

NATIONAL LIVELIHOOD COORDINATOR
FOR LIVELIHOOD IMPROVEMENT AND NUTRITIONAL SECURITY (LN) PROJECT
POVERTY REDUCTION FUND (PRF)

Terms of Reference

Project Name:	Poverty Reduction Fund, Livelihood Improvement and Nutritional Security (LN) Project
Number of positions:	1
Position:	National Livelihood Coordinator
Reporting to:	Head of LN Project
General responsibility	Work as overall in-charge of livelihood component to provide guidance and leadership support to the district livelihood coordinators, district coordinators and village coordinators to ensure successful completion of the project activities to achieve the project objectives within targeted kum bans and villages.
Duty Station:	PRF Central office with regular field visit target districts, Kumb Ban and Villages to assist the district livelihood coordinators, district coordinators and village coordinators for implementation of project activities related to livelihood component
Duration:	For a period of one-year with an initial probation period of 3 months , contract renewal subject to annual performance review and availability of budget

Introduction and context

The Lao Poverty Reduction Fund (PRF) is an autonomous legal entity established under the Prime Minister Decree 10 dated Jan 10, 2012 which aims to assist National Committee for Rural Development and Poverty Eradication (NCRDPE) to implement rural development and poverty eradication projects based on rural development and poverty eradication plan. PRF operates based on the decree and laws of the Lao People's Democratic Republic and under the guidance of the President of the NCRDPE.

PRF is governed by the Administrative Board of Directors, which is chaired by the President of the NCRDPE and includes ministerial or vice-ministerial heads of relevant ministries and representatives of relevant mass organizations and one civil society organization. The Executive Director office of PRF will be responsible for day to day execution of activities, which compose of the Executive Director and heads of departments.

The main business line of PRF is to use the fund provided by donors and the government to carry out participatory processes, identify priority community needs and finance subprojects to build or rehabilitate priority community infrastructure. PRF operates in 10 provinces and has about 300 staff in total. About 35 are based in the central level, and the rest is based in provincial or district level. They are mapped mainly to either of the Community Development department, Technical Assistance department, Financing and Administration department and M&E department and are headed by respective department heads who form the Project Management Team (PMT) together with the Executive Director of the PRF.

In addition, PRF also needs to develop a systematic activity planning and budgeting processes at the district level. Currently, a budget envelop is developed at the beginning of a fiscal year for each province, based on historical trends, and PRF district and province offices request to the PRF central office funding for specific sets of activities within the course of a FY each time they need to carry out certain activities. Upon approval, the budget is transferred to the provincial accounts, however, exactly how much was expended for what activities is not traced or registered in the accounting system. Not only does such a haphazard activity planning and budgeting process represent a weak accountability, but it also prevents PRF from planning ahead for a series of action over time to address long term, strategic issues based on the collaboration with district line agencies and taking into account the strategic directions and activity plans of line agencies. For a systematic activity planning and budgeting processes to function well, detailed procedures have to be developed, forms prepared, capacity of individual PRF staff be strengthened, and PRF district staff be encouraged to actively collaborate with line agencies.

PRF objectives

- Financing community infrastructure activities, and other community public capital investments endeavours and training activities at the village level;
- Building local capacity at the village level in poor districts to manage public investment planning and implementation; and
- Strengthening the capacity of local institutions to support participatory decision-making at the village, kum ban, and district levels. The Project development objectives remain substantially unchanged and strengthen the development capacities of villages and local government. Beneficiaries, however, have repeatedly asked for support of training activities.

A network of volunteers (village Implementation team) was set up. Through their elected representatives, villagers decide on how resources are allocated, manage funds, and implement subprojects. Extensive facilitation and training is provided to ensure that poor villagers, including women and people from smaller ethnic groups, participate in the decision-making process and benefit from Program inputs. The Program builds community capacity by providing technical support for villagers.

The Program aims to create stronger links between the local government and the aspirations of villagers with Program staff at district, province and national level coordinating and building linkages. A forum was created at district level where villagers and district authorities meet regularly to discuss each other priorities and plans and reach a compromise that will satisfy each party.

LIVELIHOOD OPPORTUNITIES AND NUTRITIONAL GAINS (LONG) PROJECT

As part of the Lao Government's vision to graduate from Least Developed Country status by 2020, PRF II would also support livelihoods and nutrition activities on a parallel financing track through a pilot innovative livelihood focused community driven development program called Livelihood Opportunities and Nutritional Gains (LONG) project, through a grant (US\$2.6 million) supported by the World Bank Japanese Social Development Fund (JSDF). The grant signing ceremony was held in April 2011, and a JSDF technical preparation mission was conducted in May 9-20, 2011. During the field visit, the team mission observed a strong need for additional support to livelihood improvement activities, high levels of malnutrition, and limited capacity among the communities to take charge of their own development.

PRF-LONG project has been implemented over a three years period by the implementation mechanisms of the PRF. About 600 livelihood and/or nutrition sub-grants of an average amount of \$2,000 have been utilized benefiting of 28,710 sub-grant beneficiaries over three years.

The World Bank has agreed to provide additional financing until period of December 2016. In additional financing, the name of Livelihood Opportunity and Nutrition Gain (LONG) has been changed to **Livelihood Improvement and Nutritional Security (LN) Division of PRF**.

The PRF-LN objective is to pilot an innovative livelihood-focused community driven development (CDD) program in eight poverty reduction priority districts within Huaphan, Lungprabang, Savannakhet and Saravane provinces, enabling rural households in project target areas to improve their livelihoods and well-being through group based activities. The PRF-LN project constitutes a new component to the PRF's CDD-based program and builds on improved small-scale infrastructure and on local institutions and mechanism which were already set up during PRF Phase I and Phase II.

The PRF-LN aims at strategic partnerships between PRF, relevant line-ministries and mass organizations (in particular with the Ministry of Agriculture and Forestry, Ministry of Health, Ministry of Industry and Commerce and the Lao Revolutionary Youth Union). Potential for collaborations with other relevant organizations will be gauged in the first year of the implementation. The aim is for the livelihood project to become fully integrated into the PRF's project cycle and closely coordinate with the core PRF programme.

The PRF-LN directly responds to three key development challenges in Lao PDR, including: (i) persistent and high incidence of poverty particularly in remote areas and among non-Lao-Tai ethnic groups despite strong aggregate economic growth; (ii) persistent and high levels of malnutrition¹; and (iii) limited capacity for participatory community driven approaches to development.

Recognizing the key role rural women play as producers, household food providers and family care takers, the project has a strong gender focus. The PRF-LN project strives to establish positive links between livelihood improvements and wellbeing of which nutrition is a most actionable pathway.

¹ Compared to other countries, Lao PDR has experienced very high and largely unchanged malnutrition over the past 15 years – despite improvements in poverty reduction and increased household incomes. Prevalence of stunting in children under five years of age in rural areas among non Lao-Tai ethnic groups is significantly higher than among Lao-Tai ethnic groups – for some reaching levels as high as 60%. Retarded child growth his coupled with high levels of micronutrient deficiencies and underweight in women in the reproductive age.

The PRF-LN consists of four main thematic components, including:

- i) capacity building of local service providers and formation of community self-help groups;
- ii) leveraging community grants and community contributions for improved livelihood activities (cash and food security);
- iii) leveraging pro-nutrition livelihood activities;
- iv) monitoring and evaluation of pilot activities.

MAIN OBJECTIVES OF THE POSITION

The main objective of the position is to ensure that project activities are carried out at the district up to village level according to the agreed project Guideline and Operation Manual, and provide leadership and coordination for all aspects related to Livelihood activities.

Specific Duties and output

- In coordination with Head of LN and International specialist, update the manuals like SHG manual, Financial Management Manual for SHG and different tools to be used for the livelihood activities both in English and Lao languages;
- Update and develop technical guidelines for the implementation of the livelihood activities;
- Develop/improve the guidelines for the preparation of family investment plan, subproject proposals, contract farming, public private community partnership etc.;
- Develop guidelines for the SHG risk management including PAR, creation of social risk funds, linking of SHG with financial institution and establish market linkages;
- Develop value chain of major commodities being produced by SHGs;
- In close coordination with the LN District Facilitators, District Livelihood Coordinators and Village Coordinators, facilitate 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 so as to ensure that livelihood needs will be identified and priorities included in the village Development Plan and Kum ban Development Plan.
- In coordination with field staff, ensure that vulnerable groups (especially women and ethnic groups) are actively involved during group discussion and the making decision process;
- Guide the district and village livelihood coordinator to organize meetings, trainings, and exchange visit of SHG members from other villages;
- Supervise the district and village livelihood coordinators, including preparation of Monthly, Quarterly and yearly work plan and related budget, and ensure due implementation;
- Supervise the district and village livelihood coordinators to ensure M&E data timely collection, data accuracy and reporting are done according to project needs;
- Facilitate the implementation of the 18 steps as needed (training of SHG leaders and VSMC leaders, SHG readiness check, etc.);

- Facilitate the district coordinators to lead coordination of the activities between the village Coordinators and the Kum ban Facilitators to ensure livelihood activities are linked with nutrition and improved basic service delivery activities;
- Assist the IEC team in the preparation and review of IEC tools related to livelihood activities, as well as the preparation of at least one article/success story per month based on successful implementation of livelihood activities in field;
- Build capacity of the district and village livelihood coordinator on relevant topics including, but should not limited social mobilization, participatory planning and prioritization, release of credit to SHG members based on family investment plan, implementation of IGA, collection of credit as per time schedule, calculation of benefits from IGA and subproject monitoring and reporting. Trainings will be split into three operational blocks as “training on the job”: (1) pre-service and application, (2) in-service and application, (3) trouble shooting and application, in order to ensure that they can fulfill their responsibilities;
- Facilitate organizing the capacity building trainings/TOT for District and Village Coordinators for IGA;
- Assist the District Coordinator to review performance of the each SHG, village livelihood coordinator and related capacity building plan;
- Assist the District and Village Coordinators to Calculate Portfolio AT Risk (PAR) analysis of the SHG at half yearly basis;
- Develop the system for the management of disaster related risk of the SGH members credit by establishing the social funds at district level;
- Assist the District and village Coordinators during meeting with concerned sector, Mass Based Organization, and other development agencies and projects on livelihood aspects
- Participate to monthly internal PRF meeting and other meeting/training as requested by the Head of LN;
- Coordinate with the Finance and Procurement Officer to ensure proper management of livelihood sub-project fund;
- Assist SHG and local financial institution(s) linkage;
- Ensure that all livelihood related activities are undertaken with due transparency and accountability;
- Assist the SHG to develop long term partnership with the private sectors or company at local level to ensure the markets of livelihood products;
- Facilitate to prepare the monthly work plan and monthly progress for all district and village coordinators, summarize the monthly work plan and progress and submit the compiled work plan and progress to Administrative Assistant of LN Central office,
- Accomplish other tasks as required by the Head of LN Division

Required Qualifications and Experience:

- At least Bachelor degree in agriculture or rural community development or other Social Sciences, Rural Economics, Development studies and other relevant fields;

- Minimum 5 years' experience in project implementation, training and team building as well as community mobilization, community capacity building and women empowerment;
- Experience in training and designing workshops;
- Sound knowledge with project planning by using CDD approach, project formulation and prioritization, and log-frame techniques and analysis;
- Experience on gender mainstreaming and formulations of group (e.g. Saving, Handicraft production group, other income generation group);
- Experience and or excellent knowledge in developing marketing process as well as it networking for livelihood product services ;
- Experience in working in remote, rural areas which contains different ethnic minorities groups, to assist in training regional staff in office duties and protocol;
- Good computer skills including Excel and MS. Office;
- Good command of spoken and written English;
- Experience in staying with rural poor community in remote areas.
- Good communication and social skills.
- Willingness to travel to and within the provinces for extended periods of time.
- Position is open to all eligible Lao people, women and Person from Ethnic Lao community are encouraged to apply

ADMINISTRATIVE ASSISTANT FOR LIVELIHOOD IMPROVEMENT AND NUTRITION SECURITY PROJECT (POVERTY REDUCTION FUND) <i>Terms of Reference</i>
--

Project Name:	<i>LN (Livelihood Improvement and Nutritional Security) Project</i>
Number of positions:	1
Reporting to:	LN team members
Position:	Administrative Assistant to LN
General responsibility	Undertake administrative and secretarial duties/activities related to the implementation of LN Project of PRF
Duty Station:	PRF Office in Vientiane capital with frequent visit to target districts, Kum Ban and Villages.
Duration:	For a period of one-year contract with an initial probation period of 3 months, contract renewal subject to satisfactory performance and availability of budget

Introduction and context

The Lao Poverty Reduction Fund (PRF) is an autonomous legal entity established under the Prime Minister Decree 10 dated Jan 10, 2012 which aims to assist National Committee for Rural Development and Poverty Eradication (NCRDPE) to implement rural development and poverty eradication projects based on rural development and poverty eradication plan. PRF operates based on the decree and laws of the Lao People's Democratic Republic and under the guidance of the President of the NCRDPE.

PRF is governed by the Administrative Board of Directors, which is chaired by the President of the NCRDPE and includes ministerial or vice-ministerial heads of relevant ministries and representatives of relevant mass organizations and one civil society organization. The Executive Director office of PRF will be responsible for day to day execution of activities, which compose of the Executive Director and heads of departments.

The main business line of PRF is to use the fund provided by donors and the government to carry out participatory processes, identify priority community needs and finance subprojects to build or rehabilitate priority community infrastructure. PRF operates in 10 provinces and has about 300 staff in total. About 35 are based in the central level, and the rest is based in provincial or district level. They are mapped mainly to either of the Community Development department, Technical Assistance department, Financing and Administration department and M&E department and are headed by respective department heads who form the Project Management Team (PMT) together with the Executive Director of the PRF.

In addition, PRF also needs to develop a systematic activity planning and budgeting processes at the district level. Currently, a budget envelop is developed at the beginning of a fiscal year for each province, based on historical trends, and PRF district and province offices request to the PRF central office funding for specific sets of activities within the course of a FY each time they

need to carry out certain activities. Upon approval, the budget is transferred to the provincial accounts, however, exactly how much was expended for what activities is not traced or registered in the accounting system. Not only does such a haphazard activity planning and budgeting process represent a weak accountability, but it also prevents PRF from planning ahead for a series of action over time to address long term, strategic issues based on the collaboration with district line agencies and taking into account the strategic directions and activity plans of line agencies. For a systematic activity planning and budgeting processes to function well, detailed procedures have to be developed, forms prepared, capacity of individual PRF staff be strengthened, and PRF district staff be encouraged to actively collaborate with line agencies.

PRF objectives

- Financing community infrastructure activities, and other community public capital investments endeavours and training activities at the village level;
- Building local capacity at the village level in poor districts to manage public investment planning and implementation; and
- Strengthening the capacity of local institutions to support participatory decision-making at the village, kum ban, and district levels. The Project development objectives remain substantially unchanged and strengthen the development capacities of villages and local government. Beneficiaries, however, have repeatedly asked for support of training activities.

A network of volunteers (village Implementation team) was set up. Through their elected representatives, villagers decide on how resources are allocated, manage funds, and implement subprojects. Extensive facilitation and training is provided to ensure that poor villagers, including women and people from smaller ethnic groups, participate in the decision-making process and benefit from Program inputs. The Program builds community capacity by providing technical support for villagers.

The Program aims to create stronger links between the local government and the aspirations of villagers with Program staff at district, province and national level coordinating and building linkages. A forum was created at district level where villagers and district authorities meet regularly to discuss each other priorities and plans and reach a compromise that will satisfy each party.

LIVELIHOOD OPPORTUNITIES AND NUTRITIONAL GAINS (LONG) PROJECT

As part of the Lao Government's vision to graduate from Least Developed Country status by 2020, PRF II would also support livelihoods and nutrition activities on a parallel financing track through a pilot innovative livelihood focused community driven development program called Livelihood Opportunities and Nutritional Gains (LONG) project, through a grant (US\$2.6 million) supported by the World Bank Japanese Social Development Fund (JSDF). The grant signing ceremony was held in April 2011, and a JSDF technical preparation mission was conducted in May 9-20, 2011. During the field visit, the team mission observed a strong need for additional support to livelihood improvement activities, high levels of malnutrition, and limited capacity among the communities to take charge of their own development.

PRF-LONG project has been implemented over a three years period by the implementation mechanisms of the PRF. About 600 livelihood and/or nutrition sub-grants of an average amount of \$2,000 have been utilized benefiting of 28,710 sub-grant beneficiaries over three years.

The World Bank has agreed to provide additional financing until period of December 2016. In additional financing, the name of Livelihood Opportunity and Nutrition Gain (LONG) has been changed to **Livelihood Improvement and Nutritional Security (LN) Division of PRF**.

The PRF-LN objective is to pilot an innovative livelihood-focused community driven development (CDD) program in eight poverty reduction priority districts within Huaphan, Lungprabang, Savannakhet and Saravane provinces, enabling rural households in project target areas to improve their livelihoods and well-being through group based activities. The PRF-LN project constitutes a new component to the PRF's CDD-based program and builds on improved small-scale infrastructure and on local institutions and mechanism which were already set up during PRF Phase I and Phase II.

The PRF-LN aims at strategic partnerships between PRF, relevant line-ministries and mass organizations (in particular with the Ministry of Agriculture and Forestry, Ministry of Health, Ministry of Industry and Commerce and the Lao Revolutionary Youth Union). Potential for collaborations with other relevant organizations will be gauged in the first year of the implementation. The aim is for the livelihood project to become fully integrated into the PRF's project cycle and closely coordinate with the core PRF programme.

The PRF-LN directly responds to three key development challenges in Lao PDR, including: (i) persistent and high incidence of poverty particularly in remote areas and among non-Lao-Tai ethnic groups despite strong aggregate economic growth; (ii) persistent and high levels of malnutrition¹; and (iii) limited capacity for participatory community driven approaches to development.

Recognizing the key role rural women play as producers, household food providers and family care takers, the project has a strong gender focus. The PRF-LN project strives to establish positive links between livelihood improvements and wellbeing of which nutrition is a most actionable pathway.

The PRF-LN consists of four main thematic components, including:

- i) capacity building of local service providers and formation of community self-help groups;
- ii) leveraging community grants and community contributions for improved livelihood activities (cash and food security);
- iii) leveraging pro-nutrition livelihood activities;
- iv) monitoring and evaluation of pilot activities.

Main tasks and responsibilities:

Administrative Assistant will work under the close coordination and supervision of **LN (Livelihood Improvement and Nutritional Security) project** Team Members, the incumbent will provide administrative, financial and budget assistance and monitoring and evaluation support with following tasks:

¹ Compared to other countries, Lao PDR has experienced very high and largely unchanged malnutrition over the past 15 years – despite improvements in poverty reduction and increased household incomes. Prevalence of stunting in children under five years of age in rural areas among non Lao-Tai ethnic groups is significantly higher than among Lao-Tai ethnic groups – for some reaching levels as high as 60%. Retarded child growth his coupled with high levels of micronutrient deficiencies and underweight in women in the reproductive age.

- Receive, screen and distribute document to relevant LN team members, dealing on own initiative with requests of non-technical nature, maintain an overview of the current situation, including a follow-up system to ensure timely action, preparing reminders on urgent action to be taken;
- Collect proposals of subprojects from the SHGs and VNC investment plan from VNC villages, review the proposal for the improvement and submit to Head of LN and Finance team for the transfer of grant funds, maintain record of the amount of grant funds transferred to all SHGs;
- Collect monthly work plan and work progress from all LN staff, compile and submit to HR division and Head of LN Division every month;
- Work in close coordination with M&E Division, collect monthly and quarterly update of data and maintain database of indicators in computer;
- Prepare draft monthly and quarterly progress of LN and submit to Head of LN;
- Maintain record of training provided including TOT and farmers trainings;
- Maintain record of the IEC material prepared, distributed and displayed in target villages properly;
- Ensure that correct financial and administrative procedures are followed for every related financial and administrative aspect and activity, as well as procurement aspect;
- Develop and maintain a filing, compile appropriate background material and reference documents for use of the team members
- Arrange travel for LN team members, including the preparation of advance payment request for field work approval and advance clearances after backing to the office;
- Prepare briefing files for and organizes specific meetings within the office but not limited to external meetings
- Participates in all areas of meeting functions: take notes, draft minutes, type the reports and follow up on the production of the meetings final report.
- Undertake other administrative and secretarial duties/activities related to the project areas as required.
- Translate and edit some documents (English to Lao and vice versa)
- Perform other duties as required related to LN.

Required qualifications and experience:

- At least Bachelor degree in business administration, public administration, accounting, financial management or other related fields;
- At least three year-relevant experiences, including administrative and financial work Experience in project implementation will be an asset;
- Strong command of Ms Office® software (Word, Excel, PowerPoint). Knowledge of database software is highly desirable.
- Fluency in English and Lao (writing, editing, reporting and speaking);
- Team spirit, tolerance and patience while working under pressure and difficult demanding conditions.
- An ability to work independently within the framework of the project guidelines
- Good communication and social skills.
- Willingness to travel to and within the provinces for extended periods of time.
- Position is open to all eligible Lao people, women are encouraged to apply

<i>Accounting Assistant Terms of Reference</i>

Programme name:	The Poverty Reduction Fund project
Title:	Accounting Assistant
Number of Position:	1
Direct Reporting to:	Senior Accountant.
Close coordination with:	Members of Finance & Administrative Division at central level and Provincial Finance & Administrative Officers
Duty Station:	PRF national office in Vientiane with regular missions to targeted provinces, districts and Kumban.
Contract Type:	A one-year contract renewable subject to annual performance review with an initial probation period of 3 months

Introduction and context

The Lao Poverty Reduction Fund (PRF) is an autonomous legal entity established under the Prime Minister Decree 10 dated Jan 10, 2012 which aims to assist National Committee for Rural Development and Poverty Eradication (NCRDPE) to implement rural development and poverty eradication projects based on rural development and poverty eradication plan. PRF operates based on the decree and laws of the Lao People's Democratic Republic and under the guidance of the President of the NCRDPE.

PRF is governed by the Administrative Board of Directors, which is chaired by the President of the NCRDPE and includes ministerial or vice-ministerial heads of relevant ministries and representatives of relevant mass organizations and one civil society organization. The Executive Director office of PRF will be responsible for day to day execution of activities, which compose of the Executive Director and heads of departments.

The main business line of PRF is to use the fund provided by donors and the government to carry out participatory processes, identify priority community needs and finance subprojects to build or rehabilitate priority community infrastructure. PRF operates in 10 provinces and has about 300 staff in total. About 35 are based in the central level, and the rest is based in provincial or district level. They are mapped mainly to either of the Community Development department, Technical Assistance department, Financing and Administration department and M&E department and are headed by respective department heads who form the Project Management Team (PMT) together with the Executive Director of the PRF.

In addition, PRF also needs to develop a systematic activity planning and budgeting processes at the district level. Currently, a budget envelop is developed at the beginning of a fiscal year for each province, based on historical trends, and PRF district and province offices request to the

PRF central office funding for specific sets of activities within the course of a FY each time they need to carry out certain activities. Upon approval, the budget is transferred to the provincial accounts, however, exactly how much was expensed for what activities is not traced or registered in the accounting system. Not only does such a haphazard activity planning and budgeting process represent a weak accountability, but it also prevents PRF from planning ahead for a series of action over time to address long term, strategic issues based on the collaboration with district line agencies and taking into account the strategic directions and activity plans of line agencies. For a systematic activity planning and budgeting processes to function well, detailed procedures have to be developed, forms prepared, capacity of individual PRF staff be strengthened, and PRF district staff be encouraged to actively collaborate with line agencies.

PRF objectives

- Financing community infrastructure activities, and other community public capital investments endeavours and training activities at the village level;
- Building local capacity at the village level in poor districts to manage public investment planning and implementation; and
- Strengthening the capacity of local institutions to support participatory decision-making at the village, kum ban, and district levels. The Project development objectives remain substantially unchanged and strengthen the development capacities of villages and local government. Beneficiaries, however, have repeatedly asked for support of training activities.

A network of volunteers (village Implementation team) was set up. Through their elected representatives, villagers decide on how resources are allocated, manage funds, and implement subprojects. Extensive facilitation and training is provided to ensure that poor villagers, including women and people from smaller ethnic groups, participate in the decision-making process and benefit from Program inputs. The Program builds community capacity by providing technical support for villagers.

The Program aims to create stronger links between the local government and the aspirations of villagers with Program staff at district, province and national level coordinating and building linkages. A forum was created at district level where villagers and district authorities meet regularly to discuss each other priorities and plans and reach a compromise that will satisfy each party.

Since, additional Livelihood and Nutrition activities have been given to the PRF in April 2011 and will be continuously implemented through the end of 2016. There is a requirement of one additional Accounting Assistant to be based in national office.

Description of Duties and Responsibilities:

- Review and oversee all sub-project disbursements and procedure (payments made to/at kum ban level), daily record and data entry.
- Coordinate with the various divisions/ units of the PRF to collect data for updating the progress of sub-project implementation and disbursement and produce monthly report on sub-project expenditures.

- Assist in preparing statement of expenditure (SOE) reports and fund replenishment request in timely manner;
- Follow up budget and expenditures of the operating cost for the provincial and district offices.
- Assist in preparation of all reports for concerned sectors (GOL) as required.
- Coordinate with administrative officer to check details of project office assets and assist in maintaining and updating office assets register;
- Collect financial reports from the provincial accountants (reports dealing with sub-project disbursement and all related expenditures at provincial, district and kum ban level);
- Follow up and review operating costs and sub-grant monitoring expenditure reports from provincial offices.
- Visit province, district and kum ban levels to perform financial procedure/document checking in regular basis;
- Assist to prepare the financial report for the various Department (GOL) as required;
- Assist the Finance & Administrative team to follow up fund for GOL contribution with the various departments/ Ministries.
- Assist the administrative officer to conduct the administration tasks as required ;
- Assist the finance and administrative team to coordinate with all financial and administrative audits, and participate to the preparation of external audit as required;
- Perform other tasks that may be reasonably assigned by the Head of Finance and Administration Division or Executive Director.

Qualifications and experience

- Bachelor degree in Finance / Accounting
- At least 3 years of experience in project accounting and financial reporting
- 2 years of experience in similar tasks and responsibilities are desirable
- Familiarity with government and foreign aid project operations.
- Knowledge and experience of World Bank or other loan/donor-financed projects procedures;
- Comprehensive computer skills using MS. Office, especially excel;
- Experience in computerized accounting package such as ACCPAC or other system is highly desirable
- Good command of spoken and written English
- Strong ethical commitment to impartiality, integrity and transparency
- Knowledge of Ethnic Lao language will be an asset.
- Show sensitivity towards gender and ethnic issues found in the rural areas and a willingness to travel to and in provinces for extended periods of time.
- Possess strong team building capacity, good communication and social skills and ability to coordinate with local people.
- Ability to work independently, within the framework of the project's requirements.
- Qualified Female and Person from Ethnic Lao community are encouraged to apply

<i>Technical Internal Auditor Terms of Reference</i>

Programme name:	The Poverty Reduction Fund project
Title:	Technical Internal Auditor
Number of Position:	1
Direct Reporting to:	Internal Audit Officer.
Close coordination with:	Head of Divisions and Units, Provincial Coordinators, District coordinators and District Level Officers, Senior Advisor, and Internal audit consultant.
Duty Station:	PRF national office in Vientiane with regular missions to targeted provinces, districts and Kumban.
Contract Type:	A one-year contract renewable subject to annual performance review with an initial probation period of 3 months

Introduction and context

The Lao Poverty Reduction Fund (PRF) is an autonomous legal entity established under the Prime Minister Decree 10 dated Jan 10, 2012 which aims to assist National Committee for Rural Development and Poverty Eradication (NCRDPE) to implement rural development and poverty eradication projects based on rural development and poverty eradication plan. PRF operates based on the decree and laws of the Lao People's Democratic Republic and under the guidance of the President of the NCRDPE.

PRF is governed by the Administrative Board of Directors, which is chaired by the President of the NCRDPE and includes ministerial or vice-ministerial heads of relevant ministries and representatives of relevant mass organizations and one civil society organization. The Executive Director office of PRF will be responsible for day to day execution of activities, which compose of the Executive Director and heads of departments.

The main business line of PRF is to use the fund provided by donors and the government to carry out participatory processes, identify priority community needs and finance subprojects to build or rehabilitate priority community infrastructure. PRF operates in 10 provinces and has about 300 staff in total. About 35 are based in the central level, and the rest is based in provincial or district level. They are mapped mainly to either of the Community Development department, Technical Assistance department, Financing and Administration department and M&E department and are headed by respective department heads who form the Project Management Team (PMT) together with the Executive Director of the PRF.

In addition, PRF also needs to develop a systematic activity planning and budgeting processes at the district level. Currently, a budget envelop is developed at the beginning of a fiscal year for each province, based on historical trends, and PRF district and province offices request to the PRF central office funding for specific sets of activities within the course of a FY each time they need to carry out certain activities. Upon approval, the budget is transferred to the provincial accounts, however, exactly how much was expensed for what activities is not traced or registered in the accounting system. Not only does such a haphazard activity planning and budgeting process represent a weak accountability, but it also prevents PRF from planning ahead for a series of action over time to address long term, strategic issues based on the collaboration with district line agencies and taking into account the strategic directions and activity plans of line agencies. For a systematic activity planning and budgeting processes to function well, detailed procedures have to be developed, forms prepared, capacity of individual PRF staff be strengthened, and PRF district staff be encouraged to actively collaborate with line agencies.

PRF objectives

- Financing community infrastructure activities, and other community public capital investments endeavours and training activities at the village level;
- Building local capacity at the village level in poor districts to manage public investment planning and implementation; and
- Strengthening the capacity of local institutions to support participatory decision-making at the village, kum ban, and district levels. The Project development objectives remain substantially unchanged and strengthen the development capacities of villages and local government. Beneficiaries, however, have repeatedly asked for support of training activities.

A network of volunteers (village Implementation team) was set up. Through their elected representatives, villagers decide on how resources are allocated, manage funds, and implement subprojects. Extensive facilitation and training is provided to ensure that poor villagers, including women and people from smaller ethnic groups, participate in the decision-making process and benefit from Program inputs. The Program builds community capacity by providing technical support for villagers.

The Program aims to create stronger links between the local government and the aspirations of villagers with Program staff at district, province and national level coordinating and building linkages. A forum was created at district level where villagers and district authorities meet regularly to discuss each other priorities and plans and reach a compromise that will satisfy each party.

Although partners consider PRF internal control system appropriate, the decision was made to set up an internal audit system to further strengthen internal control systems in the context of project expansion.

PRF has established Internal Audit Unit consisting one Audit officer and one Audit Assistant. Considering the need for internal audit to put more focus on quality of sub- projects and requirement of technical expertise for the purpose PRF has decided to **recruit one Technical Internal Auditor.**

Main Objective of the Position.

Support the Internal Audit Unit (IAU) of PRF to conduct audits of technical/quality aspect of sub-projects and providing technical supports to IAU in order to improve the Unit's efficiency.

Description of Duties and Responsibilities:

The Technical Internal Auditor will work as team member of the IAU. The main responsibility of this position is to provide technical supports to the IAU to enable IAU to assess whether the sub-projects are designed with sound technical standards, implemented as per the engineering standards and conditions of contracts, and meet the quality aspects to ensure sustainability of the sub- project.

Key other responsibilities of this position are summarized below:

- Support IAU in developing risk based annual internal audit plan.
- Collect and analyse information needed to prepare risk based internal audit plans with focus on technical aspects.
- Complete risk assessment and draft internal audit plans with wide coverage of sub-projects. The following points will be more particularly assessed and analyzed:
 - 1) Sub-projects are selected based on their technical feasibility.
 - 2) Provisions and standards for preparing detail drawing of individual sub- projects are developed/followed.
 - 3) BOQ are based on drawing of the sub- project works.
 - 4) Proper reference and basis of items rates are available/followed while preparing cost estimates.
 - 5) Adequacy and /or effectiveness of internal controls to cover technical aspects of the sub-projects design and development.
 - 6) Provisions are in place and /or followed to make sure quantity of works under sub- project is measured accurately.
 - 7) Provisions are in place and /or followed to make sure quality of works under sub-project is maintained.
 - 8) Sup-project completion report and as built drawing are prepared consistently and accurately.
 - 9) Adequacy and /or effectiveness of internal controls to cover technical aspects of the sub-projects implementation.
- Conduct audit execution / field work of technical aspects as per approved internal audit plan.
- During audit execution /field work identify if there are additional risks which were not included in approved internal audit plan and conduct audit test of those risks
- Draft evidence based balanced audit reports.
- Conduct follow-up of the audit reports implementation and maintain follow-up data base.
- Draft semi-annual and annual reports on activities and results of the internal audit activities.

- Support IAU in facilitation, process design, training, and other non-executive or consultancy services as per request of Divisions and Provincial offices and endorsed by Executive Director.
- Support IAU to make sure that the internal audit unit through adequate coverage technical aspects of audit helps PRF in achievement of its objectives.
- Safeguard audit files and other documents, and assets under disposal of the IAU.
- Ensure audit processes developed including internal audit manual are followed while performing audit works.
- Perform other tasks reasonably assigned by the Audit officer and Executive Director.

Qualifications and experiences

- At least Bachelor degree in Civil engineering
 - At least 5 years of experience in infrastructure design implementation and monitoring.
 - 2 years of experience in similar tasks and responsibilities are desirable
 - Knowledge and experience of government and foreign aid project operations.
 - Good command of spoken and written English
 - Excellent command of computer skills including MS. Office and knowledge of civil engineering software is desirable.
 - Experience in capacity building development (planning, organizing and conducting training courses)
-
- Strong ethical commitment to impartiality, integrity and transparency
 - Knowledge of one of these Ethnic Lao languages (**Hmong, Khmu, Makong, Talieng**) will be an asset.
 - Show sensitivity towards gender and ethnic issues found in the rural areas and a willingness to travel to and in provinces for extended periods of time.
 - Possess strong team building capacity, good communication and social skills and ability to coordinate with local people.
 - Ability to work independently, within the framework of the project's requirements.
 - Qualified Female and Person from Ethnic Lao community are encouraged to apply.