

Terms of Reference

Position	Capacity Building / Communication Officer
Number of Position/s	1
Location	Central office in Vientiane Capital with regular visits to targeted provinces, districts, and villages as required
Supervisor	Executive Director
Close coordination with	Project Management Team
Duration	A one-year contract. Renewal subject to project organizational requirement, 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

Capacity Building / Communication Officer's main responsibilities are to 1) identify training needs and develop capacity development workplans for all project staff to enable them to effectively provide services and support for the target villages and beneficiaries, 2) 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 (IEC) materials and technology, and 3) prepare and disseminate project activities and results to a variety of audiences/stakeholders including the Government organizations, development partners, donors and general public .

C. Roles and Responsibilities

Capacity Building

1. Identify and prioritize the needs for capacity building and training through needs assessments;
2. Prepare annual capacity building plans for all project staff at the central and district levels, based on the findings from the assessment, to enable them to effectively provide services and support for the villages in their respective areas of responsibilities. Part of staff training will be through IT resources such as videos, hand-on learning materials, etc.;
3. Ensure the sufficient quantity and quality IEC materials are produced using information technology (IT) devices (tablets and cell phones) provided under the project and effectively used by project staff or component activities to help improve knowledge and behaviour changes among the target beneficiaries;
4. 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 project using the IEC materials;
5. In collaboration with the National Nutrition and Community Development Specialist, organize the Training of Trainers (ToT) on CDD transformative grass-root leadership trainings for project

staff at central and local level and then these project staff will provide such trainings to selected key community members as part of the community capacity strengthening.

Communication

6. Participate in defining the best communication channels about the project goals, principles and progress;
7. Coordinate production of communication materials including IEC materials produced by others and inhouse IEC materials.

Monitoring, Analysis and Reporting

8. In collaboration with M&E team, monitor capacity building and training activities conducted to ensure compliance with the Project Implementation Manual and guidelines;
9. Prepare monthly, semi-annual and annual reports on capacity building and communication activities including feedback and lessons learned from learning activities (success stories and impacts of the training provided).

Other related Tasks

10. Within scope of responsibility, promote and explain project principles, processes and achievements to the Government representatives, donors, concerned parties and NGOs;
11. Accomplish other tasks as requested by Supervisor, according to project needs.

D. Position Requirements

Qualifications and Experience

- At least a Bachelor's degree in social development, community development, social sciences, communications, public relations or other related fields;
- At least 5 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 groups 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;
- Leadership skills with competencies in facilitation, organization of meetings and workshop community mobilization;
- Experience in the preparation and production of materials for publication or IEC materials/tools.

Personal Attributes

- Ability to work independently and within a team within an interpreted framework of the project's requirements;
- Comprehensive computer skills including MS. Offices Package, desktop publishing, graphic design, and visual material processing skills;
- Fluency in written and spoken English language and ability to translate between Lao and English;
- Creativity, good communication and social skills;
- Willingness to work in rural areas in order to assist related IEC activities;
- Familiarity with government and foreign aid project operations.