

## Terms of Reference.

Title:	<b>Quality Assurance Engineer</b>
Number of Position:	1
Direct Reporting to:	Head of Engineering Division
Close coordination with:	National and Provincial Engineering team members
Duty Station:	PRF national office in Vientiane with regular missions to targeted provinces, districts and Kum ban
Contract Type:	A one-year contract renewal subject to annual performance review with an initial probation period of 3-6 months

### **Description of duties and responsibilities:**

- Report to management on the performance of quality management system
- Oversee the implementation, management and maintaining of the Quality Manual and Operating Procedures, conducting spot checks on selected subprojects with a focus on checking compliance with Environmental and Social Safeguards, DRM, Quality Checklists and use of Construction Site Log Books. Correcting or reporting to management any deviations from standard procedures.
- Identify and investigate issues affecting quality and the document management system.
- Maintain, develop and update the Quality Checklists and Project Quality Plans with feedback from districts on implementation.
- Monitor Community Construction Supervisors and District Engineers reports, and District and Provincial Implementation Plans, to insure they are correctly compiled and copied to the Engineering Division on schedule. Identify issues with compliance with the PRF Quality Standards for supervision.
- Participate and assist in appraisals, engineering surveys, monitoring of field work of high risk subprojects.
- Contribute technical expertise to the Engineering Division in areas where the Quality Assurance Engineer has specific skills or experience relevant to PRF.
- Become very familiar with all key project documents, in particular the QMS, Standard forms, Engineering/Technical Guideline, standard designs and specifications.
- Work closely with the Head of Engineering Division, the other Divisions, and to engender a strong team commitment to the agreed construction plans and processes of the project, and to guide the processes forward in order to achieve the subproject's plans and, ensuring that quality of construction in the field are in compliance with the Technical/Engineering Guideline and Quality Management System.
- Assist in preparing and delivering training to PRF provincial, district and village staff
- Accomplish other tasks as requested, according to project's needs.

### **Qualifications and experience:**

- At least a Bachelor degree in engineering, preferably with specialization with serious practical experience, or with experience in site supervision.
- A minimum of 5 years relevant technical working experience.

- A minimum of 5 years relevant working experience managing/supervising community driven/labor based projects in rural, remote areas.
- Experience in participatory community development, technical training and training of trainers.
- Ability to work independently, within the framework of the project's requirements.
- Be proficient in Lao and English skills; speaking, reading and writing.
- Good computer skills including MS. Office. Knowledge of CAD software is highly desirable.
- Show sensitivity towards gender and ethnic issues found in the rural areas and a willingness to travel to and in provinces for extended periods of time and
- Possess strong team building capacity, good communication and social skills and ability to coordinate with local people.
- Experience in organizing and conducting training courses would be an asset.
- Ability to speak any ethnic group languages will be given preference
- Women are strongly encouraged to apply.

## Terms of Reference.

Title:	<b>Management Information System (MIS) Officer</b>
Number of Position:	1
Direct Reporting to:	Head of Monitoring and Evaluation Division
General responsibility:	Follow up and Operating MIS system of the project
Station:	Duty station will be the PRF National Office in Vientiane; however occasional missions will also be required in the PRF target provinces, districts, koumbans and villages
Contract Type:	12 month (with renewable). There will be an initial probation period of 3 months; extended contract will be base on periodic and annual performance reviews

### **Duties and Responsibilities:**

A comprehensive monitoring and evaluation system has been set up to track whether PRFII is proceeding according to its principles and procedures, and whether it is meeting its stated objectives. Therefore, the MIS officer, he/she has to perform the following tasks:

Key Function:

- Ensure the management information system (MIS) captures and monitors all aspects of the PRF within the framework established by the project guidelines, including but not limited to PRF inputs, outputs, outcomes, impact, relevance, sustainability, degree of achievement of PRF objectives, identification of lessons learnt best practices etc.
- Ensure that all unit concerned (ME, ENG, F&A (Procurement) and CD) had proper system and capture all data, including planning data, survey data, and implementing progress both physical and disbursement to the MIS system from the village, kourm ban and district level to be available at Provincial level.

- Ensure that all unit concerned (ME, ENG, F&A (Procurement) and CD) had entry all planning data, survey data, and implementing progress both physical and disbursement, Feedback and Resolution information, including the meeting and training and site visit report to the MIS system.
- Oversee the compilation of timely reports and follow-up physical and disbursement progress of sub-projects implementation in project target provinces, districts, Koumban and Village.
- Work closely and assist the Head of M&E Division to ensure the management information system (MIS) captures and monitors all aspects of the PRF within the framework established by the project guidelines, including but not limited to PRF inputs, outputs, outcomes, impact, relevance, sustainability, degree of achievement of PRF objectives, identification of lessons learnt, best practices etc.
- Assist the M&E Head Division to take primary responsibility to further develop and improve the MIS such as development some more modules and components so as to make it more effective, simple and user-friendly, cost-effective, reliable and efficient
- Assist the M&E Head Division and work closely with Data analysis and Evaluation officer and Reporting Officer to develop an appropriate necessary information and necessary for reporting and data analysis according to PMT and Donors supervision.
- Work closely with the project's Monitoring Information System to identify areas requiring additional information and regular performance monitoring and evaluation, and to oversee the compilation of timely reports
- Assist the M&E Head Division to organize workshops on performance monitoring and evaluation and provide on-the-job training and backstopping to the PRF staffs at national, provincial and district levels.
- Provide regular advice to the PRF national Project Management Team (PMT), PRF staffs at National, Province and District level with regard to MIS issues and relevance activities( installing software and oversee the functioning of MIS, data entry and ensure the entry data were uploading to main server in Vientiane office)
- Organize workshops on performance of Information Management System to the PRF provincial, Districts to ensure the functioning of the MIS and performance was on track.
- Provide regular Revise and update regularly methods, formats and analytical progress of the M&E system
- Decide on how to record, report and analyze progress against the Annual Work Plan and Budget (AWPB) and project operation manual and update information needs of project management, line agencies, primary stakeholder, cooperating agencies.
- 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.
- Perform other tasks as may be assigned by the head of M&E Division and PMT.

## Qualifications and Experiences:

- A University degree or equivalent in Information Technology (IT), Business Administration or related field.
- Relevant work experiences in IT management and development project of national or international company/organization.
- An ability to work independently, within an interpreted framework of the project's requirements.
- A good understanding of project planning, project formulation, prioritisation, monitoring, evaluation and analysis.
- Good interpersonal, social relationship and team work environment.
- Be able to write project report and assessment in both Lao and English language.
- Fluency in Lao and English (speaking, writing, and reading skill).
- Ability to speak any ethnic group language in Laos is considerable.
- Women are encouraged to apply.