

Term of Reference

Position	Senior Nutrition Officer (National)
Number of Position/s	1
Location	Central office or commonly known as Project Management Team (PMT) Office in Vientiane Capital with regular visit to targeted provinces and districts
Supervisor	Nutrition and Community Development Specialist. As the most senior nutrition specialist in PRF may also report directly to the Executive Director when direct inputs and advice are needed by the ED.
Technical Counsellor	n/a
Close coordination with	LN staff, and M&E Team
Duration	A one year contract with an initial probation period of 03 months renewal subject to PRF organizational requirement, budget, and annual performance review

A. Summary of Role

The Senior NUT Officer is responsible for developing, monitoring and providing support through demonstration on how to implement nutrition guidelines and tools to be applied by Nutrition Young Graduates (NYGs), Famers Nutrition Group (FNG) members in target villages. S/He will lead and oversee the planning, management and implementation of the nutrition related activities to be carried out in the PRF Nutrition Manual, including the Farmer Nutrition Groups (FNGs), Home Nutrition Gardens and Multimedia Peer Learning. This assignment includes more specifically training and supervisions of the District NUT Officers and NYGs, including workplan preparation, monitoring and reporting on project nutrition activities and related financial aspects. While the Senior Nutrition Officer will be responsible for the technical supervision of district and NYG staff, day-to-day management of district and NYG staff will be the responsibility of District Coordinators.

B. Roles and Responsibilities

Specific tasks to be carried out by the Senior NUT Officer are to:

- (i) Train National and District Teams (including young graduates) on all aspects of the Nutrition Manual and technical aspect of nutrition together with MAF and Ministry of Health (MOH) staff.
- (ii) Prepare work plans for PRF nutrition activities (including work plans for monthly clinics that coordinate with DHO/HC).
- (iii) review and finalize the behavior change framework which is available (including messages for FNG activities)
- (iv) Finalize the curriculum for FNG activities together with the PRF Agriculture and Livelihood team
- (v) Prepare an IEC plan (including use of existing materials from other projects and design of new IEC as needed)

- (vi) Train on appropriate recipes during the 1,000 day window (e.g. TIPP recipes developed by MOH)
- (vii) Support the procurement and production of necessary equipment (e.g. weighing scales, height measurement boards, growth monitoring charts).
- (viii) Supervise the implementation of the FNG (5 activities) at village level following the Nutrition manual and provide mentoring services to young graduates and District Nutrition Coordinators as needed to assure quality of implementation
- (ix) Oversee the preparation of the nutrition aspects of monitoring reports, including filed-based data entry and verification to assure quality and accuracy in the data collection, monitoring and implementation process and make recommendations on its improvement
- (x) Represent the project in meetings with development, MOH and other partners as regards to nutrition technical aspects, including coordination with the World Bank-financed Nutrition Convergence project teams, as needed.

The Senior Nutrition Officer will report to the Nutrition and Community Development Specialist and work in close collaboration with the Agriculture and Livelihood Team, particularly in coordinating the field work of Livelihood Young Graduates and Nutrition Young Graduates.

The Senior Nutrition Officer has to maintain excellent working relationship with authorities at all levels as well as with donors and other institutions involved in project activities.

When necessary, s/he will accomplish others tasks as defined either by the Nutrition and Community Development Specialist or the Executive Director of the PRF.

B. Position requirements

Qualifications and experiences

- An advanced university degree, Social Sciences, Rural Development, Economics, Health, Nutrition, Agriculture, Development studies or other relevant field;
- At least 5 years of experience implementing or supporting nutrition activities in Lao PDR, is required;
- Experience in agriculture-based nutrition activities, handicraft or other micro-enterprise;
- Experience in working with – in particular training of ethnic groups in mountainous and remote areas;
- Experience in the implementation of program with focus on gender promotion;
- Experience of project preparation, design, monitoring, coordination support and institutional strengthening;
- Experience in training of Project staff for nutrition and community development operations;
- Strong analytical skills for project design and for incorporating of best practices and lesson learned;
- Excellent knowledge of the different stakeholders involved in rural development activities in Lao PDR (government and donors community);
- Fluency in English and Lao (writing, editing, reporting and speaking);
- Perfect command of Microsoft Office (Word, Excel, Power Point, Email and Internet);
- Familiarity with projects financed by the World Bank is an advantage

- Women are encouraged to apply
- Lao National only.

Personal Attributes

- Excellent computer skills including all MS. Office programs, financial management systems
- Experience in government and foreign aid development project operations;
- Good level of English skills (speaking, reading and report writing).
- Good communication and social skills.
- Ability to work independently and within a team;
- Willingness to travel to and within the target districts and villages for extended periods of time

C. Deliverables

The deliverables would include:

1. Contributions to PRF Annual Work Program and Budgets covering the nutrition aspects, project subcomponent 4.2, in particular;
2. Monthly status reports on the activities being performed under the consultancy;
3. Mission requests with clear mission objectives and reports upon return which capture the results of the mission, lessons learned and any follow-up actions needed.

Terms of Reference

Position	Agriculture and Livelihood(Livestock) Officer
Number of Position/s	1
Location	Central office or commonly known as Project Management Team (PMT) Office in Vientiane with a maximum of 50% of time spent in the field visiting provinces, districts and villages
Supervisor	Head of Livelihood Unit
Technical Counsellor	STA, Consultants
Close coordination with	District Livelihood Officers, Village Livelihood Officers (YG) and Local Government Authorities
Duration	A 1-year contract with an initial probation period of 3 months; renewal subject to PRF organisational requirements, budget, and annual performance review

A Summary of Role

The main objective of the position is to supervise, support and report on the implementation of agriculture and livestock based (farm) livelihood activities and off-farm livelihood activities under Component 3: Livelihood and Nutrition of PRFIII AF, ensure that these livelihood activities are implemented in accordance with the SHG and PG guidelines and technical guidelines and Project Operation Manual (POM). He or she will take main responsibility in coordinating, planning, implementing and reporting for Livelihood activities.

B. Roles and Responsibilities (cover key tasks)

Management and Oversight

1. Ensure that all livelihood related activities are well-planned and effectively implemented by the Self-help Groups (SHGs) and Production Groups (PGs) based on POM and the SHG and PGs guidelines in a transparent and accountable manner.
2. Assist LN Head in coordinating, planning, implementing, monitoring and reporting on agriculture and livestock (farm) livelihood activities and off-farm livelihood under the project.
3. Develop and update technical/field guidelines or manuals for the implementation of the livelihood activities to ensure standardized implementation across the project
4. Develop/improve the guidelines for the preparation of family investment plan, subproject proposals, contract farming, public private community partnership etc.
5. Develop guidelines for the SHG and PG risk management including PAR, creation of social risk funds,
6. Oversee and support the development of the system for the disaster risk management for the SGH members
7. Facilitate linking of SHG and PG with financial institution and establish market linkages;
8. Facilitate value chain development of key commodities being produced by SHGs and PGs;
9. Participate to bi-weekly unit meeting and other meeting/training as requested by the Head of LN;

Capacity Building

10. Assist in building the capacity of the district officers, Young Graduates and village livelihood coordinator on relevant topics including, but should not be limited to community mobilization, SHG and PG establishment, participatory planning and prioritization, management of credit disbursed to SHG members based on family investment plan, implementation of Income Generating Activities (IGA), collection of credit as per time schedule, calculation of benefits from IGA and subproject monitoring and reporting.
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11. Organize and facilitate the capacity building trainings, training of trainers (TOT) for District Officers and Village Coordinators for IGA;
12. When requested, assist the District and village Coordinators during meeting with concerned sector, Mass Based Organization, and other development agencies and projects on livelihood aspects

Communications, Team Work and Collaboration

13. In close coordination with the livelihood District Officers, District Livelihood Coordinators and Village Coordinators, monitor the implementation of planning process at the village and cluster of village levels following the PRF Manual of Operations; LN Project Operation Manual and field guideline to ensure that livelihood needs will be identified, and priorities included in the village Development Plan and Kum ban Development Plan.
14. Assist the SHG and PG to develop long term partnership with the private sectors or company at local level to link the SHG and PG the markets of livelihood products;
15. Provide feedback to Head of Division regarding the usefulness, appropriateness and recommended changes for livelihood IEC tools
16. Assist SHG to link with local financial institution(s) such as Nayobai Bank

Monitoring Analysis and Reporting

17. Work with District Coordinator to monitor livelihood activities, SHGs and PGs on the ground at least on a quarterly basis or as necessary.
18. Compile and review monthly workplan and monthly progress reports from all district coordinators and village coordinators, and submit to Head of LN Unit for review and approval

Other

19. Comply with PRF principles and Code of Ethics and Conduct
20. Within scope of responsibility promote and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs
21. Accomplish other tasks as requested by Head of LN Unit according to project needs

C. Position requirements

Required Qualifications and Experience:

- At least Bachelor degree in agriculture/livestock or rural community development or other relevant area of expertise such as Social Sciences, Rural Economics, Microfinance Management or Development studies
- Minimum 5 years' experience on Community Driven Development (CDD) or Livelihood project implementation, training and team building as well as community mobilization, community capacity building and women empowerment;
- A minimum of 2 years of experience on gender mainstreaming and formulations of groups (e.g. production group, saving, handicraft production group, other income generation group);
- Experience and or solid knowledge on developing marketing process, market dynamics as well as establishing networks between with target PGs with other producers and buyers for livelihood product supply and services;
- Sound knowledge with project planning using CDD approach, project formulation and prioritization, and log-frame techniques and analysis;
- Proven record and experience in working in remote, rural areas which are home different ethnic minorities groups and the poor;

Personal attributes

- 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, sensitivity towards gender and ethnic issues found in the rural areas.
- Good communication and social skills.
- Good computer skills including MS word, Excel, Publisher, Powerpoint and Access.
- Willingness to travel to and within the provinces for extended periods of time.
- Good English language proficiency (speaking, reading and writing).

Terms of Reference

Position	National Microfinance Assistant (MFA)
Number of positions	1
Location	PRF National Office in Vientiane with regular visit to 4 targeted Provinces, 12 Districts, and Villages
Supervisor	Executive Director, Head of Livelihood linked Nutrition Unit
Technical Counsellor	Head of Livelihood Unit
Duration	A one-year contract with an initial probation period of 3 months; Renewal subject to PRF organisational requirements, budget, and annual performance review

SUMMARY OF ROLE AND RESPONSIBILITIES

Microfinance Assistant (MFA) will assist Microfinance Specialist and Head of LN to monitor Livelihood Activities to monitor and ensure effective implementation of the microfinance systems and guidelines on the ground by Self-Help Groups (SHGs), Production Groups (PGs) and Village Self-Help Group Committees (VSMCs). MFA will follow up and obtain all required data and reports from the district team including District Coordinators, Monitoring & Evaluation and Livelihood (DCMEL), District Finance, Administration and Microfinance Officer (DFAMO) and Young Graduates (YGs) and enter and update the data in the MIS system.

Detail tasks of consultant

1. Development of Guidelines, Planning and Compliance Monitoring

- i. Provide support and input for the Microfinance Specialist (MFS) to review the existing system of management of savings and credit, microfinance guidelines and other tools, roles and responsibility of the SHG management committees and VSMC, and develop measure for improvement in partnership with the international micro-finance consultant.
- ii. Follow up and obtain all required data and reports on microfinance status of SHGs, PGs and VSMCs from the district team (DCMEL, DFAMO, YG);
- iii. Based on the detailed work plan developed with the SHGs and VSMCs, conduct site visit with the district teams to provide hands-on technical assistance to participating SHGs and VSMCs to address the following areas.
 - Operational systems accounting and financial management, loan tracking, loan quality monitoring, financial management to improve the performance of SHG loans;
 - Products and policies – implement recommendations for new products development (loan and/or savings products) and for policy adjustment/development (savings policies, lending policies, terms and conditions) where necessary;

- Family Investment Plans and Activity Investment Plans – assist with the review and development of Family Investment Plans and Activity Investment Plans of individual SHG members based on established guidelines;
- Ensure the reporting Systems functioning– provide assistance with the establishment of policies and processes for the production of reports, including the loan portfolio report, income statement and balance sheet;
- Internal Control – assist SHGs and VSMCs leaders in implementing appropriate internal controls systems;
- Monitoring and evaluation – ensure all key data are collected on time and recorded into the MIS system to ensure that all key performance indicators are updated on time.

2. Assisting MFO in related technical trainings and other capacity building activities:

- i. Assist to Microfinance Specialist to review training and capacity building workplans and proposal;
- ii. Provide training and follow-up/refresher training (as needed) to SHGs, PGs and VSMCs through the district team (DCMEL, DFAMO, YG);
- iii. Organize exchange and knowledge sharing activities for the SHGs, PGs and VSMCs through the district team;
- iv. Provide Technical Assistance through the district team to the SHGs and VSMCs in the revision and/or formulation of its Family Investment Plans and Activity Investment Plans based on the established business model;

DELIVERABLES

The deliverables would include:

- Draft Plan of action and submit to Microfinance Specialist for final review prior getting acknowledgement of the Livelihood and Nutrition Unit Head and final approval by PRF Executive Director
- Present schedule of activities for completing tasks within the consultancy period;
- Consolidate monthly status reports on the activities being performed under the consultancy and submit to Microfinance for review and submit to LN Unit Head;
- Assist in running the Technical Assistance and Training Completion Report for SHGs and VSMCs, detailing the activities completed, the methodology used in carrying out the technical assistance and training, problems encountered while carrying out activities, solutions implemented (if any) for resolving problems encountered, lessons learned from the different activities carried out and recommendations for the LN.
- Consolidate the Training Completion Report for microfinance and other general training completed.

- Assess the Family Investment Plans and Activity Investment Plans for the SHGs and VSMCs with clearly defined business model, financial projections and clear exit strategy and milestones for sustainability.

Qualification and Experience

Technical/Functional

- Assistant to National Microfinance officer should have fundamental knowledge on rural microfinance training and on Livelihood Development Concept;
- Primary Comprehensive knowledge of SHGs best practices, especially with regard to the provision of financial services in rural areas for agricultural and non-agricultural activities;
- Proven technical expertise in all facets of microfinance development;
- Good understanding of microfinance sector development principles and approaches, the different types of financial institutions and their services;
- Knowledge of participatory approaches for capacity building;
- Understanding of gender mainstreaming is preferred.
- Track record of at least 3 years work experience in themes of rural microfinance performance
- Excellent report writing in Lao and good communication skills in English.
- Strong Passion on Rural Development and Poverty Reduction through Community Driven Development Approach
- Ability to work in a multicultural setting and Rural Remote Condition;

Education

- Master's Degree in Accounting, Finance, Economics or Statistics;

Others

- Women and people from small ethnic groups are encouraged to apply;
- Lao National only.

Term of Reference

Position	Administrative Assistant
Number of Position/s	01
Location	Vientiane Office
Supervisor	Head of Finance and Administration Division
Technical Counsellor /s	Executive Director
Duration	A one-year contract with an initial probation period of 3 months Renewal subject to PRF organisational requirements, budget, and annual performance review

Description of Duties and Responsibilities:

1. Ability to interpret program policies and procedures
2. Ability to independently plan, organize and carry out work assignment
3. Ability to analyze and prepare fiscal, financial and statistical records and reports
4. Ability to communicate effectively both orally and in writing
5. Ability to maintain positive business relationship with other employees, agencies and with the public
6. Ability to work with information that is both sensitive and confidential in nature
7. Supervise and direct all activities related to the principal functions within the PRF such as travel, logistics and transportation and protocol, registry, premises and property. All duties are to be carried out with due diligence to maximum cost-effectiveness, efficiency and maintaining the integrity of the PRF;
8. Responsible for all protocol matters including visas, residence permit, freight forwarding, custom;
9. Supervise the cleaner , office tidiness and security of the office premises;
10. Supervise the reproduction, distribution or circulation of documents within office, line ministries/agencies.
11. Operate answering incoming calls and directing such calls to the appropriate staff;
12. Ensure that the reception and waiting areas are clean, well-maintained, organized and attended;
13. Prepare, type, proofread, edit and format documents and routine correspondence in English and Lao for office staff and visiting missions;
14. Assist in preparation and logistical planning for various events;
 - a. Manage meeting room and facility bookings
 - b. Ensure required consumable are available for meetings
15. Carry out information searches and basic translation from Lao to English and English to Lao;
16. Maintain an up- to date list of Emergency Contact List for staff and visitors;
17. Handle mail-room and pouch services. Sort and distribute periodicals, newspapers, incoming mail, open mail and handle route to the appropriate person;
18. Handle filing of incoming and outgoing correspondence;
19. Provide scribe (minutes) support for meetings as requested

20. Receive visitors, assist them with their queries, providing information as required or routing them to the appropriate person;
21. Perform other duties as may be required or assigned by the Head of F&A Division and Executive Director.

Qualifications and experience:

- A diploma in Office/Business Administration with familiarity of public management.
- At least 3 years relevant work experience in general administration and reception. Familiarity with office administration of projects financed by the World Bank is an advantage;
- Good understanding of government and foreign aid project operations/management.
- Experience in international administration rules and regulation and procedure is an advantage;
- Good English and Lao (writing, editing, reporting and speaking);
- Good command of Microsoft Office (Word, Excel, Power Point, Email and Internet).
- High level of efficiency and responsiveness. Showing team spirit and open to learn.

TERMS OF REFERENCE

Position	Procurement Assistant (HR)
Number of Position/s	01
Location	Central Office Vientiane
Supervisor	Head of FA, Procurement Officer
Technical Counsellor /s	Heads of Divisions and Units
Close coordination with	Heads of Division and Units, Provincial Coordinators, District Finance and Administration/Micro-finance Officers
Duration	A one-year contract with an initial probation period of 3 months Renewal subject to PRF organisational requirements, budget, and annual performance review

A. Summary of Role

The Procurement Assistant (HR) is responsible for managing and developing in recruitment process of national consultants (local staff) and international consultants including individual assignment and firm services and ensures all recruitment process compliance with World Bank and Government of Laos procurement regulations and requirements.

B. Roles and Responsibilities

1. Comprehend and comply with all key project documents, in particular the Operations Manual and the Procurement Manual to apply PRF's principles, processes and methodologies;
2. Provide project management team advice on recruitment process according with the rules and regulations of the World Bank's Guidelines and Lao PDR's Procurement Law;
3. Assist with the preparation and update the yearly Procurement Plan including Sub-project Procurement Plan;
4. Responsible for conducting the procurement process of all constancy service organized at the central office, province and district level according to the rules and regulations of the World Bank's Guidelines and Lao PDR's Procurement Law;
5. Prepare Terms of Reference (TOR) including individual consonant and firm and obtain "No Objection" from the World Bank;
6. Prepare the service contracts;
7. Assist conduct the procurement process of goods under sub-project at the central office on behalf of community for high technology or community authorization letter, requested by village team;
8. Assist in the process of inspect goods upon delivery for compliance with the initially agreed specifications;
9. Maintain files and databases of relevant procurement documentation and ensure that all necessary documents and contracts are filed in order;
10. Prepare necessary documents relating to termination/movement and employment certificate of consultant services upon their completion of assignment with the project and requests;
11. Prepare documents relating to consultant service welfare request (medical check-up, medical treatment, insurance, etc....);

12. Assist in track sup-project procurement status for goods, services, works and consultants;
13. Oversee, monitor and report on staff leave, absence and attendance;
14. Presenting training sessions related to specific HR Programs;
15. Assist in identifying and reviewing the proposal for budget requests from province, district village team;
16. Conduct staff orientation, by guiding and informing new staff and/or consultant service about the rules, regulations and policies of project;
17. Management and organization of staff capacity building/training process and write reports after completion of each course;
18. Assist with the production of the monthly procurement reports concerning work progress, problems etc...
19. Maintain PRFP Human Resource Information System (HRIS), and regularly record and update staff personal information.
20. Keep all relevant documents (staff personal files, attendance record, salary, administrative documents, etc) in the safety manners and tidiness;
21. Assist in preparation of staff contracts;
22. Prepare necessary documents relating to termination/movement and employment certificate of staff upon their completion of assignment with the PRF and requests;
23. Coordinate with the Heads of Divisions/Units and supervisors, the review of performance indicators for each position to be used to contract and appraise staff;
24. Assist in implementation of staff recruitment processes (prepare vacancy announcements, short listed candidates; arrange an appointment for interview, writing report, etc.)

C. Position requirements

1) Qualifications and experience

- Bachelor's degree in Business Administration/Public Administration, or Human Resource Management;
- A minimum of 5 years relevant technical working experience in maintaining and implementing HR polices and guidelines;
- Experience and familiarity with procurement procedures based on rules and regulations applied by WB, ADB, United Nations or other international agencies preferable;
- Experience in developing and implementing HR policies, guidelines and instructions;
- Experience working with State Organization and in a related environment;
- Familiarity with government and foreign aid project operations;
- Fluency in English and Lao (writing, editing, reporting and speaking).

2) Personal Attributes

- Ability to guide and coordinate staff;
- 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;

- Excellent communication and inter-personal skills;
- Honest and able to maintain confidentiality;
- Sensitivity towards gender and ethnic issues.



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Poverty Reduction Fund
Terms of Reference

Position	Management Information System (MIS) Officer
Position Number	PRF-203
Number of Position/s	1
Location	Central PRF office in Vientiane with travel to provinces and districts
Supervisor	Head of M&E Division
Technical Counsellor	Head of M&E Division, Consultants
Close coordination with	National M&E team, Provincial Coordinator Assistant, District Coordinator, M&E and Livelihood, Yong Graduates
Duration	A one-year contract with an initial probation period of 3 months Renewal subject to annual performance review, PRF organisational requirements, and budget

A Summary of Role

A comprehensive monitoring and evaluation system has been set up to track whether PRF is proceeding according to its principles and procedures, and whether it is meeting its stated objectives as well as achievement indicators. Therefore, the key role of the MIS officer is to manage and maintain PRF MIS, and provides quality data in a timely manner for decision-making and reporting.

B. Roles and Responsibilities

Management and Oversight

1. Ensure that the PRF MIS database and web-based system are fully functioning to provide reliable data for updating the project Results Framework and informing project management and implementation;
2. Ensure that all divisions and units: Technical Assistance/Engineering, Finance & Administration (FA) combined with Procurement, and HR, Nutrition and Community Development (NCD), Livelihood and Nutrition (LN), are represented in the system to capture all data at village to district level for consolidation at provincial level, including:
 - Baseline and planning data on all project activities, outputs and outcomes of Component 1: Community Development Grant (subprojects), Component 2: Local and Community Development Capacity Building and Component 4: Livelihood and Nutrition including Self Help Groups (SHGs) and Farmer Nutrition Group (FNG) with codes of membership provided;
 - Implementation monitoring data including subproject implementation data - progress in a) both physical and financial disbursement to the village, and data after handover / completion, b) local and Community Capacity building, and c) SHGs and FNGs, and
 - End line data on all project activities, outputs and outcomes.
3. Upload data provided by the district offices (District Coordinator) to central MIS Server as well as the **ONLINE MIS** system to be established under PRFIII AF;
4. Take primary responsibility to further develop and improve the MIS to make it more effective, simple, user-friendly, and reliable; and add more modules and components as needed.

5. Work closely with Monitoring and Reporting Officer and consultants to ensure the MIS reporting systems and information matches the needs and provides required data for reports, PMT and Donors.

Capacity Building

6. Assist the M&E Head Division to organize workshops/training on Program performance monitoring and the use of Management Information System (MIS) for PRF provincial/district staff to ensure correct capture and representation of data;
7. Cooperate with Reporting and Evaluation officer to provide training on result framework. provide on-the-job training on MIS, data processing to the PRF staffs at national, provincial and district levels.

Communication, Collaboration & Team Work

8. Provide regular advice to the PRF staffs at National, Province and District level with regard to MIS issues and relevance activities, including:
 - installing software and oversee the MIS,
 - data entry and
 - uploading to main server

Monitoring Analysis and Reporting

9. Enter and compile data, and follow-up gaps in information for physical and disbursement, progress of sub-projects implementation, districts, Kum ban and Village data, capacity building and GoL involvement; with the Assistant to Provincial Coordinator and District Coordinator as required;
10. Update, upgrade and adjust reports and system of Management Information System according to the need of the Government, Donors and PRF project of fulfill the Project Development Objectives;
11. Providing required data and information from MIS for Monitoring and Reporting Officer to prepare progress reports and specific reports required by the donors and the government in both Lao and English versions.

Other

12. Promote and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs.
13. Accomplish other tasks as requested by Supervisor, according to Program needs.
14. Comply with PRF principles and Code of Ethics and Conduct.

C. Position requirements

Qualifications and experience:

- A university degree in rural development/social sciences, Computer Engineering and Systems, or economics.
- At least 4 years of experience in Monitoring and Evaluation, data analysis and report writing.
- Knowledge on data flow of livelihood and nutrition activities.
- Strong analytical and reporting skills.

Personal attributes

- Fluency in written and spoken English and Lao is essential.

- Comprehensive computer skills: in particular MS Word, Excel, PowerPoint and Database software, including the online application system.
- Working knowledge of project planning and implementation monitoring
- Familiarity with government and international project operations disciplines is an asset.
- Ability to work independently and as part of a team
- Willingness to regularly work in rural areas.

Terms of Reference

Position	Reporting and Evaluation Officer
Number of Position/s	1
Location	Central office or Project Management Team Office in Vientiane with travel to provinces, districts and Kum ban
Supervisor	Head of M&E Division/Executive Director
Technical Counsellor	Head of M&E, Project management Team, Consultants
Close coordination with	PMT members/Heads of Divisions and LN and district coordinator and YG
Duration	A one-year contract with an initial probation period of 3 months Renewal subject to annual performance review, PRF organisational requirements, and budget

A Summary of Role

This position will supervise Program data validation and verification for reporting against project development objective, outcome and output level indicators set in the Results Frameworks and prepare a final draft (Semi and Annual Project Implementation Progress Reports and Project Completion Reports, Information Sheets and Brochures to be reviewed by Head of Division, PMT and ED before submission to donors and public disclosure.

B. Roles and Responsibilities (cover key tasks)

Management and Oversight

1. Take a lead in updating the achievement targets indicators in RF and providing key reliable data for project management and donors;
2. Lead the preparation of key project reports (English and in Lao version) with inputs from the all PMT divisions and units to ensure that the contents and information provided the different reports are sufficient, accurate and consistent with the POM, M&E Guidelines and requirements;
3. Ensure that regular monitoring of physical progress and funds disbursements for implementation of sub-projects and Livelihood and Nutrition (LN) activities ;
4. Supervise and analyse regular data collection through out the project life time and ensure quality of the data by random verifications and validations, all key data related to target achievements under each component of the project and other cross cutting and fiduciary aspects including gender, social and environmental safeguards; and
5. Provide assistance to external consultants to undertake baseline and endline assessments, special studies, including: roject Impact Evaluation, Technical and Cost Effectiveness Studies, beneficiaries' assessment, LN impact evaluation, etc.

Capacity Building

6. Provide support and training to PRF staffs at National, Province, District level and Kumban levels on M&E system, Program result framework (achievement indicators, including LN indicators) including M&E process and techniques.
7. Develop the project's report format, database and M&E tools and provide training on data collection and entry using the forms and report writing to concerned staff.

Communication, Collaboration & Team Work

8. Work closely with the MIS Officer to ensure that MIS system captures all data on target achievement and inform the heads of divisions about the issues occurring in each period;
9. Communicate and share data with Government representatives regarding government funded subprojects;
10. Ensure that data or approved reports are updated, disclosed and uploaded onto the PRF's website;

11. Upon instruction of M&E Head of Division, release approved reports and data to concerned parties (Administrative Board, PMT, donors, GoL and development partners, etc).

Monitoring Analysis and Reporting

12. Provide the outcomes of the data analysis and ensure that reports (in both Lao and English) are completed and submitted according to the agreed deadlines;
13. Ensure that all findings and recommendations related to the environmental or social impacts are recorded in the progress and completion reports;
14. Follow up inputs for project progress reports and completion report from all Divisions of PMT and from the District Offices as needed.

Other

15. Promote and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs
16. Accomplish other tasks as requested by Supervisor, according to Program needs.

C. Position requirements

Qualifications and experience:

- A university degree in rural development/social sciences, Computer Engineering and Systems, economics, or related subject.
- Excellent data processing and trend analysis skill and report writing skill in both Lao and English languages.
- At least 3 years of experience in working with development project, experience on data analysis and report writing or related experience both Lao and English languages, including the result framework preparation and outcome evaluation.
- Understand work related the monitoring and evaluation of livelihood and nutrition activities.
- Strong analytical and reporting skills and a good interpersonal skill.
- Understand/knowledge of policy and economic development of Laos and other countries.

Personal attributes

- Fluency in written and spoken English and Lao is essential.
- Comprehensive computer skills: in particular MS Word, Excel, PowerPoint and Database software, and online data analysis skill.
- Comprehensive computer skills: in particular MS Word, Excel, power point, SPSS program, basis of website design, email and the internet
- Working knowledge of project planning and implementation
- Familiarity with government and international project operations disciplines is an asset
- Excellent Communication and social skills
- Ability to work independently and as part of a team
- Willingness to regularly work in rural areas
- Women and small ethnic group members are encouraged to apply.