

## Terms of Reference

(June 16 2014)

Title:	Monitoring and Evaluation Officer (MEO)
Contracting Authority:	Environment Protection Fund Office (EPF)
Location:	Vientiane
Duration:	12 months renewable (subject to satisfactory performance and business needs)

### Background

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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

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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. 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

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3. The objective of the assignment is to develop and ensure an effective monitoring and evaluation (M&E) system of EPF's sub-projects with a focus on LENS2 funded sub-projects throughout the sub-project cycle (planning, implementation, and completion) including preparation of all mandatory M&E reports.

### Scope of the assignment

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4. The M&E Officer (MEO) will lead the M&E functions of EPFO including the management of staff under his/her supervision. The MEO will provide technical guidance on M&E during all stages of the process and assist the EPFO and the Sub-project Delivery Agency (SDA), especially at provincial level, during the design and implementation of sub-projects. The EPF administration activities, especially LENS2 component 4, will be subject to the same M&E requirements as sub-projects. The MEO is expected to rapidly master the M&E commitments of the EPF such as for example the LENS2 Results Framework and PIM's various manuals. The MEO will work with the EPFO, the SDAs, and the WB to facilitate monitoring, reporting and evaluation of the project and sub-project indicators to comply with the PIM. The MEO responsibilities include, but are not limited to, the following:

(1) *Technical guidance to SDA and sub-projects:* Under LENS2 PIM requires SDAa to identify sub-project monitoring indicators that contribute to the achievement of LENS2 project indicators. The

MEO will provide technical guidance to the SDA to comply with M&E requirements in line with the PIM at all stages of sub-project cycle (planning, implementation/reporting and completion). During sub-projects implementation, the MEO (in coordination with the SDA and EPFO team members) will conduct monitoring, validation and verification of activities including safeguards obligations. At the completion stage of a subproject, the MEO will ensure that SDA completes a completion report and carry out a final evaluation including identifying and reporting lessons and good practices.

- (2) *EPFO/LENS2 M&E database system and report:* In line with the EPF guidelines and the LENS2 PIM, the MEO will establish and maintain/update a M&E sub-project database to facilitate an effective management of the M&E system so that the implementation progress and performance of the sub-projects are monitored and evaluated periodically. It is desirable to link the EPFO financial monitoring/reporting system to the M&E database. In collaboration with SDAs, the MEO will organize and verify data collection, monitoring and evaluation of the LENS2 indicators including baseline data as predefined in the M&E Manual. The MEO will also be responsible for (a) updating of M&E manual and other documents as needed, (b) ensuring timely and complete preparation and submission of all mandatory reports from SDAs to EPFO, (c) reviewing the independent MTR and EOP evaluation reports, and (d) ensuring that the GEF mandatory tracking tools are prepared and submitted to the WB prior MTR and EOP.
- (3) *Training and coordination:* The MEO will lead the EPFO M&E staff. He/she will provide training to the SDA designated M&E officer for each sub-project to ensure that they understand and apply the M&E requirements for LENS2 at various stages. In coordination with the SO and the Sub-project Facilitators, the MEO will lead the M&E coordination of all sub-projects during planning and implementation, and completion of subproject activities ensuring adequate attention to the compliance with mandatory safeguard procedures. The MEO will contribute to all workshops, especially the annual stakeholder meetings where all SDA's will be invited to present achievements, issues and learn from each other. The MEO will also ensure that the SDAs establish and maintain proper records on sub-project activities, issues, and actions to report correctly on implementation performance of sub-projects. The MEO will also provide support for managing the complaints monitoring and conflict resolution procedures established by the project. Finally, the MEO will work with the Fundraising/Communication Officer to identify lessons learned, good practices and other information to be shared with a broader audience.
- (4) *EPF mission and overall LENS2 implementation:* The MEO will contribute to the EPFO overall mission as a member of the operation team and will actively participate in the EPF planning, management, supervision, and reporting of sub-projects. The MEO will actively participate in the preparation of Technical Committee meeting and/or EPF Board meeting as well as the EPF's annual stakeholder workshop. The MEO will perform other tasks within reasonable scope deemed appropriate and requested by the EPF managers to enhance effectiveness of the overall capacity of EPF services.

### **General principles**

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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**

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8. The MEO will work under the supervision and guidance of, and report to the EPF Head Operation.

### **Duration**

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9. This assignment is 12 months renewable (subject to satisfactory performance and business needs) based on an annual performance evaluation. The assignment will start with a 3-month probation period.

### **Experience and qualifications**

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10. EPF is looking for an experience M&E specialist who can lead all EPFO M&E staff and help EPFO meet its requirements especially the LENS2 project which will involve probably around 50-60 substantial sub-projects spanning several sectors at national and provincial levels. Candidates should demonstrate strong skills and core competencies to deliver and attain results expected above, along with ability to travel frequently, interpersonal relations and strong communication skills, and in working effectively with a wide range of constituencies in a diverse working environment. It is also expected that 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 monitoring and evaluation, statistics, natural resources management, engineering, or other relevant degree.
- A minimum of 8 years of relevant working experience related to M&E of investment projects/activities preferably on issues related to sustainable use of natural resources in conservation/protection areas and watershed, and/or water resources and environmental management at local level is preferred.
- For the candidate with Master or higher degree with experience on M&E and local issues related to natural resources, the minimum year of experience could be lower but not less than 5 years.
- Leadership and training experience would be a strong advantage.
- Experience with operational, and procedural issues of WB and ADB supported projects would be a strong advantage.
- Proficiency in English speaking and writing is required.

### **Others**

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- Strong commitment and interpersonal skills and willingness to work as part of a team.
- Demonstrated 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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