

Terms of Reference

Position	Agriculture and Livelihood Specialist (Head)
Number of Position	1
Location	Central Office in Vientiane Capital with regular visits to targeted provinces, districts, and villages
Supervisor	Executive Director
Close coordination with	Project Management Team, Livelihood central team, District Agriculture and Livelihood Officers
Duration	A one-year contract with an initial probation period of 6 months. Renewal subject to project organisational 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 Agriculture and Livelihood Specialist (Head) is responsible for the overall management, monitoring and reporting and project integration of the livelihood plans, budgets, monitoring and progress reports as well as responsible for leading and guiding project staff to coordinate with GoL counterparts and Village Facilitators to develop self-help groups, to implement savings and livelihood initiatives within communities, at the same time protecting social and environmental safeguards. This position is the member of the CLEAR Project Management Team (PMT) led by the Executive Director (ED) and the Deputy Executive Director (DED).

C. Roles and Responsibilities

Technical and Management Functions

1. Work closely with other Project Management Team (PMT) members to ensure effective management, planning, implementation, monitoring and reporting on livelihood activities including Self-Help Groups (SHGs), Producer Groups (PGs);
2. Prepare quarterly workplan and budget, annual workplan and budget, and procurement plan for livelihood activities for submission, approval and implementation;
3. Work with other PMT members at the central level to prepare and finalize the Annual Workplan and Budget (AWPB) for onward submission to competent authorities for approval, disbursement, and implementation;
4. Review and update of AWPB, Project Implementation Manual (PIM) / Project Implementation Plan (PIP), SHG Guidelines, and PG Guidelines based on the experience and learning acquired from the actual project implementation;
5. Responsible for developing training manuals, IEC materials including audio visuals, etc. to train District level Livelihood Officers, and Livelihood Young Graduates and the same materials will be used for training of SHG and PG members;

6. Design and facilitate implementation of livelihood activities those are climate resilient;
7. Develop protocols and guidelines for establishing agri-entrepreneurs (local input suppliers) for supplying agriculture, livestock, and fishery inputs to SHG and PG numbers;
8. Monitor progress of livelihood activities (SHG, PG and IGA) to ensure safeguard policy compliance;
9. Supervise and provide supports to Agricultural and Livestock Officer and Micro-Finance Officer through guiding, training, mentoring, reviewing and providing feedback for her/his professional growth.
10. Take lead in recruitment of livelihood staff and LYGs. This includes selection, performance review of staff under Livelihood activities and organize training based on training needs of these staffs and facilitate their contract renewal, as required by the Human Resource Unit;
11. Participate in all PMT meetings including the monthly meeting, annual meeting, workshops, seminars, World Bank Missions, and Government programmes;
12. Prepare Terms of Reference (ToR) to hire local and international consultants in livelihood through HR and Procurement Unit.

Capacity Building Functions

13. Develop capacity building strategy and plan to organize training, exposure, etc. for project staffs and community members;
14. Develop capacities of District Team Leader of livelihoods to anchor implementation of livelihood activities (SHG, PG, IGA, Local Input Suppliers, etc.) through Village Facilitators and Livelihood Young Graduates.

Coordination, Collaboration, Communication, and Team Work Functions

15. Initiate appropriate steps to ensure the integration of GoL policies and principles in the livelihood activities in line with CDD principles, participatory approaches, transparency and accountability, poverty focus and safeguards. Ensure, these principles and approaches are reflected in all the project documents and training programmes;
16. Cooperate and coordinate with the National Nutrition and Community Development Specialist with respect to the management of the project-cycle to ensure livelihood activities are harmonized with Nutrition and other project activities;
17. Work with the Finance and Administration team for implementation of livelihood activities;
18. Represent Livelihood team of CLEAR project for World Bank, other external funded projects, Government.

Monitoring, Analysis and Reporting Functions

19. Prepare project progress reports (monthly, quarterly, semi-annual, annual, mid-term review) or as required in both Lao and English language;
20. Facilitate the process of lessons learned in livelihood activities and inter linked activities;
21. Prepare the project exit strategy in relation to crops, livestock, and non-farm activities under Livelihood;
22. Support in designing MIS by including adequate features to collect relevant data, facilitate in timely data entry, data cleaning, and making decision based on MIS report;
23. Provide timely and accurate information as required by internal and external stakeholders in Lao and English language.

Other related Tasks

24. Within scope of responsibility, promote and explain project principles, processes and achievements to GoL representatives, donors, concerned parties and NGOs;
25. Other tasks as requested by Supervisor as per project requirement.

D. Position Requirements

Qualifications and Experience

- A Master's degree in agriculture, agribusiness, veterinary science and animal husbandry or livestock, rural development, rural management, social development, community development, environment science, or other related fields;
- A minimum 10 years of relevant experience in SHG, PG, IGA, Agri-Entrepreneurs, etc. in Community Driven Development approach, and at least 5-year work experience at national level and worked on project planning and implementation, management, documentation, and monitoring and evaluation;
- Experience in package of practices of crops and livestock activities including climate resilient practices and experience in developing and implementing livelihood activities which are climate resilient;
- Experience in developing / mobilizing internal and external human and technical resources to develop training manuals, IEC materials, etc. around crops, livestock, family investment plan, micro investment plan, business plan (individual and group), etc.,
- Experience in providing trainings to project staff, communities on SHG, PG, IGA, Agri-Entrepreneurs, climate resilient livelihood activities on farm/crop, livestock, and non-farm activities.

Personal Attributes

- Strong leadership and team management skills;
- Open to new ideas, ability to grasp, learn and try out / adopt / roll out new approaches / processes / skills and technologies;
- Ability to work independently, within the framework of the project's requirements;
- Ability to prioritize organization's tasks, own theme's tasks and accomplish tasks on time;
- Willing to work in team, allow and groom team members at all level to work and perform;
- Good problem-solving skills;
- Sensitive to gender and ethnic issues of the communities in rural areas and at the project level;
- Willingness to travel to provinces, districts, and villages for project related works as per requirement;
- Good communication and social skills;
- Good computer skills including Microsoft Offices (Word, Excel, PowerPoint);
- Proficient in English language (speaking, reading, writing, and listening).

Terms of Reference

Position	National Nutrition and Community Development Specialist (Head)
Number of Position	1
Location	Central office in Vientiane Capital with regular visits to targeted provinces, districts, and villages
Supervisor	Executive Director
Close coordination with	Project Management Team, National Nutrition Officer and District Nutrition Officers
Duration	A one-year contract with an initial probation period of 6 months; 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. This activity will be implemented in partnership with Click.

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 main responsibilities of National Nutrition and Community Development Specialist (Head) are to lead and oversee the implementation of Component 3: Community Nutrition Interventions, starting from the establishment and equipping community nutrition groups followed by necessary trainings and technical support during implementation. The specialist will also ensure that nutrition related needs are competently addressed in self-help groups and infrastructure subprojects during design and implementation. The Nutrition and Community Development Specialist will also oversee and ensure that the core values or principles of Community Driven Development (CDD) are applied by all project teams when rolling out activities to promote community empowerment and to ensure sustainability of the project investments in accordance with the Project Implementation Manual (PIM) and relevant Guidelines. Additionally, the Nutrition and Community Development Specialist will be in charge of Subcomponent 1.1: Participatory Village Development Planning (VDP). This position is the member of the CLEAR Project Management Team (PMT) led by the Executive Director (ED) and the Deputy Executive Director (DED).

C. Roles and Responsibilities

Strategic Direction

1. Contribute to CLEAR nutrition & SBC manual and ensure alignment with the multi-sectoral nutrition convergence SBC strategy of the World Bank;
2. Communicate effectively across all CLEAR components to ensure nutrition is addressed at the earliest stages of design of CLEAR manuals and implementation mechanism (in particular PIM, SHG guidelines, M&E guidelines and other project guidelines);
3. Ensure bottom-up planning approach is applied in all project activities;
4. Lead in organizing the Participatory Village Development Planning (VDP) in each project village to prioritize community needs. Before VDP preparation, village profiles of all project target villages will be prepared.

Nutrition

5. Oversee and ensure the effective implementation of the SBC activities laid out in the CLEAR nutrition manual in partnership with other projects of the World Bank nutrition convergence approach (including field design, trainings, tool development, monitoring and supervising National Nutrition Officer);
6. Manage contract of service providers/consultants and supervise National Nutrition Officer for effectively implementing trainings and activities to promote community-sourced nutritious food as designed in the CLEAR nutrition manual;
7. Oversee the Nutrition Officer to identify training needs, organize monthly staff meetings and trouble shoot nutrition related problems in a timely and effective manager to deliver impact at scale in all CLEAR target districts;
8. Oversee and ensure – together with PMT - that nutrition related needs as well as nutrition and livelihood-oriented infrastructure priorities are adequately reflected in the village development plans (VDPs) as well as Family Investment Plans (FIP) of self-help group members;
9. In collaboration with the M&E team ensure data collection for all agreed nutrition indicators as per CLEAR nutrition manual;
10. Contribute to the timely production of monthly, semi-annual, annual progress, and mid-term review reports for CLEAR as well as reports for GOL nutrition convergence meetings;
11. Prepare the annual workplan and budget for component 3 and guide each District in the preparation of monthly and quarterly work and budget plans as well as of disbursement summaries;
12. Coordinate CLEAR activities with other World Bank nutrition projects and identify and communicate on key gaps and best practices for nutrition and SBC;

13. Present CLEAR at nutrition convergence meetings at national, provincial, and district level as well as in meetings with donors, GOL and other DPs.

Community Driven Development

14. Work closely with other PMT members to engender a strong team commitment to accomplishing the agreed work plans particularly those related to nutrition and community development and achieving the Project Development Objective with specific targets set;
15. Work and share knowledge on CDD with concerned government agencies/sectors, development partners and concerned stakeholders to strengthen CLEAR activity design, guidelines and implementation;
16. Work with and supervise consultants to be either partnered or commissioned to carry out studies and assessments including project and activity impact assessments and special studies to draw lessons learned and improve design and implementation of CDD approaches and activities;
17. Review all capacity building and training plans prepared and consolidated by the Capacity Building / Communication Officer on community development;
18. Oversee and monitor capacity building activities including training, on the job training and knowledge exchange activities organized and conducted by the Capacity Building / Communication Officer, with particular attention given to building participatory community development capacity at district and village levels.

Other related Tasks

19. Lead selection and recruitment of nutrition staff and nutrition young graduates;
20. Work in coordination with the Human Resources (HR) and Procurement team to prepare TORs and necessary documents for hiring external technical consulting services and consultants;
21. Prepare the project exit strategy in relation to nutrition and community development;
22. Participate in all PMT meetings including the monthly meeting, annual meeting, workshops and missions led by World bank or government;
23. Within scope of responsibility, promote and explain project principles, processes and achievements to GoL representatives, donors, concerned parties and NGOs;
24. Accomplish other tasks as requested by Supervisor, according to project needs.

D. Position Requirements

Qualifications and Experience

- At least Master's degree in nutrition, social sciences, rural development, health, agriculture or other related fields;
- At least 10 years of experience in multi-sectoral project management of large projects and coordination across sectors;
- Minimum of 7 years of relevant experience in nutrition with emphasis on SBC and agriculture-based nutrition activities,
- At least 7 years of experience in participatory community development, delivering technical trainings and training of trainers, and knowledge of tools such as participatory rural appraisal/rapid rural, log-frame analysis would be an advantage;
- Ability to lead activity preparation, design, coordination support and institutional strengthening and monitor impact

Personal Attributes

- Strong leadership and team management skills with good practical and problem-solving skills;

- Good team spirit and openness and flexibility to learn new skills and techniques;
- Good communication and social skills with high level of English skills (speaking, reading and writing);
- Good computer skills including MS Offices Package;
- Sensitivity towards gender and ethnic issues found in the rural areas;
- Willingness to travel to and within the provinces for extended periods of time;
- Women and candidates from ethnic groups are strongly encouraged to apply.

Terms of Reference

Position	Engineering Specialist (Head)
Number of Position	1
Location	Central office in Vientiane Capital with regular visits to targeted provinces, districts and villages
Supervisor	Executive Director
Close coordination with	Project Management Team, Engineering central team and District Engineer Officers
Duration	A one-year contract with an initial probation period of 6 months; 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:

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.

F. Summary of Role

The Engineering Specialist (Head) is responsible for supervision, coordination and quality assurance of community infrastructure works to be financed through the Component 1 of CLEAR: Local Economic Development and Community Capacity Strengthening. The main tasks include the development of infrastructure manual including the Government of Laos compliant 'Engineering Standards', guidelines to ensure the quality of the Project sponsored small scale built/rehabilitated infrastructure meets the community needs and provides a link to socio-economic benefits. This position is the member of the CLEAR Project Management Team (PMT) led by the Executive Director (ED) and the Deputy Executive Director (DED).

G. Roles and Responsibilities

Management and Oversight

1. Work closely with other Project Management Team (PMT) members to implement infrastructure works under Component 1 of CLEAR;
2. Prepare and submit annual as well as quarterly workplan and budget to Finance and Administration team for the consolidation into the project annual workplan and budget before sending to ED via DED for review and approval;
3. Participate in all PMT meetings including the monthly meeting, annual meeting, workshops and missions led by World bank or government;
4. Take primary responsibility for the preparation of a basic technical manual, guideline and other instructions to be used by District Engineer Officers and Village Implementation Team to guide them on infrastructure work design, construction, operation and maintenance;
5. Guide implementation of the environmental and social management framework as described in the project implementation manual, incorporating a disaster risk management (DRM) and climate resilience approach, production of impact mitigation instruments (e.g. site specific environmental and social management plan, health and safety plan, environmental and social code of practice) where relevant, to be applied by community, contractors and their subcontractors;
6. Supervise the management, revision and use of the Unit Cost Database;
7. Assign Engineering central team to assist District Engineering Officers as necessary with design, survey, contracting and implementation, and oversight of complex non-standard infrastructure works (roads and irrigation) and quality control of the infrastructure work;
8. Participate in review and revision of the Project Implementation Manual (PIM) and take primary responsibility for maintaining and updating the engineering section of the PIM, based on the actual experience from the project implementation;
9. Contribute to the Community Financial Management Guidelines in relation to the management of infrastructure subgrants, and employment of community labour where relevant;
10. Participate in reviewing and updating the Annual Workplan and Budget and the Project Implementation Manual (PIM) during the course of the project implementation to reflect actual experience gained;
11. Take lead in selection and recruitment of engineering staff;
12. Work in coordination with the Human Resources (HR) and Procurement team to prepare TORs and necessary documents for hiring external consulting services and consultants and to work on contract performance monitoring and evaluation of external consultancies.

Capacity Building

13. Exchange information with other relevant development projects and civil works experts to identify innovative good practice, especially in the field of production related infrastructure, disaster and climate resilient infrastructure and community level operations and maintenance.
14. Guide, mentor and support the District Engineer Officers to implement CLEAR in accordance with the project's principles as described in the PIM, including responding to local needs, enhancing disaster and climate resilience, and focus on operations and maintenance;
15. Provide specific technical assistance and capacity building for unique and complicated infrastructure works;
16. Coordinate with other PMT members and Capacity Building/Communication Officer to prepare technical training activities, and assist trainers to develop and deliver appropriate training activities with focus on building engineering/technical capacity at district levels, so they can deliver appropriate technical training and support at villages;
17. Contribute to the design of the Community Capacity strengthening training program to incorporate key message on disaster and climate resilience, response to local infrastructure needs, and the roles of community leaders in the implementation and maintenance of infrastructure works.

18. In collaboration with the Environmental Officer and the Social/Gender Officer to deliver training to the District Engineer Officers related to implementation of environmental and social safeguards requirements and the use of management instruments;
19. Provide oversight to district teams for the implementation of the village skilled worker scheme with district vocational schools;
20. Look for new courses essential for the District Engineer Officers, Village Implementation Team and community.

Communication, Collaboration and Team Work

21. Supervise Engineering central team and regularly guide, facilitate, coordinate and monitor and evaluate their work and performance before contract signed;
22. Work closely with (1) the Nutrition and Community Development team to organize community engagement and participation in village profiles and in the prioritization of infrastructure during village development planning, (2) the Livelihoods Improvement team to review demand for production-oriented small infrastructure and organize the participation of groups in operations and maintenance, and (3) with the Finance and Administration team to monitor and ensure that implementation of infrastructure activities and training are consistent with the approved budgets and other financial management requirements.

Monitoring, Analysis and Reporting

23. Supervise and review the collection, analysis and interpretation of data, and the overall monitoring and evaluation of the infrastructure works, including regular operations and field inspections;
24. Provide reports on results and outputs of infrastructure implementation to the Monitoring and Evaluation (M&E) team, especially in areas related to engineering/technical assistance;
25. Review M&E reports and identify technical and infrastructure work related trends and issues for consideration and remediation;
26. Prepare engineering/technical reports and infrastructure work implementation progress reports as required;
27. Prepare the mid-term review report and the project exit strategy in relation to Engineering activities including infrastructure works;
28. Collaborate with other PMT members especially M&E team to prepare monthly, semi and annual reports or as required in both Lao and English language.

Other related Tasks

29. Within scope of responsibility, promote and explain project principles, processes and achievements to GoL representatives, donors, concerned parties and NGOs;
30. Accomplish other tasks as requested by ED, according to project needs.

H. Position Requirements

Qualifications and Experience

- At least Master's degree in Civil Engineering and Management is required;
- Advanced training in management and/or rural development is highly desirable;
- A minimum of 10 years relevant technical working experience, and at least 5 years' experience with an emphasis on project planning and implementation, management, monitoring, evaluation;
- Experience in participatory community development in Northern and Southern regions of Laos, technical training and training of trainers, and knowledge of tools such as PRA/RRA and log-frame analysis would be an advantage.

Personal Attributes

- Strong leadership and team management skills and proven leadership ability;
- Displaying good team spirit and openness and flexibility to learn new skills and techniques;
- 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;
- Good communication and social skills;
- High level of English language skills (speaking, reading and writing);
- Good computer skills including MS. Office; knowledge of database software or civil design software is highly desirable;
- Sensitivity towards gender and ethnic issues found in the rural areas.

Terms of Reference

Position	Monitoring and Evaluation Specialist (Head)
Number of Position	1
Location	Central Office in Vientiane Capital with regular visits to targeted provinces and districts
Supervisor	Executive Director
Close coordination with	Project Management Team and M&E central team, and District M&E Officers
Duration	A one-year contract with an initial probation period of 6 months. Renewal (up to 4 years) subject to project organisational requirements, budget, and annual performance review

I. 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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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.

J. Summary of Role

The Monitoring and Evaluation Specialist (Head) is responsible for overseeing all required multi-sector data collection, analysis, and reporting on the implementation and progress of CLEAR. He/she provides feedback, strategic guidance and advice to the Executive Director/Component Experts/Implementers on the effectiveness of project implementation and potential steps needed to achieve anticipated project outputs and outcomes. He/she provide technical backstopping to project staff within the Project Management Team, the districts and villages on M&E requirements, including capacity development and knowledge dissemination. This position is the member of the CLEAR Project Management Team (PMT) and reports directly to the Executive Director (ED). It is expected that the specialist will conduct regular visit to province/district, about 20% of the time.

K. Roles and Responsibilities

Management, Planning, Monitoring and Evaluation

1. Work closely with other PMT members to ensure the project planning and implementation is aligned and on track with the project development objectives and indicators' targets set in the results framework.
2. Cooperate with other PMT members for the development, consolidation, finalization and monitoring of budgeted Annual Workplan and Quarterly Workplan.
3. Take the lead to analyse and process data to ensure achievements of objectives.
4. Prepare and submit M&E inputs as per the results framework to the consolidated semi and annual project implementation progress reports, presentation as per the requirement of project, government, and donors in a timely manner.
5. Serve as a focal point to prepare, review and provide M&E inputs for implementation progress reports, midterm review reports, project impact assessment reports and project completion report.
6. Oversee the compilation of timely reports produced by external consultants including baseline, midterm, and final evaluation reports.
7. Design the outline/template of project exit strategies (for the first batch villages exit and for the final project exit), consolidate the draft contents prepared by PMT members, and finalize such project exit strategies.
8. Review monitoring and evaluation system/mechanism, process and procedures of the project and forms and formats for project activities applied under its various components to ensure consistency.
9. Monitor project progress through field visit, provide feedback and keep regular communication with related field and concerned staff on the findings and observations from the M&E reports and field missions.
10. Develop the format and content (such as indicators) to be included in the Management Information System (MIS) ensuring that the system capture and monitor all aspects and status of project implementation against the set target indicators agreed in the Results Framework (when applicable) of the project and other relevant indicators (results chain).
11. Support the MIS Specialist to design, develop and improve the Management Information System (MIS), including the Web-based MIS to make it more effective, cost-effective, reliable, and to ensure that the real time field data reporting are available (digitized data collection, storage, and analysis processed in real time). Monitor the status and progress of project implementation based on the different data sources (MIS, evaluations, etc.) and provide regular data and updates on project activity progress versus objectives and indicators.

12. Lead and conduct data auditing in collaboration with Agriculture and Livelihood Specialist, Nutrition and Community Development Specialist and decentralized implementers.
13. Analyze data, information and reports and provide feedback to project management and project counterparts at the different levels on the progress of implementation and of any need to modify schedules, strategies, and objectives.
14. Update as required data collection and reporting formats in collaboration with project counterparts at the different levels and provide training to required implementers on their use.
15. Assess the adequacy of the proposed project inputs, activities, and outputs in delivering desired project objectives/outcomes.
16. Based on findings of the M&E system and other assessments provide PMT with recommendations and strategic direction within the results framework to strengthen project design and implementation in accordance with the Project Implementation Manual (PIM).
17. Cooperate with the Agriculture and Livelihood Specialist, Nutrition Community Development Specialist, and concerned staff to conduct internal evaluation on the impacts of livelihoods and nutrition activities as well as other related activities under CLEAR.
18. Manage the overall M&E system (i.e., provide technical oversight).
19. Work in coordination with the Human Resources (HR) and Procurement team to prepare TORs and necessary documents for hiring external consulting services and consultants and to work on contract performance monitoring and evaluation of external consultancies.
20. Draft TORs for evaluations and studies (need based and in collaboration with the PMT specialists and other partners (World Bank)).
21. Develop tools for tracking progress on infrastructures implementation (including pictures) using Kobo Toolbox/Google forms.
22. Manage and supervise the MIS Specialist and Evaluation and MIS Officer.

M&E Capacity Building

23. Organize, provide and support the training of project staff at national, district, and village levels on M&E related activities.
24. Develop annual budgeted M&E Capacity Building Plan (including on-the job training) to ensure all relevant project staff are aware of their M&E role and responsibilities and able to carry out their tasks assigned, including data processing, analysis, reporting, usage of data for management, and to fill MIS forms and enter the data in the MIS for the activities.
25. Work in collaboration with the Capacity Building/Communication Officer to develop M&E training materials (including YouTube video) and develop tools to assess the quality of trainings (post-training) and assessment of skills adoption.
26. Assist to solve any issues that arise, to ensure that all data are collected, entered timely in the MIS, validated, frequently audited, used for documenting progress, making decision and integrated in, impact assessments and the project completion report.

M&E Communications, Collaboration, and Teamwork

27. Ensure the collaboration and support to M&E activities from all members of PMT.
28. Ensure that all staff in each level aware with the project M&E system, results framework, forms and regulation of the project.
29. Participate in knowledge sharing activities conducted by the project and by concerned government agencies, donors and development partners as assigned by ED or her/his Deputy (DED) when delegated.
30. Play a key role in coordinating the planning, implementation and dissemination of findings of M&E system.
31. Work in close collaboration with the gender expert to include gender in data collection, evaluation, and analysis.

32. 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.

Other related Tasks

33. Within scope of responsibility, promote and explain project principles, processes and achievements to the Government representatives, donors, concerned parties and NGOs.
34. Accomplish other tasks as requested by Supervisor, according to project needs.

L. Position Requirements

Qualifications and Experience

- At least a Master's degree in rural development, agricultural economics, project management, social sciences or any other related fields, with a specialized training in monitoring and evaluation.
- Minimum 8 years of work experience in managing M&E systems for rural development/livelihood projects, preferably financed by international banks/international organizations.
- Plus 5 years of work experience with results framework, results chain, M&E plan design and costing, activity plan, report drafting, data analysis, data auditing, results-based management, supportive supervision, managing M&E system management, planning evaluations, MIS, gender in M&E and organizing and running training sessions.
- Advanced ICT knowledge and MIS is essential and familiarity with Kobo Toolbox and Google Forms is an asset.

Personal Attributes

- Fluency in English and Lao using (writing, editing, reporting and speaking), with ability to interpret English-Lao and vice versa is an asset.
- Good social communication skills and experience of working effectively with local authorities and ethnic minorities.
- Strong leadership and team management skills and proven leadership ability.
- A good understanding of government and foreign aid project operations.
- A willingness to work in rural areas for shorter durations to assist in training project staff and conducting data auditing.