

## Terms of Reference

<b>Position</b>	Agriculture and Livelihood Specialist (Head)
<b>Number of Position</b>	1
<b>Location</b>	Central Office in Vientiane Capital with regular visits to targeted provinces, districts, and villages
<b>Supervisor</b>	Executive Director
<b>Close coordination with</b>	Project Management Team, Livelihood central team, District Agriculture and Livelihood Officers
<b>Duration</b>	A one-year contract. Renewal subject to project organisational requirements, budget, and annual performance review

### A. Background

Improving Lao People’s Democratic Republic (Lao PDR) rural and agricultural livelihoods is a critical element for advancing sustainable poverty and vulnerability reduction in the upland areas of Lao PDR. While around two-thirds of the country’s population live in rural areas, they represent 88 percent of the poor. Almost all of the poor live in agricultural households. About half of poor agricultural households (or 41 percent of the poor) can be characterized as living in remote areas, mostly in upland villages; only 64 percent of this group live in villages with all-weather road access. In this context, CLEAR is a Community and Local Development project, which aims to improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, and to respond promptly and effectively in case of Eligible Crisis or Emergency. The project targets some of the most vulnerable communities in Lao PDR within 7 provinces Huaphanh, Oudomxay, Phongsaly, Xiengkhuang, Saravan, Savannakhet and Sekong. In addition, CLEAR is part of the country’s Multisectoral Nutrition Convergence Approach aimed at reducing stunting to 25% by 2025.

### The project is composed of 5 components:

**Component 1: Local Economic Development and Community Capacity Strengthening (US\$27.6 million)** This component supports activities taking place at the level of the whole village community. Activities will strengthen community capacity to prioritize climate resilient village-level initiatives and related small infrastructure investments and organize their operations and maintenance (O&M). This will be done in a way that promotes participation of community members and attention to the needs of women, all ethno-linguistic groups, and vulnerable groups. Priority will be given to initiatives that resolve obstacles to food security, improved nutrition, and/or income generation while being inclusive of these groups. The design, operation and maintenance of small infrastructure will incorporate low-carbon, climate resilience features such as functionality, durability, and safety.

**Component 2: Community Livelihoods Enhancement (US\$7.95 million)** This component supports group-level activities that promote income generation. Groups will be adapted to the socioeconomic and climatic situation of villages. In type II and type III villages, CLEAR will follow PRF’s process of supporting savings and credit groups, mostly composed of women, building financial literacy, and diversified, climate-resilient income-generation activities. In select type III villages with confirmed market opportunities, the project will support the emergence and capacity building of registered PGs and of producers of climate-smart agricultural inputs. In type I villages, where capacity to develop self-sustainable savings and credit activities is inadequate as most group members, both men and women, are poorer, the groups will engage in food production to have adequate food for consumption and income generation.

**Component 3: Community Nutrition Interventions (US\$4.75 million)** This component will support improvements in the dietary intake (both in quality and quantity) of mothers and children in the 1,000-day window through the promotion of innovative nutrition practices. The component is based on five principles: (a) the introduction of proven timesaving in-village processed foods, (b) community contributions, (c) a results-based incentive for well-performing villagers, (d) harnessing the power of youth and social media and maximizing food sources in increasingly resource-constrained local food systems. Community resilience will be strengthened through maintaining a combination of foods from households' own production, food purchases, and collection of forest food products. The food sources promoted, for example, production areas such as homestead gardens, living fences, upland rice fields, lowland rice fields, and types of crops and recipes, will be tailored to the community's agro-ecological and cultural context.

**Component 4: Project Management, Capacity Building and Monitoring and Evaluation (US\$4.7 million)** This component provides technical and operational assistance for the day-to-day management of the proposed project and its monitoring and evaluation (M&E) system. It covers hiring, training, and remunerating of national and district PRF staff as well as the costs of village facilitators; associated equipment and operating costs; and accounting, procurement, FM, internal controls, auditing, environmental and social safeguards, M&E, and other specialized support.

**Component 5: Contingent Emergency Response (US\$0)** The initial value of this Contingent Emergency Response Component (CERC) is zero, but it may be financed to respond to an Eligible Crisis or Emergency. The three village types are equally eligible for CERC in an emergency or crisis. CERC activities would build on the country's existing DRR strategy.

## **B. Summary of Role**

The Agriculture and Livelihood Specialist (Head) is responsible for the overall management, monitoring and reporting and project integration of the livelihood plans, budgets, monitoring and progress reports as well as responsible for leading and guiding project staff to coordinate with GoL counterparts and Village Facilitators to develop self-help groups, to implement savings and livelihood initiatives within communities, at the same time protecting social and environmental safeguards. This position is the member of the CLEAR Project Management Team (PMT) led by the Executive Director (ED) and the Deputy Executive Director (DED).

## **C. Roles and Responsibilities**

### Technical and Management Functions

1. Work closely with other Project Management Team (PMT) members to ensure effective management, planning, implementation, monitoring and reporting on livelihood activities including Self-Help Groups (SHGs), Producer Groups (PGs);
2. Prepare quarterly workplan and budget, annual workplan and budget, and procurement plan for livelihood activities for submission, approval and implementation;
3. Work with other PMT members at the central level to prepare and finalize the Annual Workplan and Budget (AWPB) for onward submission to competent authorities for approval, disbursement, and implementation;
4. Review and update of AWPB, Project Implementation Manual (PIM) / Project Implementation Plan (PIP), SHG Guidelines, and PG Guidelines based on the experience and learning acquired from the actual project implementation;
5. Responsible for developing training manuals, IEC materials including audio visuals, etc. to train District level Livelihood Officers, and Livelihood Young Graduates and the same materials will be used for training of SHG and PG members;

6. Design and facilitate implementation of livelihood activities those are climate resilient;
7. Develop protocols and guidelines for establishing agri-entrepreneurs (local input suppliers) for supplying agriculture, livestock, and fishery inputs to SHG and PG numbers;
8. Monitor progress of livelihood activities (SHG, PG and IGA) to ensure safeguard policy compliance;
9. Supervise and provide supports to Agricultural and Livestock Officer and Micro-Finance Officer through guiding, training, mentoring, reviewing and providing feedback for her/his professional growth.
10. Take lead in recruitment of livelihood staff and LYGs. This includes selection, performance review of staff under Livelihood activities and organize training based on training needs of these staffs and facilitate their contract renewal, as required by the Human Resource Unit;
11. Participate in all PMT meetings including the monthly meeting, annual meeting, workshops, seminars, World Bank Missions, and Government programmes;
12. Prepare Terms of Reference (ToR) to hire local and international consultants in livelihood through HR and Procurement Unit.

#### Capacity Building Functions

13. Develop capacity building strategy and plan to organize training, exposure, etc. for project staffs and community members;
14. Develop capacities of District Team Leader of livelihoods to anchor implementation of livelihood activities (SHG, PG, IGA, Local Input Suppliers, etc.) through Village Facilitators and Livelihood Young Graduates.

#### Coordination, Collaboration, Communication, and Team Work Functions

15. Initiate appropriate steps to ensure the integration of GoL policies and principles in the livelihood activities in line with CDD principles, participatory approaches, transparency and accountability, poverty focus and safeguards. Ensure, these principles and approaches are reflected in all the project documents and training programmes;
16. Cooperate and coordinate with the National Nutrition and Community Development Specialist with respect to the management of the project-cycle to ensure livelihood activities are harmonized with Nutrition and other project activities;
17. Work with the Finance and Administration team for implementation of livelihood activities;
18. Represent Livelihood team of CLEAR project for World Bank, other external funded projects, Government.

#### Monitoring, Analysis and Reporting Functions

19. Prepare project progress reports (monthly, quarterly, semi-annual, annual, mid-term review) or as required in both Lao and English language;
20. Facilitate the process of lessons learned in livelihood activities and inter linked activities;
21. Prepare the project exit strategy in relation to crops, livestock, and non-farm activities under Livelihood;
22. Support in designing MIS by including adequate features to collect relevant data, facilitate in timely data entry, data cleaning, and making decision based on MIS report;
23. Provide timely and accurate information as required by internal and external stakeholders in Lao and English language.

#### Other related Tasks

24. Within scope of responsibility, promote and explain project principles, processes and achievements to GoL representatives, donors, concerned parties and NGOs;
25. Other tasks as requested by Supervisor as per project requirement.

## **D. Position Requirements**

### Qualifications and Experience

- A Master's degree in agriculture, agribusiness, veterinary science and animal husbandry or livestock, rural development, rural management, social development, community development, environment science, or other related fields;
- A minimum 10 years of relevant experience in SHG, PG, IGA, Agri-Entrepreneurs, etc. in Community Driven Development approach, and at least 5-year work experience at national level and worked on project planning and implementation, management, documentation, and monitoring and evaluation;
- Experience in package of practices of crops and livestock activities including climate resilient practices and experience in developing and implementing livelihood activities which are climate resilient;
- Experience in developing / mobilizing internal and external human and technical resources to develop training manuals, IEC materials, etc. around crops, livestock, family investment plan, micro investment plan, business plan (individual and group), etc.,
- Experience in providing trainings to project staff, communities on SHG, PG, IGA, Agri-Entrepreneurs, climate resilient livelihood activities on farm/crop, livestock, and non-farm activities.

### Personal Attributes

- Strong leadership and team management skills;
- Open to new ideas, ability to grasp, learn and try out / adopt / roll out new approaches / processes / skills and technologies;
- Ability to work independently, within the framework of the project's requirements;
- Ability to prioritize organization's tasks, own theme's tasks and accomplish tasks on time;
- Willing to work in team, allow and groom team members at all level to work and perform;
- Good problem-solving skills;
- Sensitive to gender and ethnic issues of the communities in rural areas and at the project level;
- Willingness to travel to provinces, districts, and villages for project related works as per requirement;
- Good communication and social skills;
- Good computer skills including Microsoft Offices (Word, Excel, PowerPoint);
- Proficient in English language (speaking, reading, writing, and listening).