

Terms of Reference

Title:	M&E Assistant
Contracting Authority:	Environment Protection Fund Office (EPF)
Location:	Vientiane
Duration:	1 year renewable annually and with possible extension

Background

1. The Environment Protection Fund (EPF) is a financially autonomous institution under the Government Office. It was established in 2005 to strengthen environmental protection, sustainable natural resource management, biodiversity management and community development in Lao PDR. It manages an endowment provided by the Asian Development Bank (ADB) and voluntary contributions from hydropower and mining companies. In addition, the Government of Lao PDR (GoL) received financing from the World Bank which it has entrusted EPF to implement through its standard sub-project mechanism in three of its five financing windows (Community and Biodiversity Investment (CBI), Policy Implementation and Capacity Enhancement (PICE) and Water Resource Management (WRM). The EPF responds to a Board, chaired by the Deputy Prime Minister and co-chaired by the Minister of Finance and is managed by a secretariat, the EPF Office (EPFO). A Technical Committee (TC) has been appointed to assist with sub-project review, approval and supervision.

EPF Operations

2. The EPF operates a sub-project mechanism dispatched through five thematic windows. The administration of the sub-projects is guided by various instruments covering sub-project operations, monitoring and evaluation, financial management and procurement. The EPFO is led by an Executive Director (ED) and a deputy. Four management units are proposed to be established with support from LENS2: Operations, Finance, Procurement and Administration. The new Operations Unit will include the following technical positions: a safeguard officer, M&E officers, three subproject coordinators/facilitators assisting with development and supervision of sub-projects at central and provincial level and a fundraising/communication officer. At the same time, the EPFO is launching a change-management process to optimize its organization and staffing in order to be able to handle a large portfolio of sub-projects more efficiently.

Objective of the assignment

The objective of the assignment is to support the M&E function of EPF to ensure that all activities and outcome are documented and reported in compliance with financier's requirements.

Scope of the assignment

Specific activities will include, but not limited to, the following:

- Assist for managing the M&E database of EPF, ensuring systematic field monitoring and data collection, validation and reporting of performance indicators;
- Coordinate with and provide support to the project M&E officer and sub-project M&E focal points in regard to project and sub-project monitoring;
- Assist the subproject implementing agencies (SDAs) for Producing progress reports, monitoring and evaluation reports;

- Help conduct screening of sub-project proposals, coordinating with applicants;
- Provide support for managing the EPF complaints monitoring and conflict resolution procedures;
- Contribute to the organization of various meeting and workshop;
- Performs other tasks within reasonable scope deemed appropriate.

General principles

6. All EPF staff are expected to observe at all times the highest standard of professional ethics and integrity, promote results-oriented approach in the area of his/her responsibility and accountability and report irregularities to their supervisors.

Reporting

8. The M&E assistant will work under the supervision and guidance of, and report to M&E officer.

Duration

9. This assignment is a 3-year contract renewable based on an annual performance evaluation. The assignment will start with a 3-month probation period.

Experience and qualifications

10. Candidates should demonstrate skills and core competencies to deliver and attain results expected above, along with ability in interpersonal relation and communication, and in working effectively with a wide range of constituencies in a diverse working environment. It is also expected he/she should be adequately experienced in and comfortable working with public institutions similar to those in project document context.

- Bachelor's degree or higher preferably in areas related to statistics, business administration, management, environmental or natural resources management, rural/community development, engineering, or other relevant field.
- A minimum of 2 years of relevant working experience overall preferably on monitoring and evaluation;
- An advantage: Experience with projects/programs supported by international organizations.
- Fluency in Laos and English speaking and writing.

Other (optional)

- Interest for nature and wildlife conservation.
- Willing to travel and spend time in provinces;
- Women, are strongly encouraged to apply;
- Only short listed candidates will be contacted for confirmation or called for an interview.

Source of information

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