

Terms of Reference

Position	National Environmental Consultant (NEC)
Number of Position	1
Location	Central Office in Vientiane Capital with regular visits to targeted provinces and districts
Supervisor	Executive Director and Deputy Executive Director when assigned by ED
Technical Counsellor	WB Environmental Specialist
Close coordination with	National Social/Gender Consultant (NSGC), District Environmental and Social/Gender Officer, Project Management Team, and Engineer team at the central and district levels
Duration	A one-year contract (full time) with an initial probation period of 3 months. Renewal subject to project organizational requirement, budget, and annual performance review. If needed, parttime inputs may be considered.

A. Background and Summary of Role

The Government of Lao PDR (GOL) is implementing a Community Livelihood Enhancement and Resilience - CLEAR (“the Project”), with financing from the World Bank (WB), through the Poverty Reduction Fund (PRF) of Ministry of Agriculture and Forestry (MAF) and the Project is effective in mid2023. The Project activities will be implemented through the following 4 components: (C1) Local Economic Development and Community Capacity Strengthening; (C2) Community Livelihoods Enhancement; (C3) Community Nutrition Interventions; (C4) Project Management, Capacity Building and Monitoring and Evaluation; and (C5) Contingent Emergency Response Component (US\$0).

Implementation of the Project activities and/or community infrastructure works will have to be in line with the Environment and Social Framework (ESF) requirements and the relevant Environmental and Social Standards (ESS) of the WB. Of the 10 ESSs¹, eight (8) ESSs (ESS1, ESS2, ESS3, ESS4, ESS5, ESS6, ESS7, and ESS10) are considered relevant to the Project and three specific ESF documents have been prepared and approved by WB, and they are disclosed in the PRF and MAF websites. These documents are an Environmental and Social Commitment Plan (ESCP), an Environmental and Social Management Plan (ESMF), including a Labor Management Procedures (LMP), and a Stakeholder Engagement Plan (SEP). Gender mainstreaming and a Gender and Social Inclusion Action Plan have also been prepared for the Project and approved by WB.

To ensure compliance with the ESFP and timely application and implementation of the ESF instruments and the gender mainstreaming and Action Plan, the Project is mobilizing a national environmental consultant (NEC) and a national social/gender consultant (NSGC). Although their TORs are prepared separately, these two consultants are required to work closely together under close supervision of the Project Management Team (PMT). This TOR is for the National Environmental Consultant (NEC).

¹ ESS1 is Assessment and Management of Environmental and Social Risks and Impacts; ESS2 is Labor and Working Conditions; ESS3 is Resources Efficiency and Pollution Prevention and Management; ESS4 is Community Health and Safety; ESS5 is Land Acquisition and Land Use Restriction; ESS6 is Biodiversity Conservation and Sustainable Management of Living Natural Resources; ESS7 is Indigenous Peoples/Sub-Saharan African Historically Underserved Traditional Local Communities; ESS8 is Cultural Heritage; ESS9 is Financial Intermediary; and ESS10 is Stakeholder Engagement and Information Disclosure.

Specifically, the National Environmental Consultant (NEC) is responsible for the planning, management, supervision, monitoring, and reporting of all environmental requirements for the Project covering infrastructure works and activities, especially those related to livelihoods and nutrition activities. The NEC will provide technical inputs including ESF training and capacity building related to specific requirements as described in the ESCP and the ESMF, especially those related to environmental and social (E&S) screening and issues related to environmental and safety related to ESS1, ESS2, ESS3, ESS4, and ESS6. For the activities related to infrastructure development and/or small civil works, the NEC will assess the environmental risks and mitigation measures during construction and operations of the proposed activities and/or infrastructure works and also assist the Engineering and procurement teams to apply appropriate instruments into the detailed design and bidding and contract documents (BD/CD) and secure WB clearance of necessary ESF instruments.

For ESF training and capacity building, the NEC will also work closely with the National Social/Gender Consultant (NSGC) (under a separate TOR) to ensure that the Project staff can perform their functions timely and effectively at the central and district levels as well as Village Implementation Teams (VITs).

B. Roles and Responsibilities

Environmental Risks and Mitigation Measures

1. Collect background information and complete the E&S screening as required by the ESMF. This is to ensure that all Project activities and/or infrastructure works are eligible for Project funding as well as identification of E&S risks, impacts, and proposed mitigation measures;
2. Ensure (as required) that the Project activities and/or infrastructure works are also in compliance with the GOL regulations;
3. Based on results of the E&S screening, if needed, prepare site-specific Environmental and Social Management Plan (SS-ESMP), update Environmental and Social Code of Practices (ESCP), a list of Do and Don't and other related measures as appropriate and submit them to WB for clearance before commencement of the activities/infrastructure works on the ground. It is noted that if land acquisition, resettlement, and/or compensation is involved, the NSGC will prepare an Abbreviated Resettlement Plan (ARAP) and/or other documents as agreed with WB;
4. In coordination with the NSGC, ensure that related ESF documents (ESCP, ESMF including SS-ESMP, ESCOP) are appropriately translated into Lao language, disclosed and trained as needed;
5. Support the Project in liaising with related agencies (NRA and UXO Laos) for the UXO survey and clearance (if needed), obtain UXO clearance certificates prior to commencement of construction activities in the UXO risk area;
6. Take the lead to assist during activities/infrastructure works preparation in identifying environmental risks, impacts, and mitigation actions as required under the ESMF and ESCP, and implement ESF documents as agreed with WB;
7. Ensure appropriate ESF requirements/documents are incorporated into the bidding document, sub-grant agreement and/or contract, and all the records are properly kept in project file;
8. If needed, seek clarification from WB Environmental Specialist to ensure clarity on the issues and actions including keep proper records of ESF related matters and to ensure timely submission of ESF documents for clearance;
9. Take the lead and advise in implementing and monitoring on environmental risks and mitigation measures including other ESF requirements, preparing various ESF reports to the WB as assigned by the Project manager, and ensuring effective consultation, disclosure, and grievance mechanism in line with the ESF requirements and relevant ESSs;

10. During the subproject implementation, provide technical guidance to the Project Engineering team and the PMT on issues related to environmental risks and impacts and the required actions to ensure the compliance with ESF/ESS requirements;
11. To facilitate effective implementation of ESCP, ESMF, SEP and LMP, take the lead in providing training and capacity building on the Environmental and Social Standards (ESSs) and their provisions and implications for project implementation periodically to the Engineer team at the central and local levels, VITs, other Project staff and concerned stakeholders;
12. In accordance with the Stakeholder Engagement Plan (SEP), support the NSGC (if needed) to ensure that the VITs establish and maintain proper recording system for ESF activities and issues addressed ready for the Project and/or the WB reviews;
13. Support the NSGC (if needed) to establish, publicize, and maintain the operation of an accessible grievance redress mechanism (GRM) in order to receive and facilitate resolution of concerns and grievances in relation to the project, promptly and effectively, in a transparent manner that is culturally appropriate and readily accessible to all project-affected parties, at no cost and without retribution, including concerns and grievances filed anonymously, in a manner consistent with ESS10;
14. Support the NSGC (if needed) to prepare, consult, adopt, disclose and implement Abbreviated Resettlement Plans (ARAPs), if applicable, consistent with the requirements of the Resettlement Policy Framework (RPF), ESS5, and national legislation and implement the respective ARAP before carrying out the associated activities, in a manner acceptable to the WB;
15. Support the NSGC (if needed) to adopt and implement the Labour Management Procedures (LMP) as part of the ESMF for the Project, including, inter alia, provisions on working conditions, management of workers relationships, occupational health and safety (including personal protective equipment, and emergency preparedness and response), code of conduct (including relating to sexual exploitation and abuse (SEA), sexual harassment (SH), Violence Against Children (VAC), forced labour, child labour), grievance arrangements for Project workers, and applicable requirements for VITs/VSMCs;
16. If CERC is required, coordinate with the PMT and the NSGC, adopt any required environmental instruments for activities under CERC of the Project in accordance with the CERC Manual, and thereafter supervise the implementation of the measures and actions required;
17. Be a focal point for environmental related aspects, particularly participating in the WB implementation support missions and work closely with the PMT, the Engineer team, and especially the District Environmental and Social /Gender Officer, assigned to each operation and provide back up support as required.

Reporting

18. PRF (as an entity) is responsible for submission of the ESF implementation report regularly as required in the ESCP while any accident or incident will be reported to WB within 48 hours. The NEC will work closely with the NSGC and assist the PMT completing the ESF implementation and monitoring report identified below.
19. Prepare and submit to the WB regularly every six-month monitoring report on the environmental, health and safety (ESHS) performance of the project, including but not limited to the implementation of the ESMF, the ESCP, status of preparation and implementation of environmental instruments required under the ESCP and the SEP (i.e. stakeholder engagement activities, and functioning of the GRM);
20. Prepare ESF implementation and monitoring reports and update the ESF related documents and/or manuals as agreed with WB;
21. Prepare E&S screening reports and impact mitigation instruments including site-specific Environmental and Social Management Plan (ESMP) and/or Environment and Social Code of Practices, and/or Do and Don'ts measures as identified in the Project ESMF. WB prior

clearance may be required. If land acquisition and/or compensation is involved, the NSGC will prepare an Abbreviated Resettlement Plans (ARPs) and secure WB clearance before commencement of subprojects and activities and the ARP implementation and land acquisition reports as agreed with WB;

22. In coordination with the NSGC, prepare report on any incident or accident related to the project which has a significant adverse effect on the environment, the affected communities, the public or workers, including, inter alia, cases of SEA, SH, and accidents that result in death, serious or multiple injury and propose any measures to address it and prevent its recurrence.

Other related Tasks

23. Perform other required tasks mentioned in the Project ESMF and its instruments including ESCP, LMP, RPF, SEP, others;
24. Promote and explain project principles, processes and achievement to the Government representatives, donors, concerned parties and NGOs;
25. Accomplish other tasks as requested by Supervisor, according to project needs.

C. Position Requirements

Qualifications and Experience

- Master degree or higher preferably in areas related to environmental engineering, civil engineering, environmental health and safety (EHS); environmental science, natural resource management, environmental policy, and/or other related aspects;
- A minimum of 4 years of relevant working experience related to the environmental sector, including proven experience in environment, health and safety (EHS); risk assessment; occupational, health and safety (OHS); due diligence, environmental site assessment, and compliance audits;
- For a candidate with Master or higher degree with reasonable experience on safeguards and local issues related to natural resources, the minimum year of experience could be lower but not less than 2 years;
- Demonstrated ability to lead high quality analytical tasks that include environmentally-related data and information;
- Good knowledge of environmental legislation, regulatory and institutional arrangements in Lao PDR;
- Sound knowledge of United Nations Framework Convention on Climate Change, and Intergovernmental Panel on Climate Change GHG accounting methodologies, or similar standards, is an advantage;
- An understanding of WB's ESF requirements, environmental and social safeguards, ESF requirements, operational, and procedural issues of WB and ADB supported projects would be a strong advantage;
- Reasonable level of English speaking and writing.

Personal Attributes

- Strong commitment and interpersonal skills and willingness to work as part of a team;
- Demonstrated interest for environment conservation and social development;
- Willing to travel and spend time in the Project targeted provinces, districts and villages; and
- Regional candidates are encouraged to apply.

Terms of Reference

Position	National Social/Gender Consultant (NSGC)
Number of Position	1
Location	Central Office in Vientiane Capital with regular visits to targeted provinces and districts
Supervisor	Executive Director and Deputy Executive Director when assigned by ED
Technical Counsellor	WB Social Specialist
Close coordination with	National Environmental Consultant (NEC), District Environmental and Social/Gender Officer, Project Management Team, and Engineer team at the central and district levels
Duration	A one-year contract (full time) with an initial probation period of 3 months. Renewal subject to project organizational requirement, budget, and annual performance review. If needed, part time inputs may be considered.

A. Background and Summary of Role

The Government of Lao PDR (GOL) is implementing a Community Livelihood Enhancement and Resilience - CLEAR (“the Project”), with financing from the World Bank (WB), through the Poverty Reduction Fund (PRF) of Ministry of Agriculture and Forestry (MAF) and the Project is effective in mid-2023. The Project activities will be implemented through the following 4 components: (C1) Local Economic Development and Community Capacity Strengthening; (C2) Community Livelihoods Enhancement; (C3) Community Nutrition Interventions; (C4) Project Management, Capacity Building and Monitoring and Evaluation; and (C5) Contingent Emergency Response Component (US\$0).

Implementation of the Project activities and/or community infrastructure works will have to be in line with the Environment and Social Framework (ESF) requirements and the relevant Environmental and Social Standards (ESS) of the WB. Of the 10 ESSs¹, eight (8) ESSs (ESS1, ESS2, ESS3, ESS4, ESS5, ESS6, ESS7, and ESS10) are considered relevant to the Project and three specific ESF documents have been prepared and approved by WB, and they are disclosed in the PRF and MAF websites. These documents are an Environmental and Social Commitment Plan (ESCP), an Environmental and Social Management Plan (ESMF), including a Labor Management Procedures (LMP), and a Stakeholder Engagement Plan (SEP). A Draft Gender Action Plan has been prepared for the Project.

The Project is mobilizing a National Environmental Consultant (NEC) and a National Social/Gender Consultant (NSGC) to ensure compliance with the ESFP and timely implementation of the ESF instruments and the Gender Action Plan. Although their TORs are prepared separately, these two consultants are required to work closely together under close supervision of the PRF/CLEAR Project Management Team (PMT) responsible for ESF implementation. This TOR is for the National Social/Gender Consultant (NSGC).

¹ ESS1 is Assessment and Management of Environmental and Social Risks and Impacts; ESS2 is Labor and Working Conditions; ESS3 is Resources Efficiency and Pollution Prevention and Management; ESS4 is Community Health and Safety; ESS5 is Land Acquisition and Land Use Restriction; ESS6 is Biodiversity Conservation and Sustainable Management of Living Natural Resources; ESS7 is Indigenous Peoples/Sub-Saharan African Historically Underserved Traditional Local Communities; ESS8 is Cultural Heritage; ESS9 is Financial Intermediary; and ESS10 is Stakeholder Engagement and Information Disclosure.

The National Social/Gender Consultant (NSGC) is responsible for the planning, management, supervision, monitoring, and reporting of all social requirements for the Project infrastructure works and/or activities, especially those related to livelihoods and nutrition activities. The NSGC will provide technical inputs including training and capacity building related to specific requirements as described in the ESCP and the ESMF, especially those related to the social risks and impacts, especially those related to ESS2, ESS4, ESS5, ESS7, and ESS10. For the activities related to infrastructure development and/or small civil works, the NSGC will ensure that actions related to social code of conduct will be implemented by the contractor and consultation with local residents are conducted timely and effectively in line with the ESCP, SEP, and ESMF including LMP. The NSGC will also be responsible for gender mainstreaming by managing and coordinating the overall implementation and monitoring of the project's Gender and Social Inclusion Action Plan and other vulnerable groups in project activities.

B. Roles and Responsibilities

Social Risks and Mitigation Measures

1. If land acquisition, resettlement, and compensation are involved, prepare and implement an Abbreviated Resettlement Plan (ARAP) as needed, based on results of E&S screening exercise as per project's ESMF procedures, and consistent with the relevant ESSs;
2. In coordination with the NEC, provide social input (if needed) during the prepare of site-specific Environmental and Social Management Plan (SS-ESMP), Environmental and Social Code of Practice (ESCP), and/or do and don't measures as required by the ESMF;
3. In coordination with the NEC, carry out translation quality checks for the Lao versions of the Project ESF documents (SEP, LMP);
4. Support the Project in liaising with related agencies (NRA and UXO Laos) for the UXO survey and clearance plan (if needed) to obtain UXO clearance certificates prior to commencement of construction activities in the UXO risk area;
5. Lead the district environmental and social team during activities/infrastructure works preparation in identifying social risks, impacts, and mitigation actions as required under the ESMF, LMP, SEP, and ESCP, and in preparing ES documents and/or instruments as agreed with WB;
6. Ensure appropriate ESF requirements/documents are incorporated into the sub-grant agreement/contracts, and all the records are properly kept in project file;
7. If needed, seek clarification from WB Social Specialist to ensure clarity on the issues and actions including keep proper records of ESF related matters and to ensure timely ESF documents and/or instruments as agreed with WB;
8. Take the lead and advise in implementing and monitoring of social risks and mitigation measures including other ESF requirements, preparing various social reports to the WB, and ensuring effective consultation, disclosure, and grievance mechanism;
9. During the infrastructure works implementation, provide guidance to the Project Engineering team and the PMT on issues related to social risks and impacts, and required actions to ensure the compliance with social risks and mitigation measures requirements;
10. To facilitate effective implementation of SEP, ESMF and ESCP, provide training on the Environmental and Social Standards (ESSs) and their provisions and implications for project implementation periodically to the Engineer team at the central and local levels. Village Implementation Teams (VITs), other Project staff and concerned stakeholders; In accordance with the Stakeholder Engagement Plan (SEP), ensure that the VITs establish and maintain proper recording system for social risks, impacts, and mitigation measures activities and issues addressed ready for the Project and/or the WB reviews;
11. Support the establishment, publicize, and maintain an accessible grievance redress mechanism (GRM) GRM procedures which include.

- To submit to the MIS database.
 - To provide support on developing GRM procedures, monitoring and reporting of GRM implementation.
 - To ensure the GRM is accessible for all project - affected parties including non-Lao tai and vulnerable groups at no cost, in a manner consistent with ESS10.
12. Support with the disclosure and implementation of the Abbreviated Resettlement Action Plans (ARAPs), if applicable, consistent with the requirements of the Resettlement Policy Framework (RPF), ESS5, and national legislation and implement the respective Abbreviated RPs before carrying out the associated activities, in a manner acceptable to the WB;
 13. Advise on the proper implementation of the Labour Management Procedures (LMP) as part of the ESMF for the Project, including, inter alia, provisions on working conditions, occupational health and safety (including personal protective equipment, and emergency preparedness and response), code of conduct (including relating to sexual exploitation and abuse (SEA), sexual harassment (SH), Violence Against Children (VAC), forced labour, child labour), grievance arrangements for Project workers, and applicable requirements for VITs/VSMCs;
 14. Adopt any required social instruments for activities under Contingency Emergency Response Component (CERC) of the Project in accordance with the CERC Manual, and thereafter implement the measures and actions required and within the timeframes specified in said E&S instruments;
 15. Be a focal point for social risks and mitigation measures related aspects, particularly, participating in the WB implementation support missions and work closely with the PMT, the Engineer team, and especially the District Environmental and Social /Gender Officer, assigned to each operation and provide back up support as required.

Gender

16. Further develop, oversee and ensure the implementation and monitoring of the Gender and Social Inclusion Action Plan (GESI AP) at all levels;
17. Organize and follow up on gender sensitivity training with project staff at national and district levels in collaboration with relevant agencies and/or international experts; and ensure that project staff at all levels are actively engaged in GESI AP implementation and are gender sensitive to facilitate and enhance active participation of both male and female beneficiaries or villagers in the whole project and activity cycles;
18. Coordinate and collaborate with relevant agencies, institutions, such as Lao Women's Union and development partners and projects to review and share knowledge to inform and strengthen GESI AP implementation;
19. Prepare monthly report related to social inclusion and gender promotion as identified in the GESI AP as well as prepare semi- and annual project implementation progress report related to gender aspect.

Reporting

20. PRF (as an entity) is responsible for submission of the ESF implementation report regularly as required in the ESCP while any accident or incident will be reported to WB within 48 hours. The NSGC will work closely with the NEC and assist the PMT completing the ESF implementation and monitoring report identified below;
21. Prepare and submit to the WB monitoring report on the social, health and safety (ESHS) performance of the project every six-months. The report shall include the implementation of the ESMF, the ESCP, status of preparation and implementation of social instruments required under the ESCP, and the SEP (i.e. stakeholder engagement activities, and functioning of the GRM);

22. Prepare ESF implementation and monitoring reports and update the ESF related documents and/or manuals as agreed with WB;
23. Prepare E&S screening reports and impact mitigation instruments. If land acquisition, resettlement, and/or compensation is involved, the NSGC will prepare Abbreviated Resettlement Plans (ARPs) and submit them for WB clearance before commencement of subprojects and activities. After completion, prepare an Abbreviated RP implementation and land acquisition reports as agreed with WB. It is noted that if a site-specific Environmental and Social Management Plan (ESMP) and/or Environment and Social Code of Practices, and/or Do and Don'ts measures as identified in the Project ESMF is required, the NSGC will assist the NEC on social aspect;
24. In coordination with the NEC, prepare report on any incident or accident related to the project which has a significant adverse effect on the environment, the affected communities, the public or workers, including, inter alia, cases of SEA, SH, and accidents that result in death, serious or multiple injury and propose any measures to address it and prevent its recurrence.

Other related Tasks

25. Perform other required tasks mentioned in the Project ESMF and its instruments including ESCP, LMP, RPF, SEP, others;
26. Promote and explain project principles, processes and achievement to the Government representatives, donors, concerned parties and NGOs;
27. Perform other tasks as requested by Supervisor, according to project needs.

C. Position Requirements

Qualifications and Experience

- Master's degree or higher preferably in areas related to social sciences, social anthropology, sociology, political science, law, human geography, development studies, or other related fields;
- A minimum of 10 years of relevant working experience related to the social sector, including proven experience in community engagement, GESI issues, social risk mitigation, and social compliance audits;
- Demonstrated ability to lead high quality analytical tasks that include social-related data and information;
- Good knowledge of relevant legislation, regulatory and institutional arrangements in Lao PDR;
- An understanding of safeguards, operational, and procedural issues of WB and ADB supported projects would be a strong advantage;
- Fluent English speaking and writing.

Personal Attributes

- Strong commitment and interpersonal skills and willingness to work as part of a team;
- Demonstrated interest in social development;
- Willing to travel and spend time in the Project targeted provinces, districts and villages;
- Regional candidates are encouraged to apply;
- Women are strongly encouraged to apply.

Terms of Reference

Position	Capacity Building / Communication Officer
Number of Position/s	1
Location	Central office in Vientiane Capital with regular visits to targeted provinces, districts, and villages as required
Supervisor	Executive Director
Close coordination with	Project Management Team
Duration	A one-year contract with an initial probation period of 3 months. Renewal subject to project organizational requirement, 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

Capacity Building / Communication Officer's main responsibilities are to 1) identify training needs and develop capacity development workplans for all project staff to enable them to effectively provide services and support for the target villages and beneficiaries, 2) supervise and ensure the effectiveness and quality of training and capacity building activities provided for staff and for the target communities and groups using appropriate Information, Education and Communication (IEC) materials and technology, and 3) prepare and disseminate project activities and results to a variety of audiences/stakeholders including the Government organizations, development partners, donors and general public .

C. Roles and Responsibilities

Capacity Building

1. Identify and prioritize the needs for capacity building and training through needs assessments;
2. Prepare annual capacity building plans for all project staff at the central and district levels, based on the findings from the assessment, to enable them to effectively provide services and support for the villages in their respective areas of responsibilities. Part of staff training will be through IT resources such as videos, hand-on learning materials, etc.;
3. Ensure the sufficient quantity and quality IEC materials are produced using information technology (IT) devices (tablets and cell phones) provided under the project and effectively used by project staff or component activities to help improve knowledge and behaviour changes among the target beneficiaries;
4. Supervise, assess and provide recommendations for strengthening training programs provided by the staff and specialists to the target villages and beneficiaries to ensure effectiveness and inclusiveness of the training and knowledge exchange activities supported under the project using the IEC materials;
5. In collaboration with the National Nutrition and Community Development Specialist, organize the Training of Trainers (ToT) on CDD transformative grass-root leadership trainings for project

staff at central and local level and then these project staff will provide such trainings to selected key community members as part of the community capacity strengthening.

Communication

6. Participate in defining the best communication channels about the project goals, principles and progress;
7. Coordinate production of communication materials including IEC materials produced by others and inhouse IEC materials.

Monitoring, Analysis and Reporting

8. In collaboration with M&E team, monitor capacity building and training activities conducted to ensure compliance with the Project Implementation Manual and guidelines;
9. Prepare monthly, semi-annual and annual reports on capacity building and communication activities including feedback and lessons learned from learning activities (success stories and impacts of the training provided).

Other related Tasks

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

D. Position Requirements

Qualifications and Experience

- At least a Bachelor's degree in social development, community development, social sciences, communications, public relations or other related fields;
- At least 5 years relevant working experience in the field of rural development in remote areas, working directly with the communities and local authorities, with an emphasis on the poor, ethnic groups and gender issues would be preferable;
- Experience in working with – in particular training of local authorities/institutions through bottom-up and participatory approaches reflective of community needs;
- Leadership skills with competencies in facilitation, organization of meetings and workshop community mobilization;
- Experience in the preparation and production of materials for publication or IEC materials/tools.

Personal Attributes

- Ability to work independently and within a team within an interpreted framework of the project's requirements;
- Comprehensive computer skills including MS. Offices Package, desktop publishing, graphic design, and visual material processing skills;
- Fluency in written and spoken English language and ability to translate between Lao and English;
- Creativity, good communication and social skills;
- Willingness to work in rural areas in order to assist related IEC activities;
- Familiarity with government and foreign aid project operations.