

TERMS OF REFERENCE

Position	Evaluation and Management Information Systems Officer (Reporting)
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

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

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.

C. Roles and Responsibilities

Management, Monitoring and Evaluation

1. 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;
2. Take a lead in updating the achievement target indicators in the results framework and providing key reliable data for project management, government, and donors;

3. Ensure that regular monitoring of physical progress and funds disbursements for implementation of project activities in each component;
4. 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;
5. Support external consultants to undertake project assessments, special studies, including project impact evaluation, technical studies, beneficiaries' assessment, livelihood and nutrition impact evaluation, etc...;
6. 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;
7. Conduct regular data auditing both during field visits and in the Kobo Toolbox and MIS database;
8. 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;
9. Ensure that all findings and recommendations related to gender, environmental or social impacts are recorded in the progress and completion reports;
10. Follow up inputs for project progress reports and completion report from all PMT and from the District Offices as needed;
11. Ensure that the project evaluation is done with sufficient information and data to use for some project's indicators;
12. Work in close collaboration with the gender specialist to conduct gender analysis of data and qualitative evaluations of results.

M&E Capacity Building

13. 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;
14. Support trainings in the field on usage of Kobo Toolbox including data entry, data validation, data auditing, etc...;
15. Support MIS capacity building activities and technical assistance at the district and village level;
16. 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

17. 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;
18. Communicate and share data with Government representatives regarding government funded sub-projects;
19. 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;
20. Accomplish other M&E tasks as requested by Supervisor, according to project needs.

D. 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.