

**Terms of Reference**  
**Lao PDR: Protected Area and Wildlife Project (PAW)**  
**(Revised draft 6 May 2014)**

Title:	Sub Project Coordinator
Contracting Authority:	Environment Protection Fund (EPF)
Location:	PAW and other project related provinces
Duration:	1 year with possible extension

**Project Background**

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1. The Government of Lao PDR (GoL) received a Project Preparation Advance (PPA) for the preparation of the Protected Area and Wildlife (PAW) project and the PPA closing date is June 2014. At the end of January 2014, negotiation of PAW project has been completed and sixteen potential subprojects have been identified including ten subprojects to be implemented by the provinces and/or specialized agencies (see project description below). It is expected that PAW project will be effective by the end of June 2014. In line with the implementation arrangement (see below) it is necessary to mobilize a Project Coordinator to assist Environment Protection Fund (EPF) facilitate effective and timely processing of EPF Board approval of subprojects and monitoring their implementation. It is noted that during March-June 2014, EPF will also mobilize a part time national specialist (Subproject Proposal Preparation Specialist or SPPS) to assist the SDA prepared their proposals in line with the Project Implementation Manual (PIM).

**EPF Operations**

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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. There is a need for consolidation of all instruments into one that governs all sub-project. The EPFO is led by an Executive Director and his deputy. Four management divisions are proposed: Operation, Finance, Procurement and Administration. The new Operation division includes these positions: safeguard officer, M&E officer and three (mobile) subproject facilitators assisting with development and supervision of sub-projects at central and provincial level. However, the EPFO is also launching a change-management process to optimize its organization and staffing in order to be able to handle a large portfolio of sub-projects.

**Objective of the assignment**

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3. The objective of the assignment is to facilitate and coordinate the preparation, approval, and implementation of EPF sub-projects.

**Scope of the assignment**

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4. The sub-project Coordinator will be responsible for coordinating with the SDAs, the WB, and other EPF teams to facilitate timely and effective implementation of PAW subprojects both under CBI window (Component 2) and PICE window (Component 1). The Consultant (PAW PC) will carry out, but not limited to, the following tasks:

*Task 1: Coordination with SDAs:* The Consultant will be responsible for coordination with the SDAs at central and local levels and other related agencies responsible for preparation, approval, and implementation of the subprojects including facilitating the preparation of proposals, approval of the subprojects,

signing of the sub-grant agreement, and facilitating the implementation of the subprojects. The Consultant will ensure that the subprojects are prepared and implemented in line with PIM, including safeguards.

*Task 2: Coordination with WB:* The Consultant will be responsible for coordination with the WB to ensure that the subprojects are approved and implemented in line with WB requirements.

*Task 3: Coordination with other EPF team member:* The Consultant will ensure effective coordination and cooperation with other EPF team members especially those responsible for procurement and financial management. The Consultant will work closely with consultants and specialists to facilitate/ensure timely preparation and approval of proposals of the subprojects.

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

- Provide technical inputs and assist the SDAs, especially the provinces, during the preparation of proposals and approval of the subprojects including recommend improvements in the subproject process;
- Handle planning, monitoring, and record keeping system related to the subprojects preparation and approval process including ensuring "no objection" from WB as needed;
- Facilitate the preparation and implementation of the subprojects, including organization of workshops as needed;
- Prepare quarterly and/or monitoring reports and put in place the necessary project protocols to systematize Sub-project implementation, monitoring and reporting and ensure that performance-based targets are attained;
- Provide information sharing and/or training/on the job training to EPF staff and/or SDAs staff, as needed;
- Performs other tasks within reasonable scope deemed appropriate and requested by the EPF managers.

### **General principles**

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6. The Consultant is expected to observe at all times the highest standard of professional ethics and integrity, and promote results-oriented approach in the area of his/her responsibility and accountability. The Consultant will need to report, as appropriate, to EPF and/or WB for any occurrence/irregularity or critical issues.

### **Deliverables**

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7. Ability to (a) facilitate and coordinate with SPOs, WB, and other agencies to ensure timely preparation of the PPA activities; (b) coordinate with other EPF staff/unit as a team; and (c) provide technical and training and supervision to the sub-projects staff as needed.

### **Reporting**

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8. The Consultant will work under the supervision and guidance of, and report to EPF managers.

### **Duration**

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9. This assignment is 1 year contract renewable based on an annual performance evaluation. The assignment will start with a 3 month probation period.

### **Experience and qualifications**

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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.

11. Key Academic and Professional Qualifications:

- Bachelor's degree or higher preferably in areas related to environmental conservation/management, forest, ecology, rural/community development, social and environmental, engineering, **public health** or similar.
  - A minimum of ~~8~~ **5** years of working experience in the development field preferably on natural resources management issues;
  - Experience in both public and private sectors, working with public and private institutions in developing countries, preferably in Asia. Some work experience in Lao PDR is a strong advantage.
  - Experience, ~~preferably as a leader~~, with large or medium scale projects/programs supported by WB, ADB, UN system, multi-donor development projects, and other international organizations. An understanding of operational and procedural issues of WB and ADB supported projects has a strong advantage. Fluency in English writing is required.
  - Solid interpersonal skills and willingness to work as part of a team;
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### **Other**

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- 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.