

## HEAD OF POVERTY REDUCTION FUND LIVELIHOOD AND NUTRITION UNIT

### *Terms of Reference*

Project Name:	Poverty Reduction Fund
Title:	<b>Head of Livelihood and Nutrition Unit (LN)</b>
Number of position:	1
Direct reporting to:	Executive Director.

The consultant will also work in very close collaboration with all Head of Divisions within PRF central office, especially with Head of Community Development (CD) Division, to ensure that working process and activities have been implemented in accordance and being consistent with the project's procedure and principles.

Duty Station:	PRF national office in Vientiane with regular visit to targeted Provinces, Districts, Kum Ban and villages
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Contact type:	For a period of one-year with an initial probation period of 3 months, contract renewal subject to satisfactory performance and project continuation approval
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### **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.

### **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.

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.

## **LIVELIHOOD and NUTRITION**

As part of the Lao Government's vision to graduate from Least Developed Country status by 2020, PRF II supports 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 28,710 targeted men, women, pregnant and lactating mothers, and children under two years old.

The World Bank has agreed to provide additional financing until period of December 2016, following the completion and in order to build on the experience of the JSDF funding. In additional financing, the name of Livelihood Opportunity and Nutrition Gain (LONG) has been changed to **Livelihood Improvement and Nutritional Security (LN) and integrated into the PRF.**

The PRF-LN objective is to pilot an innovative livelihood-focused community driven development (CDD) program in five poverty reduction priority districts within Huaphan and Savannakhet 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 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 malnutrition<sup>1</sup>; and (iii) limited capacity for participatory community driven approaches to development.

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<sup>1</sup> 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 is coupled with high levels of micronutrient deficiencies and underweight in women in the reproductive age.

Recognizing the key role rural women play as producers, household food providers and family care takers, the PRF-LN has a strong gender focus. The LN component strives to establish positive links between livelihood improvements and nutrition security.

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

- i) Forming self-help groups (SHGs) and village nutrition centers (VNCs) and building their capacity;
- ii) Providing sub-grants to SHGs and VNCs to finance family investment plans and VNC management plans respectively;
- iii) Building capacity among project staff and other service providers to support implementation of the plans, including financial management, procurement, and counselling;
- iv) Overall component implementation support, including monitoring and evaluation.

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 also be gauged. The aim is for the LN pilot to become fully integrated into the PRF's project cycle and closely coordinate with the core PRF programme.

## **MAIN FUNCTIONS OF THE POSITION**

- 1) Overall management of the LN unit (ensure timely and quality work-planning / monitoring / reporting, progress monitoring, budget and financial management);
- 2) Direct management of the Nutrition component;
- 3) Lead and guide, LN National Coordinator, District Coordinators, Kum Ban Facilitators, village coordinators and potential consultants (e.g. for nutrition) for effective work performance to reach the set targets in the results framework;
- 4) Coordination of LN with the other PRF divisions (e.g. CD, M&E, the CLTS work);
- 5) Coordination of LN with the Government counterparts line agencies, the PRF donors and other international partners ;
- 6) Manage the team to ensure that field activities progress as per the plan and in line with the PRF Manual of Operations and LN Project Operation Manual and related field guidelines, for example VNC manual, SHG guidelines, etc;
- 7) Participate in the proposed PRF III preparation;
- 8) Develop and finalize LN field tools as necessary (including manuals, forms, IEC package, etc).

## **DETAILED DESCRIPTION OF TASKS:**

- Overall management of the LN Unit (ensure the timely and quality work-planning / monitoring / reporting, progress monitoring, and budgeting and financial management)
  - Ensure compliance with PRF and LN principles, rules and safeguards;
  - Manage day to day operations of LN
  - Initiate and manage:
    - Annual quarterly work plans (as well as individual monthly field work plans)

- Budget and procurement plans
- Human resources

- Capacity Building plan for LN staff at all levels;
- Remote trouble shooting as needed through field visits
- Monitor and verify progress with respect to implementation of activities and performance of LN staff (versus annual and quarterly work plan and related budget);
- Ensure timely and accurate reporting in line with the needs by different stakeholders (including timely and accurate MIS data as well as data analysis);
- Prepare quarterly budget plan and progress as per the requirement of PRF finance division;
- Ensure timely preparation of project progress reports (quarterly, semi, annual) or as required in both Lao and English version.

➤ Direct Management of the Nutrition Component

- Train LN staff on VNC implementation and technical aspects of nutrition in partnership with the MOH and the National Nutrition Center staff;
- Prepare work plan for VNC activities, including monthly clinic with DOH/HC);
- Monitor and report the Nutrition component following the project results framework and new LN MIS system
- Review and finalize the behaviour change framework;
- Finalize the field curriculum for VNC activity 4 and activity 5 (field guidelines with key steps, messages and implementation advise), including inputs from MOH.
- Liaise between the VNC implementation and PRF's CLTS work
- Visit and provide guidance to all 15 VNCs
- Carry out overall supervision of field based LN staff to ensure proper implementation of LN activities and timely and accurate reporting of data

➤ Lead and guide LN National Coordinator and District Coordinators

- Provide guidance to LN staff on the general direction of the project and to ensure that all activities are in line with the Project Operation Manual (POM), VNC Manual and other guidelines developed at central level for the livelihood and nutrition activities;
- Based on the work completed by all staff, prepare a brief update of the progress during the month including task performed, issues and lesson learnt during and submit to PMT for the comments guidance;
- Plan and initiate capacity building measures to further strengthen the capacity of LN staff together with international mentor and other specialists as needed;
- Prepare TOR and facilitate recruitment of Lao and external consultants with livelihood or nutrition experience as needed to build on international best practices;
- Assist the LN staff to prepare their monthly work plan based on quarterly work plan and monitor the progress of each staff against the monthly work plan;
- Supervise and monitor LN staff and verify activities in line with their respective TORs;
- Review and manage technical guidelines, tools and documentations produced for LN.

➤ Ensure overall coordination with PMT

- Participate and represent LN unit during PMT meetings;
- Closely cooperate and coordinate with all other departments of the PRF with respect to management of the project-cycle with a view to ensuring LN is harmonized with other PRF activities;

- Work closely with the Finance and Administration division concerning finance and administration of the LN activities;
  - Support the procurement of necessary equipment for LN activities;
  - Supervision and review of IEC with the assistance of the IEC team following POM;
  - Prepare articles to be published in Lao and English newspapers at least one article per month and submit to IEC team for publication in newspapers;
  - Facilitate the sharing of lessons learned between the LN team and other divisions and promote synergy effects.
- Ensure overall coordination with World Bank and other PRF donors
- Function as contact person with the World Bank and other PRF donors for LN matters under the guidance of the Executive Director of PRF and PMT;
  - Participate in meetings, workshops etc. and represent the LN at different forums;
  - Provide timely and accurate information as required;
  - Coordinate all matters related to PRF donors Support Missions and other visits;
  - Responsible for all communication with the Donors regarding LN (focal point);
  - Facilitate collaboration at national level with potential private and public sector partners, who could provide financial, extension, and marketing support.
- Manage and ensure that LN field activities progress in line with CDD and Community mobilization (e.g. Self-help spirit, criteria, POM, poverty focus and work-plan):
- Actively advocate principles of Community Driven Development, participatory approaches, transparency and accountability, poverty focus and safeguards at policy level;
  - Ensure reflection of these aspects in:
    - LN capacity building measures
    - all LN work-plans, and
    - LN documents (POM, guidelines, reports, etc.)
  - Analyse and document lesson learned and provide recommendations on scalability of Livelihood Linked Nutrition approach in Lao PDR.
- Ensure integration of GoL policies and principles
- Initiate appropriate steps to ensure the integration of GoL policies and principles in the LN activities in line with the project's principles of Community Driven Development, participatory approaches, transparency and accountability, poverty focus and safeguards;
  - Ensure reflection of these aspects in:
    - capacity building measures
    - all work-plans, and
    - LN documents (POM, reports, etc.)
  - Represent the LN activities with GOL meeting, DP coordination meetings or GOL Technical Working Groups.

## REPORTING

The Head of LN will report to the Executive Director of the PRF or his designate.

## **REQUIRED QUALIFICATIONS:**

- Master degree in social development study, community development, social sciences, political sciences, public health and/or nutrition sciences, management or other related fields;
- A minimum of 7 years of project management experience with an emphasis on project planning and implementation, management, monitoring and evaluation, preferably in a GOL implemented project and of projects with at least 50-80 villages
- At least 5 years of relevant technical working experience in community nutrition, such as village-based nutrition management, home gardens, health and nutrition service delivery (including at-home counselling), and/or mother and child health (MCH). Experience in projects working with SHGs and income generating activities, and mobilizing ethnic groups is a plus. .
- Experience in hands-on training of Project staff for community nutrition management, community development, community mobilization, and community nutrition management.
- Strong and proven leadership and team management skills.
- Displaying good team spirit and openness and flexibility to learn new skills and techniques.
- Ability to work independently, within the framework of the project's requirements.
- Well-developed organization and task prioritization skills.
- Good practical and problem solving skills, sensitivity towards gender and ethnic issues found in the rural areas.
- Good communication and social skills.
- Good computer skills including Excel and MS. Office. Knowledge of database software is highly desirable.
- Willingness to travel to and within the provinces for extended periods of time.
- High level of English skills (speaking, reading and writing).
- Position is open to all eligible Lao people, women are encouraged to apply