

1) TERMS OF REFERENCE

Position	Engineering Officer (Lao National only)
Number of Position	1
Location	Based in Vientiane Capital with regular visits to targeted provinces, districts, and villages
Supervisor	Engineering Specialist
Close coordination with	Quality Assurance Officer and District Engineer Officers
Duration	A one-year contract. Renewal subject to project organizational requirements, budget, and annual performance review

A. Background

Improving Lao People’s Democratic Republic (Lao PDR) rural and agricultural livelihoods is a critical element for advancing sustainable poverty and vulnerability reduction in the upland areas of Lao PDR. While around two-thirds of the country’s population live in rural areas, they represent 88 percent of the poor. Almost all of the poor live in agricultural households. About half of poor agricultural households (or 41 percent of the poor) can be characterized as living in remote areas, mostly in upland villages; only 64 percent of this group live in villages with all-weather road access. In this context, CLEAR is a Community and Local Development project, which aims to improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, and to respond promptly and effectively in case of Eligible Crisis or Emergency. The project targets some of the most vulnerable communities in Lao PDR within 7 provinces Huaphanh, Oudomxay, Phongsaly, Xiengkhuang, Saravan, Savannakhet and Sekong. In addition, CLEAR is part of the country’s Multisectoral Nutrition Convergence Approach aimed at reducing stunting to 25% by 2025.

The project is composed of 5 components:

Component 1: Local Economic Development and Community Capacity Strengthening (US\$27.6 million) This component supports activities taking place at the level of the whole village community. Activities will strengthen community capacity to prioritize climate resilient village-level initiatives and related small infrastructure investments and organize their operations and maintenance (O&M). This will be done in a way that promotes participation of community members and attention to the needs of women, all ethno-linguistic groups, and vulnerable groups. Priority will be given to initiatives that resolve obstacles to food security, improved nutrition, and/or income generation while being inclusive of these groups. The design, operation and maintenance of small infrastructure will incorporate low-carbon, climate resilience features such as functionality, durability, and safety.

Component 2: Community Livelihoods Enhancement (US\$7.95 million) This component supports group-level activities that promote income generation. Groups will be adapted to the socioeconomic and climatic situation of villages. In type II and type III villages, CLEAR will follow PRF’s process of supporting savings and credit groups, mostly composed of women, building financial literacy, and diversified, climate-resilient income-generation activities. In select type III villages with confirmed market opportunities, the project will support the emergence and capacity building of registered PGs and of producers of climate-smart agricultural inputs. In type I villages, where capacity to develop self-sustainable savings and credit activities is inadequate as most group members, both men and women, are poorer, the groups will engage in food production to have adequate food for consumption and income generation.

Component 3: Community Nutrition Interventions (US\$4.75 million) This component will support improvements in the dietary intake (both in quality and quantity) of mothers and children in the 1,000-day window through the promotion of innovative nutrition practices. The component is based on five principles: (a) the introduction of proven timesaving in-village processed foods, (b) community contributions, (c) a results-based incentive for well-performing villagers, (d) harnessing the power of youth and social media and maximizing food sources in increasingly resource-constrained local food systems. Community resilience will

be strengthened through maintaining a combination of foods from households' own production, food purchases, and collection of forest food products. The food sources promoted, for example, production areas such as homestead gardens, living fences, upland rice fields, lowland rice fields, and types of crops and recipes, will be tailored to the community's agro-ecological and cultural context.

Component 4: Project Management, Capacity Building and Monitoring and Evaluation (US\$4.7 million) This component provides technical and operational assistance for the day-to-day management of the proposed project and its monitoring and evaluation (M&E) system. It covers hiring, training, and remunerating of national and district PRF staff as well as the costs of village facilitators; associated equipment and operating costs; and accounting, procurement, FM, internal controls, auditing, environmental and social safeguards, M&E, and other specialized support.

Component 5: Contingent Emergency Response (US\$0) The initial value of this Contingent Emergency Response Component (CERC) is zero, but it may be financed to respond to an Eligible Crisis or Emergency. The three village types are equally eligible for CERC in an emergency or crisis. CERC activities would build on the country's existing DRR strategy.

B. Summary of Role

The Engineering Officer's responsibilities are to assist and back up the Engineering Specialist in developing, compiling and disseminating all engineering standard designs and technical guidelines to the District Engineer Officers (DEOs) in Lao and English. To do this, s/he is required to liaise with other concerned agencies regarding standard designs, processes, quality standards, and etc. The Engineering Officer will also assist in the capacity building and provide technical support for DEOs on engineering design, work supervision, environmental and social compliance and disaster and climate resilient infrastructure for the community infrastructure works.

C. Roles and Responsibilities

Oversight of Small Infrastructure Works and Environmental and Social Management

1. Support the Engineering Specialist to develop the annual workplan and budget, and quarterly work plans as an integral part of Project Annual Workplan and Budget for submission to ED and the World Bank for review and approval;
2. Develop, compile, disseminate and supervise the implementation of engineering standard designs, guidelines, survey forms and checklists in both hard and soft copies in Lao and in English by DEOs. This task includes review, edit and proof-read the Lao translation of the infrastructure manual including disaster and climate resilient infrastructure, community financial management guidelines;
3. Compile all infrastructure works' design and cost estimates submitted by the DEOs for technical reviews prior to submission for approval. As needed and requested by the Engineering Specialist, participate in structural analysis and design reviews of standards and guidelines developed by DEOs for road, agricultural related infrastructure and irrigation infrastructure;
4. Support the implementation of Environmental and Social Management Framework (ESMF) and its instruments in accordance with the project implementation manual (PIM);
5. Review, supervise and support DEOs to implement the infrastructure works, design bills of quantity, conduct monitoring and evaluation in collaboration with M&E team;
6. Collect regular data on infrastructures progress using Kobo Toolbox.
7. Use data collected for decision-making on implementation and identification of issues and best practices.
8. Supervise price surveys for construction materials in each target district;
9. Assist DEOs to design non-standard or technologically appropriate infrastructures, when requested.

Capacity Building

10. Assist in preparing and delivering training to DEOs, Village Implementation Teams (VITs) as well as concerned district agencies including District Agriculture and Forestry (DAFO), District Public Work and Transport Office (DPWTO), District Natural Resource and Environment Office (DNRE) on infrastructure work, community financial management guideline, technical standards and quality assurance;
11. Supervise and provide close support to DEOs and local government staff involved in the infrastructure implementation to prepare and complete engineering, environmental and social management, and DRM assessments and instruments during infrastructure survey and design.

Communication, Collaboration and Team Work

12. Under the supervision of the Engineering Specialist, work closely with other PMT members to engender a strong team commitment to developing and accomplishing the agreed infrastructure construction plans and implementation processes in line with the engineering guidelines;
13. Coordinate with the Agriculture and Livelihoods subteam and with the nutrition subteam so that the range of technical designs covers the types of small infrastructure identified in Components 2 and 3.
14. Liaise with other concerned government agencies, donors and other development partners regarding to the designs, processes, quality standards and environmental and social compliance;
15. Participate in project-related meetings, workshops and trainings to update the infrastructure works implementation status, share knowledge and establish networks and relationship with concerned project stakeholders.

Monitoring, Analysis and Reporting

16. Maintain and manage the unit cost database, and supervise adjustments;
17. Prepare inputs and update the M&E team on status of infrastructure work preparation and implementation, designs and codified bills of quantities. Ensure data entry as required for monitoring and reporting on outputs and outcomes;
18. When on Mission, participate and assist in infrastructure work appraisals and engineering surveys, monitoring of field work, and onsite inspections;
19. Weekly report to the Engineering Specialist on the status of infrastructure work implementation;
20. Prepare monthly reports covering the work of the engineering/technical assistance, and assist with preparing and compiling the semi-annual and annual report.

Other related Tasks

21. Within scope of responsibility promote and explain project principles and processes to GoL representatives, donors, concerned parties and NGOs;
22. Accomplish other tasks as requested by the Engineering Specialist, according to the project needs.

D. Position Requirements

Qualifications and Experience

- At least Bachelor's degree in engineering, with a specialization in agricultural infrastructure, irrigation, road and environment engineering activities;
- A minimum 7 years relevant technical working experience especially in managing/supervising community driven/labour-based projects in rural, remote areas;
- Ability to plan and compare the cost effectiveness of investment in agricultural infrastructure such as access to production area, irrigation for paddy rice and other plantation as well as for animal raising. Experience in participatory community development, organizing technical training and training of trainers.

- Good level of English language skills (speaking, writing and reading) and demonstrate computer literacy in MS Office Package, Access and engineering software such as AutoCAD, Water CAD, Hydrology simulation, GIS, STAAD, sketch up, etc.;

Personal Attributes

- Ability to work independently, within the framework of the project's requirements;
 - Well-developed organization and task prioritization skills;
 - Good practical and problem-solving skills;
 - Sensitivity towards gender and ethnic issues found in the rural areas;
 - A willingness to travel to and stay in rural areas for extended periods of time;
 - Possess strong team building capacity, good communication and social skills and ability to coordinate with local people.
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2) TERMS OF REFERENCE

Position	Quality Assurance Officer (Lao National only)
Number of Position	1
Location	Based in Vientiane Capital with regular visits to targeted provinces, districts, and villages
Supervisor	Engineering Specialist
Close coordination with	Engineering Officer and District Engineer Officers
Duration	A one-year contract. Renewal subject to project organizational requirements, budget, and annual performance review

E. Background

Improving Lao People’s Democratic Republic (Lao PDR) rural and agricultural livelihoods is a critical element for advancing sustainable poverty and vulnerability reduction in the upland areas of Lao PDR. While around two-thirds of the country’s population live in rural areas, they represent 88 percent of the poor. Almost all of the poor live in agricultural households. About half of poor agricultural households (or 41 percent of the poor) can be characterized as living in remote areas, mostly in upland villages; only 64 percent of this group live in villages with all-weather road access. In this context, CLEAR is a Community and Local Development project, which aims to improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, and to respond promptly and effectively in case of Eligible Crisis or Emergency. The project targets some of the most vulnerable communities in Lao PDR within 7 provinces Huaphanh, Oudomxay, Phongsaly, Xiengkhuang, Saravan, Savannakhet and Sekong. In addition, CLEAR is part of the country’s Multisectoral Nutrition Convergence Approach aimed at reducing stunting to 25% by 2025.

The project is composed of 5 components:

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Component 2: Community Livelihoods Enhancement (US\$7.95 million) This component supports group-level activities that promote income generation. Groups will be adapted to the socioeconomic and climatic situation of villages. In type II and type III villages, CLEAR will follow PRF’s process of supporting savings and credit groups, mostly composed of women, building financial literacy, and diversified, climate-resilient income-generation activities. In select type III villages with confirmed market opportunities, the project will support the emergence and capacity building of registered PGs and of producers of climate-smart agricultural inputs. In type I villages, where capacity to develop self-sustainable savings and credit activities is inadequate as most group members, both men and women, are poorer, the groups will engage in food production to have adequate food for consumption and income generation.

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be strengthened through maintaining a combination of foods from households' own production, food purchases, and collection of forest food products. The food sources promoted, for example, production areas such as homestead gardens, living fences, upland rice fields, lowland rice fields, and types of crops and recipes, will be tailored to the community's agro-ecological and cultural context.

Component 4: Project Management, Capacity Building and Monitoring and Evaluation (US\$4.7 million) This component provides technical and operational assistance for the day-to-day management of the proposed project and its monitoring and evaluation (M&E) system. It covers hiring, training, and remunerating of national and district PRF staff as well as the costs of village facilitators; associated equipment and operating costs; and accounting, procurement, FM, internal controls, auditing, environmental and social safeguards, M&E, and other specialized support.

Component 5: Contingent Emergency Response (US\$0) The initial value of this Contingent Emergency Response Component (CERC) is zero, but it may be financed to respond to an Eligible Crisis or Emergency. The three village types are equally eligible for CERC in an emergency or crisis. CERC activities would build on the country's existing DRR strategy.

F. Summary of Role

The overall role of this position is to review the quality of infrastructure works supported by the project, the service delivery, the utilization and sustainability of the investments as well as the beneficiary satisfaction towards the infrastructure delivered and the process used from the survey-design up to the infrastructure work maintenance.

G. Roles and Responsibilities

Management and Oversight

23. Support the Engineering Specialist to develop the annual workplan and budget, and quarterly workplans;
24. Work closely with the Engineering Specialist and the Engineering Officer and District Engineer Officers to engender a strong team commitment to the agreed construction plans and processes of the project;
25. Oversee the implementation, management and maintenance of the quality standards and operating procedures as defined in the infrastructure manual;
26. Maintain, develop and update the quality checklists and project quality plans with feedback from districts on implementation;
27. Conduct spot checks on selected subprojects with a focus on checking compliance with the environmental and social management framework, disaster and climate resilient infrastructure, quality checklists/filing system, use of construction site logbook, and maintenance of the feedback mechanism;
28. Report any deviations from standard procedures and corrective actions to management and monitor and record outcomes;
29. Identify and investigate issues affecting the quality of record keeping and archiving for subprojects at district office;
30. Randomly inspect subprojects at least 30% of the total number of subprojects to identify quality problems and analyse to find solutions and notify technical issues to the District Engineer Officers to prevent the reoccurrence of such problems.

Capacity Building

31. In partnership with the Environmental Officer and Social/Gender Officer, deliver environmental and social management trainings to the Engineering Officer and District Engineer Officers as well as Village Implementation Teams (VITs);
32. Prepare content for training of pre-survey and design to improve persistent problems and ensure better quality in the next cycle.

Communication, Collaboration and Team Work

33. Work with the Environmental Officer and Social/Gender Officer to ensure that environment and social management guidelines and checklists are up-to-date and used during subproject survey design;
34. Participate and assist in appraisals, engineering surveys, monitoring of field work of infrastructure works with specific technical challenges.

Monitoring, Analysis and Reporting

35. Complete weekly progress monitoring on the implementation of the subprojects for each cycle to guarantee completion within the stipulated timeframe and report to the World Bank;
36. Collect regular data on infrastructures progress using Kobo Toolbox.
37. Use data collected for decision-making on implementation and identification of issues and best practices.
38. Summarise monthly subproject construction progress and outstanding issues occurred and report to the upper level;
39. Prepare report on the performance of quality management system.

Other related Tasks

40. Within scope of responsibility promote and explain project principles and processes to GoL representatives, donors, concerned parties and NGOs;
41. Accomplish other tasks as requested by the Engineering Specialist, in accordance with project needs.

H. Position Requirements

Qualifications and Experience

- At least Bachelor's degree in engineering (specializing in small scale infrastructure - rural construction, roads, irrigation, bio-engineering);
- A minimum of 7 years' relevant surveying experience and a minimum of 5 years' experience in surveying and supervising community driven/labour-based projects in remote areas;
- Experience in participatory community development, technical training and training of trainers;
- Good English language skills, including speaking, reading and writing; Computer literacy in MS Office Package, Access and engineering software such as AutoCAD.

Personal Attributes

- Ability to work independently, within the framework of the project's requirements;
 - Well-developed organizational and task prioritization skills;
 - Good communications and social skills, practical and problem-solving skills;
 - Sensitivity towards gender and ethnic issues found in the rural areas;
 - Willingness to travel to and work in remote areas for extended periods of time;
 - Possess strong team building capacity and ability to coordinate with the local people;
 - Ability to speak any ethnic language would be an advantage.
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3) TERMS OF REFERENCE

Position	National Nutrition Officer (Lao National only)
Number of Position	1
Location	Based in Vientiane Capital with regular visits to targeted provinces, districts, and villages
Supervisor	National Nutrition and Community Development Specialist
Close coordination with	District Nutrition Officers, Livelihood and M&E team
Duration	A one-year contract. Renewal subject to project organizational requirement, budget, and annual performance review

A. Background

Persistent high levels of child undernutrition present a major barrier to poverty reduction, as well as human and rural development in Lao PDR. Against a national average of 33 percent, stunting in children under five years is highest among ethnic minorities (43-50%) and in children from poor households (48%). Food insecurity remains a critical issue in Lao PDR; a situation which is currently exaggerated by food inflation due to the Lao currency depreciation, rising farm input costs and extreme weather events. The share of children aged 6-23 months meeting the minimum meal frequency dropped from 70 percent in March 2022 to 33 percent in March 2023, while the proportion meeting the minimum acceptable diet halved, declining from 18 percent to 9 percent.

To address the malnutrition challenge, the Government of Laos (GoL) has implemented various policies and programs, including a nutrition convergence agenda to accelerate the prevention and reduction in stunting, which involves the entire government, as well as private, academic, and community sectors from the central to the village level. In line with the 9th National Socio-Economic Development Plan (2021-2025) and under the guiding framework of the National Nutrition Strategy (2016-2025) and Action Plan (2021-2025), the GoL aims to reduce stunting to 25% by 2025 through a Multisectoral Nutrition Convergence Approach (MNCA).

The World Bank, through various sector-specific operations, is supporting activities that seek to address the immediate, underlying, and basic causes of childhood malnutrition. Under the Ministry of Agriculture and Forestry a new project has been launched, focusing on enhancing resilience by improving livelihood opportunities and nutritional outcomes. This new project is called “Community Livelihood Enhancement and Resilience (CLEAR)” Project. The nutrition component of this project (component 3) will focus on improving community level nutrition outcomes by building on lessons from the Poverty Reduction Fund III AF nutrition activities. The component will support improvements in the dietary intake (both in quality and quantity) of mothers and children in the 1,000-day window through the promotion of innovative nutrition practices. The nutrition component will finance two sub-components:

Promotion of demand for enhanced nutrition practices

The project will adopt an integrated social and behavioral change (SBC) approach to deliver activities targeting individuals, family and peer networks, and the whole community through three channels: (a) community mobilization, (b) interpersonal communication, and (c) mass communication. Women-led community nutrition groups will be established and trained in each community.

Promotion of community-sourced nutritious food

First, this subcomponent will support home nutrition gardening. Tested nutrient-dense, climate-resilient crops suitable for cultivation in areas with limited water and land access will be promoted for home consumption and group cooking. The activities will be rolled out in partnership with the Lao Farmer Network (LFN). Second, goat dairy production and use will be supported to provide a key ingredient for child feeding recipes. The

project will train goat farmers in raising, feeding and milking indigenous goats. The training will be conducted in partnership with Lao Buffalo Dairy, a social enterprise in Luang Prabang, and AgCoTech Laos.

B. Summary of Role

The National Nutrition Officer is responsible for developing field guidelines and tools to implement the CLEAR nutrition & SBC manual to be applied by District Nutrition Officers (DNOs), Nutrition Young Graduates (NYGs), Nutrition Community Facilitators (NCFs), Community Nutrition Groups (CNGs) members in target villages. S/he will then manage the implementation of nutrition related activities to be carried out by CNGs by hands-on demonstrations and supervising trainings by service providers/consultants on food processing, home nutrition gardening, goat dairy and social and behaviour change, in particular multimedia peer learning. For each district the tasks include supervisions of the DNOs, NYGs and NCFs including workplan and budget preparation, monitoring and reporting on nutrition activities and related financial management. While the Nutrition Officer will be responsible for the technical supervision of DNOs and NYGs, day-to-day management of DNOs and NYGs staff will be the responsibility of District Team Leader.

The Nutrition Officer will be required to produce documents in both English and Lao language.

C. Roles and Responsibilities

1. Design and implement trainings for DNOs and NYGs on the technical implementation of CLEAR nutrition activities together with Ministry of Agriculture and Forestry (MAF) and Ministry of Health (MOH) staff following the steps laid out the CLEAR nutrition & SBC manual;
2. Prepare budget and workplans for CLEAR nutrition activities which are coordinated with District Health Office (DHO)/Health Centre (HC);
3. Review and finalize the CLEAR social behaviour change framework including messages for CNG activities;
4. Finalize the curriculum for CNG activities and coordinate with the Livelihood and Infrastructure teams;
5. Prepare an IEC plan including use of existing materials from other projects and design of new IEC as needed;
6. Train on food processing and review recipes for each geographical location by using time saving technology introduced under the Poverty Reduction Fund,
7. Support the procurement and production of necessary equipment (e.g. food processing and cooking equipment as well as tools for local video production);
8. Supervise the implementation of the CNG activities at village level following the nutrition & SBC manual and provide mentoring services to DNOs and NYGs as needed to assure quality of implementation;
9. Oversee the preparation of the nutrition chapters of monitoring reports, including file-based data entry and verification to assure quality and accuracy in the data collection, monitoring and implementation process and make recommendations on its improvement;
10. Report to the National Nutrition and Community Development Specialist and work in close collaboration with the Livelihood team, particularly in coordinating the field work of LYGs and NYGs;
11. Represent the project in meetings with development partners, MOH and other partners as regards to nutrition technical aspects, including coordination with the World Bank-financed Nutrition Convergence Projects;
12. Inform technical discussions on nutrition with the World Bank Nutrition Specialist during World Bank implementation and support mission as well as technical field visits;
13. Maintain excellent working relationship with authorities at all levels as well as with donors and other institutions involved in project activities;
14. Within scope of responsibility promote and explain project principles, processes and achievements to GoL representatives, donors, concerned parties and NGOs;
15. Accomplish others tasks as defined either by the National Nutrition and Community Development Specialist, according to the project needs.

D. Position Requirements

Qualifications and Experience

- At least a Bachelor's degree in health, nutrition, social sciences, rural development, agriculture, development studies, or other related fields;
- At least 5 years of experience implementing or supporting community nutrition activities in Lao PDR in large scale projects, with a strong focus on social behaviour change;
- Experience in agriculture-based nutrition activities, handicrafts, or other micro-enterprises (preferably with a focus on food processing); experience in project activity preparation, design, coordination support and institutional strengthening and monitoring impact; and experience in promoting gender equality and addressing gender stereotypes impacting nutrition outcomes;
- Experience in training project staff for nutrition and community development operations; in particular training of ethnic groups in mountainous and remote areas;
- Excellent computer skills including all MS Office Package, and financial management systems; and Good level of English skills (speaking, reading and report writing);

Personal Attributes

- Strong analytical skills for project activity design and for applying best practices and lessons learned;
 - Good knowledge of the different stakeholders involved in rural development activities in Lao PDR (government and donor community).
 - Good communication and social skills;
 - Ability to work independently and within a team;
 - Willingness to travel to and within the target districts and villages for extended periods;
 - Women are encouraged to apply.
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4) TERMS OF REFERENCE

Position	Agriculture and Livestock Officer (Lao National only)
Number of Position/s	1
Location	Central Office in Vientiane Capital with a maximum of 60% of time spent in the field visiting project provinces, districts and villages
Supervisor	Agriculture and Livelihood Specialist
Close coordination with	District Agriculture and Livelihood Officers and Livelihood Young Graduates
Duration	A one-year contract. Renewal subject to project requirements, budget, and annual performance review

I. Background

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maximizing food sources in increasingly resource-constrained local food systems. Community resilience will be strengthened through maintaining a combination of foods from households' own production, food purchases, and collection of forest food products. The food sources promoted, for example, production areas such as homestead gardens, living fences, upland rice fields, lowland rice fields, and types of crops and recipes, will be tailored to the community's agro-ecological and cultural context.

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J. Summary of Role

The main responsibility of this position is to supervise, support and report on the implementation of agriculture (farm/crops) and livestock based livelihood activities and off-farm livelihood activities under Component 2: Community Livelihoods Enhancement, ensuring that these livelihood activities i.e., SHG, PG, IGA, and Agri-Entrepreneurship are implemented in line with the Self-Help Groups (SHG) and Production Groups (PG) guidelines and Income Generation Activities (IGA) technical guidelines and Project Implementation Manual (PIM). S/he will take the main responsibility in coordination, planning and rolling out / implementation and reporting on livelihood activities.

K. Roles and Responsibilities

Technical and Management Functions

1. Anchor and ensure that all Income Generation Activities (IGA) are planned and implemented effectively by the Self-Help Groups (both ultra-poor households and poor households) and Producers' Groups (PG), local input suppliers (otherwise called as Agri-Entrepreneurs) based on PIM and SHG and PG guidelines;
2. Assist the Agriculture and Livelihood Specialist in coordination, planning and implementation, documentation, monitoring and reporting on climate resilient Income Generation Activities (IGA) in crops, livestock, and off-farm activities promoted by the project;
3. Develop and update technical/field guidelines for the implementation of the IGA activities to ensure standardized implementation across the project;
4. Develop/improve the guidelines for the preparation of family investment plan and micro-investment plan for SHGs, business proposals for PGs and local input suppliers (otherwise called as Agri-Entrepreneurs), contract farming, public-private community partnership etc.;
5. Impart training and organize (include participate) in the demonstration and exposure for district livelihood staffs, CRPs/Village facilitators, and selected communities in project promoted IGAs;
6. Take lead in developing guideline for development of model livelihood families in various IGAs and their continuous improvement;
7. Support in the development of systems for the disaster risk reduction mechanism and its implementation in the SHG and PG households;
8. Facilitate market linkage for the produce of SHGs and PGs by organizing buyer-seller meet or any other appropriate means;
9. Facilitate value chain development of key commodities for the produce of SHGs and PGs;

10. Participate bi-weekly meeting and other meetings/trainings/workshops/seminars as advised by the Agriculture and Livelihood Specialist.

Capacity Building Functions

11. Participate in all the technical and management trainings organized by the project at National and Sub-National level for the Agriculture and Livestock Officer;
12. Building capacities of District Agriculture and Livelihood Officers (DALOs), YGs and CRPs/Village Facilitators and model IGA families (or model farmers) on planning and rolling out of various existing/improved/new climate resilient techniques of farm/crop, livestock and off-farm by organizing training, demonstration, exposure, audio-visual shows, etc., and developing templates to estimate the cost-benefit analysis of all the IGAs like chicken raising, pig raising, duck raising, fish raising, goat raising, rice production, maize / corn production, cassava production, vegetable production, tuber crop production, mushroom production, broom making, banana production, coffee production, papaya production, custard apple production, and so on and its reporting;
13. Organize Training of Trainers (ToT) for District Agriculture and Forestry Office (DAFO) staff, District Agriculture and Livelihood Officers (DALOs), YGs on various IGAs;
14. When requested, assist the DAFO staff and Village Coordinators during meeting with concerned department, other organizations / development partners or agencies, and projects on IGAs.

Coordination, Collaboration, Communications, and Team Work Functions

15. In close coordination with the DALOs, YGs and CRPs, monitor the implementation of planning process at the village level, kumban level and cluster of village level following the PIM and IGA guidelines to ensure that livelihood needs and priorities are included in the village development plan (VDP);
16. Assist the SHGs and PGs to develop long term partnership with the private sectors at local level to link the produce of SHGs and PGs to markets;
17. Provide feedback to the Agriculture and Livelihood Specialist regarding the usefulness, appropriateness and recommended changes for IEC materials of IGAs;
18. Assist PGs to link with financial institutions at local level such as Nayobay Bank;
19. Ensure documentation of success stories such as model IGA families, best IGAs based on cost-benefit analysis, successful preventive and curative measures of livestock and crops.

Monitoring, Analysis and Reporting Functions

20. Develop, demonstrate, and roll out MIS template to capture IGA activities to capture data at critical points of crops, livestock, and off-farm including production and income data;
21. Work with the District Team Leaders and DALOs to monitor IGA activities of SHGs and PGs at the village level at least on a quarterly basis or as and when necessary;
22. Collect, compile and review monthly workplan and monthly progress reports from all districts through coordinators at district, sub-district, and village, and submit to the Agriculture and Livelihood Specialist at national level for review and approval;
23. Ensure getting an IGA report from MIS each month and share with Executive Director and Agriculture and Livelihood Specialist;
24. Review of IGA, PG and AE indicators in the result framework on a monthly basis and report to the Agriculture and Livelihood Specialist.

Other related Tasks

25. Within scope of responsibility promote and explain project principles, processes and achievements to GoL representatives, donors, concerned parties and NGOs;
26. Carry out other tasks as advised by the Agriculture and Livelihood Specialist, Executive Director of CLEAR and as per project requirements.

L. Position Requirements

Qualifications and Experience

- At least a Bachelor's degree in agriculture/livestock/agribusiness/business or rural community development / rural development / community development / rural economics / development studies or other related fields;
- Minimum 5 years experience in the implementation of livelihood projects focusing on Income Generation Activities (IGA) in crops, and livestock through Community Driven Development (CDD) approach like implementation through SHGs, PGs, and other Groups; a minimum 2 years of experience in gender mainstreaming and women empowerment;
- Experience and understanding of climate resilient income generation activities in crops and livestock and off-farm IGAs; and/or solid knowledge on developing marketing linkage, and market dynamics as well as establishing networks between target Groups / PGs to exchange goods (produce) and services at market / prevailing price;
- Good English language skills (speaking, reading, listening, and writing), and good computer skills i.e., Microsoft Office including MS Word, Excel, and PowerPoint;

Personal Attributes

- Sound knowledge of village level planning through the CDD approach, business plan preparation and self-monitoring tools and mechanisms;
 - Proven record and experience in working in remote / rural areas with different ethnic minority groups and the poor.
 - Team builder, openness to new / improved ideas, flexible to work in rural and urban areas, and work with ultra-poor and ethnic minority groups/communities;
 - Ability to work independently, within the framework of the project's requirements;
 - Practical and problem-solving skills, and sensitivity towards gender and ethnic issues in rural areas;
 - Good communication and social skills;
 - Willingness to travel to villages, Kumbans, districts and provinces for extended periods;
-

5) TERMS OF REFERENCE

Position	Micro-Finance Officer (Lao National only)
Number of Position	1
Location	Central Office in Vientiane Capital with a maximum of 60% of time spent in the field visiting project provinces, districts and villages
Supervisor	Agriculture and Livelihood Specialist
Close coordination with	District Agriculture and Livelihood Officers and Livelihood Young Graduates
Duration	A one-year contract. Renewal subject to project organisational requirements, budget, and annual performance review

M. Background

Improving Lao People’s Democratic Republic (Lao PDR) rural and agricultural livelihoods is a critical element for advancing sustainable poverty and vulnerability reduction in the upland areas of Lao PDR. While around two-thirds of the country’s population live in rural areas, they represent 88 percent of the poor. Almost all of the poor live in agricultural households. About half of poor agricultural households (or 41 percent of the poor) can be characterized as living in remote areas, mostly in upland villages; only 64 percent of this group live in villages with all-weather road access. In this context, CLEAR is a Community and Local Development project, which aims to improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, and to respond promptly and effectively in case of Eligible Crisis or Emergency. The project targets some of the most vulnerable communities in Lao PDR within 7 provinces Huaphanh, Oudomxay, Phongsaly, Xiengkhuang, Saravan, Savannakhet and Sekong. In addition, CLEAR is part of the country’s Multisectoral Nutrition Convergence Approach aimed at reducing stunting to 25% by 2025.

The project is composed of 5 components:

Component 1: Local Economic Development and Community Capacity Strengthening (US\$27.6 million) This component supports activities taking place at the level of the whole village community. Activities will strengthen community capacity to prioritize climate resilient village-level initiatives and related small infrastructure investments and organize their operations and maintenance (O&M). This will be done in a way that promotes participation of community members and attention to the needs of women, all ethno-linguistic groups, and vulnerable groups. Priority will be given to initiatives that resolve obstacles to food security, improved nutrition, and/or income generation while being inclusive of these groups. The design, operation and maintenance of small infrastructure will incorporate low-carbon, climate resilience features such as functionality, durability, and safety.

Component 2: Community Livelihoods Enhancement (US\$7.95 million) This component supports group-level activities that promote income generation. Groups will be adapted to the socioeconomic and climatic situation of villages. In type II and type III villages, CLEAR will follow PRF’s process of supporting savings and credit groups, mostly composed of women, building financial literacy, and diversified, climate-resilient income-generation activities. In select type III villages with confirmed market opportunities, the project will support the emergence and capacity building of registered PGs and of producers of climate-smart agricultural inputs. In type I villages, where capacity to develop self-sustainable savings and credit activities is inadequate as most group members, both men and women, are poorer, the groups will engage in food production to have adequate food for consumption and income generation.

Component 3: Community Nutrition Interventions (US\$4.75 million) This component will support improvements in the dietary intake (both in quality and quantity) of mothers and children in the 1,000-day window through the promotion of innovative nutrition practices. The component is based on five principles: (a) the introduction of proven timesaving in-village processed foods, (b) community contributions, (c) a results-based incentive for well-performing villagers, (d) harnessing the power of youth and social media and

maximizing food sources in increasingly resource-constrained local food systems. Community resilience will be strengthened through maintaining a combination of foods from households' own production, food purchases, and collection of forest food products. The food sources promoted, for example, production areas such as homestead gardens, living fences, upland rice fields, lowland rice fields, and types of crops and recipes, will be tailored to the community's agro-ecological and cultural context.

Component 4: Project Management, Capacity Building and Monitoring and Evaluation (US\$4.7 million) This component provides technical and operational assistance for the day-to-day management of the proposed project and its monitoring and evaluation (M&E) system. It covers hiring, training, and remunerating of national and district PRF staff as well as the costs of village facilitators; associated equipment and operating costs; and accounting, procurement, FM, internal controls, auditing, environmental and social safeguards, M&E, and other specialized support.

Component 5: Contingent Emergency Response (US\$0) The initial value of this Contingent Emergency Response Component (CERC) is zero, but it may be financed to respond to an Eligible Crisis or Emergency. The three village types are equally eligible for CERC in an emergency or crisis. CERC activities would build on the country's existing DRR strategy.

N. Summary of Role

The Micro-Finance Officer is responsible for developing and monitoring microfinance program under Component 2: Community Livelihoods Enhancement of the CLEAR project. Main responsibilities include 1) developing Lao contextualized microfinance guidelines, which will be applied for the Self-Help Groups (SHG) of poor and SHGs of ultra-poor, Village Self-Help Group Management Committee (VSMC), Producers' Groups (PG); 2) building capacity and supervising District Agriculture and Livelihood Officers (DALOs) and Livelihood Young Graduates (LYGs) to establish, nurture and strengthen all the SHGs, VSMCs, and PGs through Community Resource Persons (CRPs) or Village Facilitators in the project villages. The Micro-Finance Officer is also expected to establish and maintain relationship and share knowledge with internal and external stakeholders engaged in micro-finance programs in Laos.

O. Roles and Responsibilities

Technical and Management Functions

1. Roll out / Implement the Micro Finance program in project villages;
2. Anchor the formation, nurturing, and strengthening of SHGs for both poor and ultra-poor, their VSMCs, and PGs in the project villages through the District Agriculture and Livelihood Officers (DALO), and Livelihood Young Graduates (LYG);
3. Facilitate in rolling out of family investment plan (FIP), micro investment plan (MIP), bank account opening of VSMCs, business plan of PG and local input suppliers (Agri-entrepreneurs (AEs));
4. Provide support to improve / update the SHG and PG guidelines and their templates based on learning during establishment of SHGs, VSMCs, and PGs from the first few villages;
5. Provide support to DALOs and LYGs during establishment and functioning of SHGs, VSMCs, and PGs and supervise their work on a continuous basis;
6. Facilitate for preparation of FIP, MIP, BP of SHGs, PGs, and AEs and forward to Agriculture and Livelihood Specialist for recommendation for seed grant disbursement;
7. Participate in meetings, workshops, seminars, etc. of micro-finance within and outside MAF;
8. Support DALOs and LYGs to prepare monthly, quarterly and half-yearly work-plans for review, implementation, and performance assessment;
9. Participate in World Bank and Government Missions in the office and in the project villages.

Capacity Building Functions

10. Build capacities of DALOs and LYGs by organizing trainings, demonstrations, and exposure on establishment and functioning of SHGs, VSMCs, and PGs;
11. Build capacities by organizing trainings of DALOs and LYGs to roll out FIP, MIP and BP of SHGs, PGs, and AEs;
12. Build capacities of LYGs to capture and enter real-time data in smart device-based software on SHGs, PGs and AEs;
13. Conduct Training Need Assessment (TNA) of DALOs and LYGs, prepare capacity building plans for DALOs and LYGs and also organize training programs, refresher training programs for them;
14. Facilitate LYGs to prepare annual training programs and refresher training programs for SHGs, PGs, and AEs;
15. Prepare training reports and assess the participants skills before and after each training.

Coordination, Collaboration, Communication, and Team Work Functions

16. Coordinate with Agriculture and Livestock Officer for timely disbursement of seed grants to SHGs and PGs in line with seasonality of IGAs;
17. Coordinate with Procurement team for placing early orders to procure books of records of SHGs, VSMCs, PGs, and AEs;
18. Documentation of successful case stories of best practicing SHG Households, PG Households, etc.;
19. Assist SHGs, PGs, and AEs to link with financial institutions at local level such as Nayobay Bank;
20. Provide progress report of micro-finance programs during preparation of monthly, quarterly, semi-annual, and annual reports;
21. Share best practices and best practicing stories of micro finance programs in English and Lao language as per project requirements.

Monitoring, Analysis and Reporting Functions

22. Ensure capturing of SHGs, PGs, and AEs data in the MIS loaded in the smart devices by LYGs;
23. Ensure getting a micro-finance report from MIS each month and share with Executive Director and Agriculture and Livelihood Specialist;
24. Review of SHG indicators in the result framework on a monthly basis and report to Agriculture and Livelihood Specialist;
25. Contribute to monthly, quarterly, semi-annual report on livelihood activities.

Other related Tasks

26. Within scope of responsibility promote and explain project principles, processes and achievements to GoL representatives, donors, concerned parties and NGOs;
27. Carry out other tasks as advised by the Agriculture and Livelihood Specialist, Executive Director of CLEAR and as per project requirements.

P. Position Requirements

Qualifications and Experience

- At least a Bachelor's degree in micro-finance, economics, accounting, finance, economic development, or related field;
- Minimum a 5-year experience in rural saving groups, SHGs, PGs and out of which 3-year experience in the management of Self-Help Groups; and experience in developing guidelines and training modules / manuals / IEC materials, audio-visuals for SHGs, VSMCs, PGs, and AEs;

- Experience in loan disbursement or financing SHGs or community groups in agriculture (crops/livestock) or off-farm based activities based on micro-plan or business plan; good understanding of microfinance ecosystem i.e., supply side and demand side approaches and processes; and experience of working in the projects financed by externally aided projects, and mainline Government Departments;
- Excellent computer skills in Microsoft Office i.e., word, excel and PowerPoint; and good English language skills (speaking, reading, writing, and listening);

Personal Attributes

- Understanding of Community Driven Development (CDD) approaches;
- Understanding of gender mainstreaming.
- Good communication and social skills;
- Ability to work in a multicultural setting, ability to work independently and within a team;
- Willingness to travel to and stay in the target districts and villages for extended periods.

6) TERMS OF REFERENCE

Position	Management Information Systems Officer (Lao National only)
Number of Position	1
Location	Central office in Vientiane Capital with 25% of time travel to project provinces, districts, and villages as required
Supervisor	Monitoring and Evaluation Specialist
Technical Counsellor	Monitoring and Evaluation Officer
Close coordination with	National M&E team, District M&E Officers, and Young Graduates
Duration	A one-year contract. Renewal subject to annual performance review, project organisational requirements, and budget

Q. Background

Improving Lao People’s Democratic Republic (Lao PDR) rural and agricultural livelihoods is a critical element for advancing sustainable poverty and vulnerability reduction in the upland areas of Lao PDR. While around two-thirds of the country’s population live in rural areas, they represent 88 percent of the poor. Almost all of the poor live in agricultural households. About half of poor agricultural households (or 41 percent of the poor) can be characterized as living in remote areas, mostly in upland villages; only 64 percent of this group live in villages with all-weather road access. In this context, CLEAR is a Community and Local Development project, which aims to improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, and to respond promptly and effectively in case of Eligible Crisis or Emergency. The project targets some of the most vulnerable communities in Lao PDR within 7 provinces Huaphanh, Oudomxay, Phongsaly, Xiengkhuang, Saravan, Savannakhet and Sekong. In addition, CLEAR is part of the country’s Multisectoral Nutrition Convergence Approach aimed at reducing stunting to 25% by 2025.

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maintenance of small infrastructure will incorporate low-carbon, climate resilience features such as functionality, durability, and safety.

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Monitoring and Evaluation is key component of the project implementation. CLEAR will develop and maintain a simple and interactive monitoring system for regular reporting and learning at all levels (village, district, and central). Monitoring data and qualitative information will be entered into a web-based MIS, which will serve as the main source of information for semi-annual and annual reports submitted to Steering Committees. Data will be entered on tablets/phones at the village level by the village facilitator with support from YGs and district teams. It is expected that some villages will be unable to enter information digitally at the village level. In these cases, the Young Graduates will be in charge of data entry. To ensure data quality, regular data auditing will be conducted by central and district project staff. CLEAR will also explore how to effectively use Kobo Toolbox to regularly monitor infrastructure construction progress and quality (particularly with the use of pictures) while considering network connectivity issues. CLEAR will (a) manage or conduct evaluations of outcomes and impacts, (b) track progress against annual work plans and the Results Framework, (c) monitor processes, (d) document and incorporate lessons learned into project implementation, and (e) identify implementation bottlenecks and alert relevant parties to adopt solutions. The project will submit progress reports every six months, a midterm report (MTR), and an end-of-project final evaluation.

R. Summary of Role

The MIS Specialist is in charge of managing and maintaining CLEAR MIS, so that it provides timely quality multi-sector data for decision-making and reporting. She/he will determine the project's technology requirements, design, develop, test and maintain the technology platform, software/s and its database, including PMT staff and various implementers training.

S. Roles and Responsibilities

Management of MIS

1. Design and develop in close collaboration with the MIS firm recruited by the project the multi-sector MIS system based on project requirements and needs, which will require to fully understand the data flow system and the forms to be used for data collection.
2. Manage the contractor providing support to design, develop and update the MIS.
3. Identify in collaboration with the contractor the necessary equipment and software needed for the MIS to be fully functional.
4. Liaise and collaborate with the geo-mapping consultant to ensure that data from the MIS can be regularly mapped.
5. Make sure that the data collection with Kobo Toolbox, MIS database and web-based system are fully functioning to provide reliable timely data for updating some of the indicators of the project results framework and other indicators to track progress.
6. Develop data forms to collect data in Kobo Toolbox based on the project requirements (under the M&E Head supervision) and ensure regular transfer of data from Kobo Toolbox to MIS.
7. Ensure that all data are captured at village level and are validated at district level for consolidation including:
 - Key data implemented in each project component captures in the system, including 1) Local Economic Development and Community Capacity Strengthening, 2) Community Livelihoods Enhancement, 3) Community Nutrition Interventions, 4) Project Management, Capacity Building and Monitoring & Evaluation, and 5) Contingency Emergency Response Component (if triggered by the project).
 - Implementation monitoring data including subproject implementation data and progress in a) both physical and financial disbursement to the village, and data after handover / completion, b) local and community capacity building, and c) self-help groups, producer groups, and farmer nutrition groups, and
 - End line data on all project activities, outputs and outcomes that will be used for the preparation of project completion report.
8. Conduct final quality review of data provided and already validated by the District M&E Officers to central MIS server system.
9. Conduct review of the functioning of the MIS in collaboration with the MIS firm recruited by the project.
10. Take primary responsibility to design, develop and improve regularly the MIS to make it more effective, simple, user-friendly, and reliable; and add more modules and components as needed.
11. Work closely with the Evaluation and MIS Officer and consultants to ensure the MIS reporting systems and information matches the PMT needs and provides required data for reports preparation, the Government and the World Bank.
12. Provide solutions for villages in areas with limited connectivity for data to be uploaded in the MIS.
13. Ensure that real time field data are available timely in a usable format. Support data collection for punctual in-house evaluation with the use of Kobo Toolbox/Google Forms.

Capacity Building

14. Assess the capability of data collection, data entry, data validation, data auditing and data usage by different implementers at district and village level.

15. Assess the capability of PMT and different implementers to use the MIS to conduct data auditing, track progress and use the data for decision-making.
16. Design capacity building program for all different implementers regarding data entry with Kobo Toolbox and MIS, data validation in Kobo Toolbox, data auditing in Kobo Toolbox and MIS and data usage for decision-making.
17. Assist the M&E team to organize workshops/training on project performance monitoring and the use of MIS for national and local project staff to ensure available with quality of data.
18. Provide on-the-job training on the use of Kobo Toolbox and MIS and data processing to project staff at national, district levels and Young Graduates in the field.
19. Conduct refresher trainings based on staff needs.

Communication, Collaboration and Team Work

20. Provide regular advice to project staff at national and district levels with regard to Kobo Toolbox and MIS issues and relevance activities, including:
 - installing software and oversee the MIS,
 - data validation, data entry in Kobo Toolbox and MIS, and
 - uploading to main server.
21. Develop YouTube videos on different Kobo Toolbox and MIS topics so staff can refresh their knowledge anytime and anywhere.

Monitoring Analysis and Reporting

22. Enter and compile data, and follow-up with the District M&E Officers and other Experts as required, if there are gaps in information for physical and disbursement, progress of subprojects implementation, districts and village data, capacity building and GoL involvement.
23. Provide required data and information from MIS to the Evaluation and MIS Officer to prepare progress reports and specific reports required by the World Bank and the Government in both Lao and English versions.
24. Accomplish other tasks as requested by Supervisor, according to project needs.

T. Position Requirements

Qualifications and Experience

- At least a Bachelor's degree in computer engineering/software development or Information Management Systems;
- At least 4 years of experience in software design, coding and database modelling, development and management of MIS for institutions/projects, capacity building of implementers on usage of MIS;
- Knowledge in application development (i.e., writing codes for data retrieval); database design and programming including SQL; stored procedures development; ColdFusion; intranet/internet-based programming; HTML; and JavaScript. Prospective developers must have a strong knowledge of Oracle and SQL server DBMS.
- Comprehensive computer skills in particular Kobo toolbox, Power BI, Database software, MS Word, Excel and PowerPoint, including the online application system;
- Working knowledge of project planning and implementation monitoring;
- Fluency in written and spoken English and Lao is essential; familiarity with government and international project operations disciplines is an asset;
- Ability to work independently and as part of a team;
- Willingness to regularly work in rural areas.

7) TERMS OF REFERENCE

Position	Evaluation and Management Information Systems Officer (Lao National only)
Number of Position	1
Location	Central Office in Vientiane Capital with 25% travel to targeted provinces, districts and villages as required
Supervisor	Monitoring and Evaluation Specialist
Technical Counsellor	Monitoring and Evaluation Specialist, MIS Specialist, Project Consultants
Close coordination with	National M&E team, District M&E Officers, and Young Graduates
Duration	A one-year contract. Renewal subject to annual performance review, project organisational requirements, and budget

U. Background

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V. Summary of Role

Under supervision of Monitoring and Evaluation Specialist, this position will take lead in reporting against project development objective, outcome and output level indicators set in the results frameworks and prepare a draft (monthly reports, semi- and annual project implementation progress reports, project completion report, information sheets, and brochures) to be reviewed and finalized by the Monitoring and Evaluation Specialist, Project Management Team (PMT) and Executive Director (ED) before submission to donors and public disclosure. S/he will also take part in project's evaluations when required and will provide support to the MIS Specialist.

W. Roles and Responsibilities

Management, Monitoring and Evaluation

42. Lead the preparation of key project reports (English and Lao version) with inputs from each project team to ensure that the contents and information provided the different reports are sufficient, accurate and consistent with the guidelines and requirements of the project.
43. Take a lead in updating the achievement target indicators in the results framework and providing key reliable data for project management, government, and donors.

44. Ensure that regular monitoring of physical progress and funds disbursements for implementation of project activities in each component.
45. Supervise and analyse regular data collection throughout the project life time and ensure quality of the data by random verifications and validations, all key data related to target achievements under each component of the project and other cross cutting and fiduciary aspects including gender, environmental and social framework.
46. Support external consultants to undertake project assessments, special studies, including project impact evaluation, technical studies, beneficiaries' assessment, livelihood and nutrition impact evaluation, etc.
47. Support the development and dissemination of questionnaires in Kobo Toolbox to collect data to feed into the MIS. Support the development and dissemination of questionnaires for specific in-house evaluations in Kobo Toolbox/Google Forms.
48. Conduct regular data auditing both during field visits and in the Kobo Toolbox and MIS database.
49. Provide the outcomes of the data analysis and ensure that reports (in both Lao and English) are completed and submitted according to the agreed deadlines.
50. Ensure that all findings and recommendations related to gender, environmental or social impacts are recorded in the progress and completion reports;
51. Follow up inputs for project progress reports and completion report from all PMT and from the District Offices as needed;
52. Ensure that the project evaluation is done with sufficient information and data to use for some project's indicators.
53. Work in close collaboration with the gender specialist to conduct gender analysis of data and qualitative evaluations of results.

M&E Capacity Building

54. Develop the project's report format and M&E tools and provide training to concerned staff on data collection and entry using the forms, and report writing.
55. Support trainings in the field on usage of Kobo Toolbox including data entry, data validation, data auditing, etc.
56. Support MIS capacity building activities and technical assistance at the district and village level.
57. Provide support and training to project staffs at national, province/district and village levels on M&E system, project results framework (achievement indicators) including M&E process and techniques.

Communication, Collaboration and Teamwork

58. Work closely with the MIS Specialist to ensure that MIS system captures all data on target achievement and inform PMT and concerned project staff about the issues occurring in each period.
59. Communicate and share data with Government representatives regarding government funded sub-projects.
60. Ensure that data or approved reports are updated, disclosed and uploaded onto project website. Collaborates with other World Bank supported nutrition convergence projects involved in delivering the nutrition program and reducing malnutrition and contribute to joint performance assessment of the convergence approach, in particular the child score card.
61. Accomplish other M&E tasks as requested by Supervisor, according to project needs.

X. Position Requirements

Qualifications and Experience

- At least a Bachelor's degree in project management, rural development, social sciences, economics or related subject;

- At least 3 years of experience in working with development projects for international donors/organizations, experience in data analysis and report writing (in both Lao and English languages), usage of results framework and results chain and overseeing small evaluations;
- Excellent skills in data retrieving in MIS, data auditing, data processing and trend analysis, report writing skills in both Lao and English languages and overseeing small evaluations;
- Good understanding of monitoring and evaluation in the context of livelihood, small infrastructures and nutrition projects;
- Strong analytical and reporting skills.
- Comprehensive computer skills in particular usage of MIS, MS Word, Excel, PowerPoint and Database software, online data analysis skills, Kobo Toolbox, Google Forms, etc.;
- Fluency in written and spoken English and Lao is essential;
- Working knowledge of project planning and implementation;
- Familiarity with government and international project operations disciplines is an asset;
- Good interpersonal skill and ability to work independently and as part of a team;
- Willingness to regularly work in rural areas;
- Women and small ethnic group members are encouraged to apply.