

I) Term of Reference

Position	Deputy Executive Director (DED)
Number of Position/s	1 or 2
Location	Central office in Vientiane Capital with regular visits to targeted provinces and districts
Supervisor	Executive Director
Close coordination with	All senior specialists, heads of division and units
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 Deputy Executive Director's (DED's) responsibilities are to support and back up the PRF Executive Director (ED) and the Project Management Team (PMT) to manage, monitor and report on program/project implementation. As required and delegated by the ED and the Administrative Board, DED will be acting for ED during her/his absence and representing the PRF.

The Deputy Executive Director will assist the PRF Executive Director to carry out the following tasks:

- Overall responsibility for managing project, resources and personnel (staff) at all levels;
- Review and consolidation of Annual Workplan and Budget (AWPB), Procurement Plan, activity proposals and plans as well as Project Operations Manual (POM) and relevant Guidelines before submission to ED and the donors for approval;
- Monitoring project activity implementation on the ground and provide support and guidance to strengthen project activity planning, design and implementation and to resolve issues that may be emerging during the project life time;
- Represent PRF to communicate and coordinate with concerned GoL agencies at national/provincial/district levels, as well as to PRF financing partners and other stakeholders;
- Working closely with other GoL agencies to address needs and issues that may be encountered during project and its activity planning, implementation and monitoring in target areas;
- Management of project resources and its personnel (staff) including budget, assets, equipment in accordance with principles and procedures specified in the Project Operational Manual;
- Manage all internal and external studies, assessments, audits and follow-up surveys and any other external consultancies PRF may choose to undertake. This task includes review of TORs prepared by responsible divisions, recommend ED to approve TORs and selection of consultants and overall contract management;

- Review TORs, selection and recruitment process of project personnel at national/provincial/district levels in accordance with the principles and procedures specified in the Project Operational Manual.
- Supervision of the PMT staff, provincial and district teams and their performance in accordance with the principles and procedures specified in the Project Operational Manual
- evaluation staff/facilitator performance periodically, and providing ED with recommendation for personnel hiring and dismissal, replacement, promotion reallocation *etc.*), review and approve additional training plan in consultation with the Human Resource Division of the PMT and in accordance with the principles and procedures specified in the Project Operational Manual;
- Contribute to further integration of PRF into the Government system.

The Deputy ED will maintain good working relationships, coordination and communication with authorities at all levels as well as with donors and other concerned stakeholders involved in project activities. When necessary, he/she will accomplish others tasks as required and assigned by the ED.

Qualification Requirements

- A master degree in Public or Business Administration, Social Sciences, Engineering, Economics, Finance, Agriculture and Forestry, Development studies or other relevant fields.
- At least ten years' experience in management functions in community-based development programmes, with multiple counterparts at various levels, with complex technical dimensions in the sphere of small-scale rural infrastructure development, capacity building, social and economic development initiatives.
- At least five years of working experience in the field of decentralised planning, participatory engineering, rural development, including project design, implementation and monitoring.
- Knowledge of multi-donors' project management; knowledge of World Bank policies and implementation guidelines will be an asset.
- A proven ability to analyse, plan, formulate and prioritise tasks.
- Excellent teamwork skills and management and experience in the management of decentralized teams.
- Excellent communication and social skills, written and verbal and capable of building and maintaining productive relations with a range of actors, including GoL officials, bilateral and multilateral agencies, *etc.*
- Fluency in Lao and good mastering of English writing, editing, reporting and speaking.
- Excellent mastering of Ms Office® software (Word, Excel, PowerPoint); ability to use information technologies (Web, email) as tools and resources.
- Willingness to travel within Lao PDR on a regular basis.

- Ability to speak any ethnic group languages will be given preference
- Qualified female candidates are encouraged to apply.

II) Terms of Reference

Position	Technical Assistance (TA/Engineering) Assistant
Number of Position/s	01
Location	Based in office in Vientiane and the field visiting Provincial/ District Office/Villages and subprojects
Supervisor	Head of Engineering Division
Close coordination with	District Engineers
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 TA Assistant's responsibilities are to assist and back up the Head of TA Division (National Engineer) in developing, compiling and disseminating all engineering standard designs and technical guidelines, to the District Engineering and Procurement Assistant (DEPAs) in Lao and in English. To do this, s/he is required to liaise with other concerned agencies regarding standard designs, processes, quality standards etc. DEPA will also assist in the capacity building and provide technical support for DEPAs in engineering design, work supervision, safeguard policy compliance and Disaster Risk Management, to Community Force Account for (CFA) subprojects and RMG activity.

B. Roles and Responsibilities (cover key tasks)

Subproject and Safeguard Management and Oversight

1. Support the Head of Engineering Division (HoED) to develop the Division's annual master plan and budget, and quarterly work plans as an integral part of Project Annual Workplan and Budget (AWPB) for submission to ED (via DED) and the donors for review and approval;
2. Develop, compile, disseminate and supervise the implementation of engineering standard designs, guidelines, survey forms and checklists in both hard and soft copies in Lao and in English by DEPAs. This task includes review, edit and proof-read the Lao translation of the PRF Engineering/ CFA, DRM and RMG Guidelines and tools;
3. Compile all subprojects design and cost estimate submitted by the DEPA and district offices and technical review prior to submission for approval. As needed and requested by the Head of TA Division, participate in structural analysis and design reviews of standards and guidelines developed by DEPAs for road and irrigation subprojects;
4. Review and supervise the environmental and social (ES) safeguard implementation process and documents (instruments) including ECoP, site specific Environmental Management Plans (EMPs), Pest Management Plans, Abbreviated Resettlement Action Plan (ARAP) prepared and submitted by DEPA and District Offices;
5. Review, supervise and support DEPAs to implement the Community Force Account' subprojects, design bill of quantities, monitor and evaluation.
6. Supervise price surveys for construction materials in each target district;
7. Upon request, assist DEPAs to design non-standard or technologically appropriate subprojects.

Capacity Building

8. Assist in preparing and delivering training to DEPAs, LYG, village implementation teams as well as concerned district agencies including District Agriculture and Forestry (DAFO),

District Office of Public Work and Transport (DOPWT) on subproject, CFA and RMG implementation guidelines, technical standards and quality assurance;

9. Supervise and provide close support to DEPAs, LYGs and local government staff involved in the subproject implementation to prepare and complete Engineering, Safeguard, DRM assessments and instruments during subproject survey and design;

Communication, Collaboration & Team Work

10. Under the supervision of the Head of Engineering Division (HoED), DEPA will work closely with other Divisions of PMT, to engender a strong team commitment to developing and accomplishing the agreed subproject construction plans and implementation processes in line with the TA guidelines;
11. Liaise with other concerned government agencies, donors and other development partners regarding on designs, processes, quality standards and ES safeguard compliance;
12. Participate in project related meetings, workshops and trainings to update the project/sub-project implementation status, share knowledge and establish networks and relationship with concerned project stakeholders.

Monitoring Analysis and Reporting

13. Maintain and manage the Unit Cost Database, and supervise adjustments
1. Prepare inputs and update for M&E Division (status of subproject preparation and implementation, designs and codified bills of Quantities). Ensure data entry as required for monitoring and reporting on outputs and outcomes;
14. When on Mission, participate and assist in sub-project appraisals and engineering surveys and monitoring of field work and onsite inspections
15. Report weekly to HoED on the status of CFA and RMG Subproject implementation
16. Prepare monthly reports covering the work of the Engineering Division, and assist with preparing and compiling the Division semi-annual and annual report

Others

2. Comply with PRF principles and Code of Ethics and Conduct;
3. Within scope of responsibility promote and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs;
4. Upon written instruction, deputise the Head of Division;
5. Accomplish other tasks as requested by Supervisor, according to Program needs.

C. Position requirements

Qualifications and experience:

- A university degree in engineering, with a specialization in Irrigation and Road activities with a minimum of 5 years relevant technical working experience, plus a minimum of 5 years relevant working experience in managing/supervising community driven/labour based projects in rural, remote areas.
- Experience in participatory community development, technical training and training of trainers.

Personal Attributes

- 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.
- Sensitivity towards gender and ethnic issues found in the rural areas.
- High level of English and Lao skills; speaking, writing and reading

- Demonstrate computer literacy in MS. Office, Access and engineering software such as AutoCAD
- 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.

III) 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.

IV) 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.

V) Term 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.

VI) 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.

VII) Term of Reference

Title:	Nutrition Community Development Specialist (NCDS) Head of Nutrition and Community Development Division
Supervisor:	Executive Director
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

I. Main objectives of the position

The main responsibilities of NCDS is to lead and oversee the implementation of Component 2: Local and Community Capacity Building (LCDCB) activities under PRFIII AF starting from community decision making process, implementation, benefit sharing and operation and maintenance and to ensure that nutrition related needs as well as nutrition and livelihood-oriented infrastructure priorities implemented effectively. NCDS will also oversee and ensure that the core values or principles of Community Driven Development (CDD) and environmental and social safeguard policy requirements are complied by all project teams and activities to promote community empowerment and sustainability of the project investments in accordance with the Project Operations Manual (POM) and relevant Guidelines.

II. Description of Duties and Responsibilities:

Tasks/ Assignment for Community Driven Development

- Under supervision of Executive Director, work closely with and the Heads of the other Divisions to engender a strong team commitment to accomplishing the agreed plans particularly those related to local and community development capacity building (LCDCB) and achieving the Project Development Objective (PDO) with specific targets set;
- Participate in preparation, implementation and monitoring of Component 2: LCDCB workplan as integral part of 4,5 Workplan and Annual Workplans and Budgets (AWPBs) for the project, as well as specific activity and training plans, IEC development and dissemination plans, district work plans and budgets in line with the POM and relevant Guidelines;
- Work closely with the Finance and Administration Division on administration, supervision and monitoring of IEC material production and application and capacity building budgets.
- Work and share knowledge on LCDCB with concerned government agencies/sectors, development partners and concerned stakeholders to strengthen project design, guidelines and implementation;
- Work with and supervise consultants and researchers 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 LCDCB and CDD approaches and activities;
- Review and recommend all capacity building and training plans prepared and consolidated by the Capacity Building Specialist (CBS) to be hired separately under the NCD Division for ED approval;
- Oversee and monitor capacity building activities including training, on the job training and knowledge exchange activities organize and conducted by CBS. Particular attention should be given to building participatory community development capacity at district and village levels;

- Oversee and ensure timely and adequately collection, analysis of acceptable quality data to keep track on the progress made in community development capacity building activities to be provided to the Monitoring and Evaluation (M&E) Division;
- Prepare monthly reports, semi-annual and annual progress reports on implementation status of LCDCB activities as inputs for overall project progress reports;
- Take primary responsibility for reviewing, maintaining and updating the project Operations Manual (POM) in both Lao and English versions during the course of the PRFIII AF implementation to reflect actual experience gained based on ED's guidance in consultation with the donors;
- Accomplish other tasks as requested, according to project needs.

Nutrition Tasks/Assignment:

- Oversee and ensure that nutrition related needs as well as nutrition and livelihood-oriented infrastructure priorities are reflected in the village development plans (VDPs).
- Review and advise concerned PMT divisions and project teams particularly Technical Assistance (TA) division and LN division on CCD approach and safeguard policy requirements provide in POM and safeguard policy frameworks, Environmental and Social Management Framework (ESMF) and Community Engagement Framework (CEF) are reflected and observed under the subprojects and LN activities;
- Monitor implementation of LN activities to ensure that the core values or principles of Community Driven Development (CDD), gender and environmental and social safeguard policy requirements are compiled by all project teams and activities to promote community empowerment and sustainability of the project investments;
- Review and support the behavior change framework which is available (including messages for nutrition activities)
- Review and support IEC development plan for nutrition activities and training (including community video, nutrition awareness video clip, leaflet, posters and banners success stories)
- Support Senior Nutrition Officer (SNO) to be hired separately under the Component 4 or Division of Livelihood and Nutrition to organize and provide a series (modules) of nutrition training including appropriate recipes for pregnant mothers and under two years old kids (e.g. TIPP recipes developed by MOH)
- Support SNO in the management and implementation monitoring of the Farmer Nutrition Group and home gardening activities at village level;
- Support SNO to prepare and submit monthly, semi-annual and annual progress reports on the nutrition activities;
- Support and facilitate preparation and submission budget plan and disbursement summaries prepared by the Senior Nutrition Officer with regard to logistical aspects and field work
- Participate in meeting with the donor, MOH and other sector agencies and development partners as regards to nutrition technical aspects.

Qualifications and experience:

- A minimum of Master Degree in social development study, health, social sciences, political sciences or other related fields;
- At least 7 years of experience in multi-sectoral project management in decentralized and Community Development approaches;

- Experience in participatory community development, technical training and training of trainers, and knowledge of tools such as PRA/rapid rural appraisal and log-frame analysis would be an advantage.
 - Experience in agriculture-based nutrition activities, handicraft or other micro-enterprise;
 - Experience of project preparation, design, monitoring, coordination support and institutional strengthening;
 - Strong leadership and team management skills with good practical and problemsolving skills.
 - Displaying 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 Excel and MSOffice. 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
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VIII) Terms of Reference

Position	Capacity Building Officer (CBO)
Location	Central Office in Vientiane Capital with visits to targeted provinces and district
Supervisor	Head of Nutrition and Community Development (NCD) Division
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 Head of NCD 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;

IX) Terms of Reference

Position	Micro-Finance Officer (MFO)
Number of Position/s	1
Location	Central office or Project Management Team Office in Vientiane Capital with regular visit to targeted provinces and districts
Supervisor	Head of Livelihood and Nutrition (LN) Unit
Technical Counsellor	Head of LN Unit, consultants
Close coordination with	LN staff, and M&E Team
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 Micro-Finance Officer (MFO) is responsible for developing and monitoring microfinance system to be applied under Component 4: Livelihood and Nutrition of PRFIII AF. MFO's main responsibilities include a) developing Lao contextualised microfinance guidelines to be ultimately applied by Self Help Groups (SHGs), Village Self Help Groups Management Committees (VSMCs) and Production Groups (PGs), building capacity and supervising District Coordinator, M&E and Livelihood (DCMEL), District Finance, Administration and Micro-Finance Officers (DFAMOs) and Young Graduates (YGs) to enable them to effective work with and support the target groups (SHGs, PGs and VSMCs) though Village Livelihood Coordinators (VLCs). NFO is also expected establish and maintain relationship and knowledge sharing with all national and donors organisations involved micro-finance programs in Laos.

B. Roles and Responsibilities

Management and Oversight

1. To review and improve the existing management system of savings and credit, microfinance including the guidelines and other tools to be applied by SHGs, PGs and VSMCs in the target villages;
2. Supervise and support DCMELs, DFAMOs based in the target District Offices and Livelihood Young Graduates (LYGs) based in kumban or village to enable them to effectively work with and provide assistance and services to SHGs, PGs and VSMCs;
3. Review and provide recommendations for improvement and clearance to be provided by the Head of LN Division to microfinance related workplans and selected family business or livelihood activity proposals prepared and submitted by DCMELs (with inputs DFAMOs and YGs);

Capacity Building

4. Build the capacity of the DCMELs, DFAMOs and LYGs to enable them to effectively work with and provide assistance and services to SHGs, VSMCs and PGs in loan application and contract management;
5. Conduct training need assessment, develop capacity building plans and provide training and follow-up trainings (as needed) to DCMELs, DFAMOs and LYGs in order to build their capacity to:
 - Facilitate the delivery of microfinance training to SHGs, PGs and VSMCs leaders;

- Facilitate refresher sessions on microfinance training and knowledge sharing/exchange activities for SHGs, PGs and VSMCs leaders and selected or outstanding members as needed;
 - Conduct an assessment and prepare report on completed training.
 - Conduct site visit and participate in donors missions to monitor and provide necessary support for the microfinance related activities (SHGs, PGs and VSMCs) through the district staff.
6. Where necessary, review and provide comments/recommendation for selected Family Investment Plans and Activity Investment Plans based on the SHG, PG and VSMC guidelines;

Monitoring Analysis and Reporting

7. Ensure that all key data are collected on time, recorded in the MIS system by her/his Microfinance Assistant (MFA) to ensure that all key performance indicators are updated on time and made available for reporting and review by the Head of LN Division, ED and donors.
8. Monitor, strengthen the implementation and ensure compliance of the microfinance guidelines and tools by SHGs, PGs and VSMCs including loan application and review process, loan agreement/contract management and performance in line with workplan and business proposals and the Program's Rural Credit Fund procedures;
9. Prepare and provide monthly report/update or prepare inputs for semi-annual and annual progress reports to Head of LN Division on microfinance status and loan performance and regulation/guidelines compliance by the target groups.

Other

10. Comply with PRF principles and Code of Ethics and Conduct
11. Within scope of her/his responsibility, promote PRF profile, protect interest and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs as required;
12. Accomplish other tasks as requested by Supervisor, according to project needs

C. Position requirements

Qualifications and experience

- Master's Degree in Accounting, Finance, Economics or Statistics, Micro-Finance, Community Development, Economic Development
- Minimum of 5 year experience in rural microfinance training and technical assistance; and 3 year experience in participatory planning and establishment of self-help management groups
- Comprehensive knowledge of SHGs best practices, especially with regard to the provision of financial services in rural areas for agricultural and non-agricultural activities;
- 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;
- Excellent report writing and communication skills in Lao and English.
- Ability to work in a multicultural setting;
- Understanding of gender mainstreaming is preferred.

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

D. Deliverables

The deliverables would include:

1. Plan of action and a schedule of activities for completing tasks within the consultancy period;
2. Monthly status reports on the activities being performed under the consultancy;
3. Technical Assistance and Training Completion Report for DLOs, VLCs, 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.
4. 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.

X) 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.

XI) Terms of Reference

Position	Agriculture and 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.
-

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).

XII) 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.