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

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.

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.

B. 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.

C. 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.

D. 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.