

## TERMS OF REFERENCE

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

## **C. 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), YLGs 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), YLGs 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, YLGs 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.

## **D. 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;