

DEPUTY EXECUTIVE DIRECTOR

Terms of Reference

Programme Name: The Poverty Reduction Fund Project

Number of positions: 1

Position: ***National Deputy Executive Director (Lao National)***

Reporting to: Executive Director
Duty Station: PRF national office in Vientiane with regular visits to target provinces and districts.

Duration: A one-year contract renewable subject to annual performance review with an initial probation period of six months.

Background

The Poverty Reduction Fund Project was legally established by Decree from the Lao PDR Prime Minister (No. 073/PM) on May 31, amended on September 29 (No. 222/PM) as an autonomous organization attached to the Prime Minister Office and overseen by the National Leading Committee for Rural Development and Poverty Eradication. The PRF was established with the specific goal of improving access to key public services, by building critical social and economic infrastructure at the village level within the country's poorest districts, based on a model of participatory community development whereby communities themselves decide on how resources are allocated, manage sub-project funds, implement and maintain sub-projects. Initially, the PRF received a World Bank credit of US\$20 million.

Building on an early track record of success, PRF received additional support in 2008 from both the World Bank (US\$15 million) and the Swiss Agency for Development and Cooperation (about US\$7 million). In 2010, the PRF also received additional funds (US\$410,000) from AusAID through the Global Facility for Disaster Risk Reduction, which is managed by the World Bank, to rebuild PRF supported infrastructure that had been destroyed by typhoon Ketsana. This overall financing envelope of US\$42 million has made the PRF one of the largest multi-sectoral rural poverty reduction programs in the country. Moreover, it is estimated that communities have contributed an additional US\$6.5 million equivalent towards the implementation of PRF-I activities, largely in the form of volunteer labor and local materials.

Monitoring data from PRF-I demonstrates that the program has delivered services in remote areas both quickly and in a cost-effective manner. Over the past eight years, PRF-I has supported 2,185 villages in 8 out of 17 provinces, covering 30 of the country's 144 districts, including 23 of the Government's 47 priority poverty districts. A total of 3,396 sub-projects have been completed, including construction of 91 bridges, 62 health dispensaries, 1,237 water supply points, and 155 irrigation schemes. PRF has also upgraded 3,042 km of 420 rural roads, and constructed or upgraded 597 schools. Data also shows that PRF construction

has generally been of satisfactory technical quality and that these investments have enhanced the access of poor villages to important services particularly in the health, agriculture and education sectors.

In light of the positive results achieved by PRF-I to date, the GoL has decided to continue the initiative by launching an expanded second phase beginning in October 2011 and ending in 2016, with the objective of improving the access to and the utilization of basic infrastructure and services for the project's targeted poor communities in a sustainable manner through inclusive community and local development processes. With a total envelope of US\$ 65.7 million from the Government of Lao PDR, IDA, SDC and AusAID, the PRF-II coverage will be expanded to 11 of the Lao PDR's 17 provinces and cover 285 Kum bans across 40 of the country's poorer districts as prioritized by the GoL in accordance with their poverty data.

Building on a number of key lessons from the PRF I, the second phase will seek to reach the poorest communities and groups within the selected poorest Kum ban, strengthens the participatory planning process, provides four rounds of sub-projects investments in each beneficiary Kum ban to strengthen the the community empowerment process, pays greater attention to the technical quality of sub-projects and natural disaster resilience, strengthens the PRF's system for receiving and responding to feedback and complaints from communities and other stakeholders, strengthens its gender focus, and implement a livelihood component to test models for effective and sustainable rural livelihood improvements for poor communities.

Duties and Responsibilities

Based on the Decree and the guidance of the Administrative Board of the Lao Poverty Reduction Fund, the Deputy Executive Director' responsibilities are to support the PRF Executive Director and the Project Management Team on project policy, planning, procedure, coordination, implementation and monitoring & evaluation.

The Deputy Executive Director will back up PRF Executive Director for:

- overall responsibility for the Fund, project implementation and results;
- guidance and administration of the PRF consistent with policies and regulations adopted by the Administrative Board.
- representation of PRF to GoL institutions at national/provincial/district levels, as well as to PRF financing partners and other stakeholders;
- working closely with other GoL agencies to review community driven methodologies to address needs regarding planning, implementation and monitoring of target provinces and districts;
- drafting and submission programs, work plan, handbooks on the operation of PRF for consideration when being assigned by the ED;
- corresponding, communicating, reporting, negotiating with financing partners
- management of the PRF and its personnel to improve budget management, program assessment and program execution evaluation, financial guidance and monitoring of subprojects, procurement, and safekeeping of financial data

and documents in accordance with the principles and procedures specified in the Project Operational Manual;

- recruitment of PRF personnel at national/provincial/district levels in accordance with the principles and procedures specified in the Project Operational Manual;
- management of the national team, and supervision of the provincial teams/district teams in accordance with the principles and procedures specified in the Project Operational Manual
- evaluation staff/facilitator performance periodically, making decisions on personnel (hiring and dismissal, placement, *etc.*), organization of additional training in consultation with the Human Resource department of the PRF and in accordance with the principles and procedures specified in the Project Operational Manual;
- reviewing ToRs for external studies, audits and follow-up surveys and any other external consultancies PRF may choose to undertake;
- implementation of other tasks, which may be determined and assigned by the Administrative Board.

The Deputy ED will maintain excellent working relationship with authorities at all levels as well as with donors and other institutions involve in project activities. When necessary, he/she will accomplish others tasks according to PRF needs as defined by the ED and the PRF Administration Board.

The station of the mission will be at PRF Head office in Vientiane, but the Deputy ED will have to intensively travel to rural areas in Lao PDR and abroad, in accordance with ED instructions.

Qualification Requirements

- An advanced university degree in Public or Business Administration, Social Sciences, Engineering, Economics, 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 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. Proficiency in other languages of the Lao PDR is desirable.
- 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.
- Female candidates are encouraged to apply.