

Terms of Reference (Draft 05 June 2014)

Title:	Fund Raising Assistant
Contracting Authority:	Environment Protection Fund (EPF)
Location:	EPF Office in Vientiane with trips to other Project Provinces
Duration:	12 months renewable (subject to satisfactory performance)

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

3. The objective of the assignment is to enhance the fund raising function of EPF and raise funds.

Scope of the assignment

Specific duties and responsibilities include:

- Assist in preparing and implementing the EPF fund raising strategy and action plan
- Prepare proposal and approach developers, donors, private sector and individual person for financing
- Collaborate with the communication team to improve the EPF image and enhance EPF Branding

- Support EPF in organizing meeting / conference related to funding raising or communication
- Assist in preparing thematic or progress report as needed
- Perform other tasks as assigned by management.

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

5. The Fund raising Assistant will work under the supervision and guidance of Fundraising and Communication 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

7. 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.

- Minimum Bachelor Degree in Political Science, Business Administration, Mass Communication or other relevant degree
- At least 2 years experience in fund raising or similar assignment (must demonstrate success in previous assignment)
- Strong interpersonal and communication skills
- Proficiency in Laos and English in both speaking and writing
- Computer proficiency
- Graphic design skills
- An advantage: Experience with NGO in similar field

Other (optional)

- Willing to travel and spend time in provinces;
- Women, are strongly encouraged to apply;
- Only short listed candidates will be called for an interview.

Source of information

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