

## TERMS OF REFERENCE

<b>Position</b>	Engineering Officer (Lao National only)
<b>Number of Position</b>	1
<b>Location</b>	Based in Vientiane Capital with regular visits to targeted provinces, districts, and villages
<b>Supervisor</b>	Engineering Specialist
<b>Close coordination with</b>	Quality Assurance Officer and District Engineer Officers
<b>Duration</b>	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.