

Terms of Reference (TOR) for the Consulting Services of
Project Consultant (Short term)

Technical Assistance and Support to Provincial Office of Forest Inspection (POFI) for
 Implementation of PAW/LENS2 Subproject

A. INTRODUCTION

The LENS2 executing agency is the Environment Protection Fund Office (EPFO). The project will function as a financing mechanism for a suite of sub-projects implemented by various sub-project delivery agencies (SDAs), within the framework of three project components: Component 1: Institution development and capacity building; Component 2: Adaptive management of natural resources, environmental and social issues; and Component 3: Project administration and EPF capacity building. Around 40 sub-projects have been identified during preparation of PAW and LENS2. There is additional reserved funding for scaling up successful sub-projects or for new sub-projects.

As part of the LENS2 implementation a number of national, regional, and/or international consultants will be mobilized to assist the various SDAs to implement the sub-projects. Provincial Office of Forest Inspection is one SDA prioritized under PAW/LENS2 where project will be implemented by POFI. The sub-project objective is: *to improve provincial capacity to combat illegal wildlife trafficking in Bolikhamxay, Khamouan and Huaphanh provinces*. This will be implemented through the following components:

Component 1: Capacity building and patrolling,

- *Training in law dissemination for officials in P-WEN group*
- *Training on planning and reporting for officials in related offices*
- *Training on the practical enforcement of wildlife laws for P-WEN group*
- *Strengthening the staff capacity in law enforcement for target Districts in three provinces*

Component 2: Operationalize P-WEN and PoFI

- *Progress report and quarterly planning at POFI by district, 4 times per year*
- *Sub-grant meeting organized by the EPF*
- *Annual stakeholder workshop*
- *P-WEN activities, workshop, awareness*
- *Stakeholder workshop at district level on D-WEN establishment*
- *Meeting with neighboring provinces and countries on the cooperative planning to combat the wildlife trade*
- *Support activity of key D-WEN, operations of district offices*

Component 3: Subproject administration and monitoring

- *Supervision and management of sub-project*

POFI seeks an experienced Project Management Consultant (National) to support the agency to implement the above-described sub-project. The consultant will be expected to work closely with other consultants recruited under this sub-project (including the International Senior LE Specialist), and with consultants and teams in other relevant sub-projects (especially sub-projects in protected area sites, and the Department of Forest Inspection) to ensure that the activities to be supported by LENS2 during 2015-2020 are consistent and in line with GOL and MONRE policy and priority and in line with GOL and World Bank procedures.

B. OBJECTIVE OF THE SERVICES

To support POFI staff and other sub-project consultants to implement the sub-project in a successful and timely way, including meeting yearly targets for sub-project indicators (detailed in the Project Implementation Manual; in the World Bank Project Document; and in the Sub Project Application), implementation of the annual work plans, and delivery of subproject outputs.

C. TASKS

The Consultant is expected to ensure smooth implementation through diligent project management, including timely implementation of the annual work plan and budget (AWPB), reporting on the work plan and sub-project indicators, producing yearly reports and developing AWPBs. Specifically, the Consultant will work closely with the sub-project team from POFI and P-WEN and with other consultants to this sub project to carry out tasks including, but not limited to, the following:

Task 1. Assist POFI to develop a guideline for P-WEN operation.

- In close consultation with POFI key staff and DOFI specialist, the Consultant will assist in developing a standard guideline on function and operation of P-WEN network in the province. He/she will also advise POFI Management on productive ways to monitor and support performance of P-WEN members to ensure effective outcome.
- Not necessarily required but much preferred, the Consultant will assist technically in organizing and facilitating the P-WEN network meeting as required by the POFI Management.
- The Consultant will work closely with POFI Management to ensure the subproject is implemented in response to the strategic plan and prioritized tasks determined by the vertical line Departments at provincial and central level in particular wildlife protection and related laws enforcement.

Task 2. Assist POFI to establish D-WEN committee and develop its ToR.

- Assist POFI to prepare procedure of appointing the D-WEN committee.
- Assist POFI to develop ToR on performing role and responsibility of D-WEN committee.
- Assist POFI to create patrolling plan and prepare budget plan on the purpose.

Task 3: Assist POFI to develop a systematic recording and reporting procedure.

- Work with POFI staff, DOFI specialist and EPF, assist POFI to develop tools and mechanism for record and report of project outputs and outcomes.

Task 4: Project management.

- Assist POFI to carry out activities and keep on schedule with their year 2 annual work plan and budget (AWPB), and AWPBs for ongoing years of the sub-project.
- Assist POFI to develop a quality and realistic AWPB for Yr 2 and subsequent years of the sub-project.
- Assist POFI to produce required reporting documents, such as Annual Reports.
- Work with POFI and project staff to monitor progress against the AWPB.
- Monitor sub-project outputs and outcomes against the sub-project indicators contained in the Results Framework.
- Assist with procurement, records and maintenance of equipment and vehicles where needed.
- Assist to achieve publications of documents produced under the sub-project.
- Keep records of training participants.

Task 4. Facilitation.

- Assist POFI to attend, organize and/or implement meetings/trainings/workshops in province, provinces, regionally and internationally as detailed in the sub-project proposal.
- Assist POFI quarterly P-WEN network meeting, and assist smooth implementation.
- Assist POFI in communications with other SDAs, EPF, and the World Bank.
- Work to ensure smooth coordination among the P-WEN agencies.

E. EXPECTED OUTPUTS

The Consultant will prepare and submit the following reports:

- Annual report available in Lao and English.
- Trip reports after missions to provinces or regional sites and meetings.
- A succinct final report describing the activities carried out during the services including achievement, issues, and lesson learnt. The draft report will be submitted to POFI at least 10 days before the contract completion date or per the schedule as agreed with POFI.

F. DURATION OF ASSIGNMENT

The Consultant will be hired on a monthly basis as follows

- Six months for year 2 (2015-16) – two months working in each three provinces
- Six months for year 3 (2016-17) – two months working in each three provinces
- Six months for year 4 (2017-18) – two months working in each three provinces
- Six months for year 5 (2018-19) – two months working in each three provinces

The Consultant may be required for duty travel overseas. The work station will be in POFI Office of Bolikhamxay, Khammouan and Huaphanh provinces.

The time commitment to each province will be based on consultation with provincial staff and EPF Points of Contact. Exact timeframe of service assigned in individual province should be under discussion and negotiation with EPF and provinces.

G. QUALIFICATION AND EXPERIENCES

Key qualifications and experience required to fulfill the post:

- Undergraduate degree (or higher);
- 5 - 8 years working experience in project implementation and/or management;
- Experience in at least one similar assignment (i.e project management role with government agencies or development agencies, reference required).
- Minimum of 2 years working on large projects, and/or with international development agencies;
- Demonstrated experience in project management and project reporting, including monitoring activities, and developing Annual Work Plans and Budgets;
- Demonstrated skills in teamwork;
- Problem solving skills and be able to constructively work through problems with co-workers and project partners;
- Excellent communication skills and fluency in Lao;
- Excellent English speaking and writing;
- Ability to listen well, ask questions and hold effective and respectful two-way communication; open, inclusive and able to keep co-workers and other partners informed; comfortable with public speaking;

- Able to develop a productive and positive working relationship with co-workers at DOFI and in Lao WEN; ensures client buy-in and participation in all aspects of work;
- Computer skills, including Word, Excel, email.

The following additional qualifications would be an advantage:

- Law enforcement experience and/or experience in wildlife conservation;
- Experience with the World Bank and/or international financing projects;
- Experience with Global Environment Facility projects;
- Monitoring and evaluation experience;
- Experience developing project proposals;
- Commitment to wildlife conservation.