

Terms of Reference

Position	Capacity Building Officer (CBO)
Location	Central Office in Vientiane Capital with visits to targeted provinces and district
Supervisor	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

Summary of Role and Responsibilities

Capacity building Officer (CBO)'s main responsibilities are to a) identify training needs and develop capacity development workplans for all PRFIII AF staff to enable them to effectively provide services and support for the target villages and beneficiaries, b) 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 materials and technology.

Specific Tasks

A. Management and Oversight

- Prepare project and annual capacity building workplans for all key staff of at the central and district levels to enable them to effectively provide services and support for the villages in their respective areas of responsibilities;
- Ensure the sufficient quantity and quality IEC materials are produced using information technology (IT) devices (tablets and cameras) provided under the program and effectively used by all divisions or component activities to help improve knowledge and behavioral changes among the target beneficiaries;
- 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 program using the IEC materials;
- Assist the Project Management Team in the preparation and implementation of a Human Resources sustainability strategy in order to prepare the gradual integration of the PRF activities into the Government system with related workplans, budget and modalities.

B. Gender

- Further develop, oversee and ensure the implementation and monitoring of the Social Inclusion and Gender Action Plan (GAP) at all levels;
- Organize and follow up on gender sensitivity training with project staff at national and district levels in partnership in collaboration with relevant agencies and/or international experts; and ensure that PRF staff at all levels are actively engaged in GAP 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;
- 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 GAP implementation.

C. Social Safeguard

- Organize training on social safeguard and Feedback and Resolution mechanisms (FRM) for the target communities;
- Review and provide comments and recommend the concerned division to approve safeguard screening reports and impact mitigation instruments including Abbreviated Resettlement Action Plans (ARAPs) before commencement of subprojects and activities and ARAP implementation and land acquisition reports;
- Monitor safeguard policy and CRPF and EGPF compliance by the subprojects and activities on the groups;

D. Monitoring, Analysis and Reporting

- Monitor capacity building activities and training conducted to ensure compliance with the Operations Manual and Guideline.
- Prepare monthly, semi-annual and annual reports on capacity building activities including feedback and lessons learned from learning activities (success stories and impacts of the training provided).

Other Related Tasks:

- Promote PRF profile and explain PRF principles, processes and achievement to the Government representatives, donors, concerned parties and NGOs
- Accomplish other tasks as requested by Supervisor, according to Program needs
- Comply with PRF principles and share knowledge with other interested stakeholders and development partners on rural development.

E. Position requirements

Qualifications and experience:

- At least a Bachelor degree in social development study, community development, social sciences, political sciences, Agriculture or relevant field;
- At least 7 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 group 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;
- Experience in working with – in particular coordination with ministries, government agencies and development projects;
- Experience in training of Project for community development operations;

- Experience in organizing meetings and delivering training;
- Comprehensive computer skills: in particular MS Word, Excel, PowerPoint;
- Fluency in written and spoken English is essential;
- Excellent Communication and social skills;
- Ability to work independently and within a team;
- Familiarity with government and foreign aid project operations;
- Team spirit and eagerness to learn;
- Willingness to travel in rural areas.