

INTERNATIONAL HUMAN RESOURCES SPECIALIST TERM OF REFERENCE

Programme name: The Poverty Reduction Fund II

Number of position: 1

Position: Human Resources Specialist (international)

Station: PRF head office (Vientiane, Lao PDR)

Duration: 8 weeks, starting as soon as possible

BACKGROUND

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.

MAIN OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to assist the Lao Poverty Reduction Fund (PRF) improve its business structures including HR issues.

SCOPE OF ASSIGNMENT

1. Develop the PRF HR policy. The consultant should interview relevant staff and review existing documents to assess the existing HR management and business practices in PRF and develop a clear and comprehensive HR policy. The HR Policy should cover both central level staff and provincial/ district level staff, and address business trips, vehicle use, overall ethnics and reporting/ relationship protocols, compensation policy and performance management policy. The draft HR policy should be developed and presented to the Executive Director of PRF for approval.

2. Develop a PRF Staff Handbook. The consultant should, based on the approved HR policy, develop a Handbook that aims to provide PRF staff a concise description of the new PRF HR policy and describe standardized guidance and procedures to be followed when PRF staff execute their tasks.
3. Develop alternative PRF organizational structure or reorganizational structure for future PRF phase
4. Establish PRF HR Development Strategy for future PRF phase

DELIVERABLES

- Within a week since the commencement of the assignment, the consultant should submit the inception report that should describe the preliminary findings based on the review of project documents and the interview with relevant staff, work plan and the proposed approach to addressing key issues found, among other issues.
- Within 4 week since the commencement of the assignment, the consultant should develop and submit the draft PRF HR policy, together with training plan, PRF HR Development Strategy and alternative organizational structure of future PRF.
- Within 8 week since the commencement of the assignment, the consultant should submit the final report with the PRF HR policy, revised based on the experience of on-the-job training.

The lead international consultant will be responsible for ensuring these components are delivered effectively and efficiently.

REPORTING

The Consultant will submit all relevant reports to the Executive Director as well as the Project Management Team (PMT) which is comprised of Senior Technical Advisor and heads of Divisions as per the work plan and required inputs describing on the TOR, are to be submitted in standard electronic document format in English language. The structure and format of each report will present the information in a concise and clear manner that minimizes the number of pages consistent with clear communication of the messages.

Draft Final Report: to be submitted in English, draft before 2 weeks of assignment completion date (8 weeks). This report will comprise a comprehensive description of:

- all activities carried out under the assignment;
- complete documentation on all training completed or to be carried out;
- complete documentation on all applications developed, installed, and
- Conclusions and recommendations.

International Human Resource Specialist , as and when required by PRF, will provide downstream services as per term and conditions agreed by both parties.

QUALIFICATIONS AND EXPERIENCES

- Master's Degree or equivalent in HR, Business Administration, Public Administration, organizational Development or related field
- At least ten (10) years of relevant experience at the national or international level in providing HR advisory services and/or managing staff and operational systems
- Previous demonstrated work experience as HR Specialist or similar work in South-East Asia is preferred;
- Excellent knowledge of local and international HR strategy and policies
- Previous experience in professional development and training;
- Experience in working with major donors' regulations and guidelines is desirable
- Good command of Ms Office® software (Word, Excel, and PowerPoint) and ability to use information technologies (Web, email) as tools and resources.
- Excellent reporting skills;
- Demonstrates strong oral and written communication skills;
- Fluency in both written and spoken English (Lao knowledge is an asset);
- Women are strongly encouraged to apply