader, the international volunteer will assist the LWU and the consultant team on a day-to-day basis by carrying out on-the-ground tasks for the whole TA, although mainly for the training component. He/she will be hired full time with extensive Lao language training provided before and during the TA. He/she will be based in Vientiane but will spend at least three months in the field to better understand the local situation. He/she will

- (i) become familiar with the work procedures, resource persons, information, and other resources regarding the LWU that are locally available;
- (ii) assist the LWU conducting local consultation for the draft NGAP in accordance with the guidelines for consultation prepared by the team leader;
- (iii) monitor the process of NGAP formulation and take necessary actions as appropriate, so that the tasks are carried out on schedule and as planned;
- (iv) follow up the Government's adoption of the NGAP as per the developed strategy;
- (v) assist the LWU and the Government preparing the necessary institutional setup to implement the NGAP;
- (vi) help the LWU carry out the capacity and training needs assessment nationwide;

- (vii) together with the training specialist, develop and produce training materials and modules, including at least four key sector gender checklists and guidelines;
- (viii) carry out actual training as per the training plan as a moderator or by linking to the right moderators in collaboration with the LWU and the Gender Resource Information and Development (GRID) Center;
- (ix) incorporate feedback of the training and modify materials, modules, and the plan as necessary;
- (x) in the provinces where ADB projects are ongoing or under preparation, coordinate with the project offices and consultants and provide additional capacity strengthening activities for the LWU specific to these projects, as necessary;
- (xi) develop a methodology and assist the LWU carry out the evaluation of the results of training and the need for follow-up programs;
- (viii) produce minutes or proceedings of meetings, seminars, and workshops;
- (ix) produce three-monthly progress reports in consultation with the consulting and volunteer team; and
- (x) carry out any other tasks as necessary to assist the LWU and the consulting and volunteer team on a day-to-day basis.

## **E. Reporting and Outputs**

5. The consultant team will produce the following progress reports:
  - (i) detailed work plan and inception report (due month 1); and
  - (ii) three-monthly progress reports (end of months 3, 6, 9, 12, 15, and 18).
6. The consultant and volunteer team will produce the following outputs for the institutional strengthening component:
  - (i) the NGAP (first draft by month 6, prenational meeting draft by month 10, final draft for Government submission by month 11);
  - (ii) guidelines for consultation to formulate the NGAP (month 6);
  - (iii) media-based information dissemination and feedback mechanism for the NGAP (month 6);
  - (iv) strategy for the Government's formal adoption of the NGAP (month 6);
  - (v) strategy for the Government's implementation of the NGAP (month 16);
  - (vi) draft gender strategy for ADB (month 3); and



- (vii) minutes or proceedings of meetings and workshops (as necessary).
7. The team will produce the following outputs for the training components:
- (i) capacity and training needs assessment report (month 3);
  - (ii) five-year training plan, including the plan for training to be conducted specifically under the TA (month 3);
  - (iii) training materials and modules, including checklists and guidelines (month 5);
  - (iv) feedback and evaluation mechanism and database of training participants (month 5); and
  - (v) minutes or proceedings of meetings, seminars, and workshops (as necessary).
7. The consultant and volunteer team will assist the LWU in producing the following outputs/reports:
- (i) terms of reference for the TA Director and the two counterpart staff (month 1); and
  - (ii) the TA director's midterm report (month 9) and the completion report (month 18).