

Term of Reference

Project Title:	LENS2 Subproject: Capacity Building to Mainstreaming Green Growth Agenda into National, Sub-national and Sectorial Strategies and Action Plans
Position Title:	Technical Assistant
Contracting Authority:	Department of Planning (DoP), Ministry of Planning and Investment (MPI)
Location:	NIER office and DOP, MPI office, in Vientiane Capital
Duration of Appointment:	1 year, renewable (subject to satisfactory performance and business needs)
Working Condition:	Standard Government of Lao PDR's working conditions (including, 8:00 am – 4:30 pm, 5 days a week, 15-day annual leave per year)
Expected Starting Date:	May 2018

Introduction

Department of Planning (DoP), Ministry of Planning and Investment (MPI), in partnership with the National Institute for Economic Research (NIER), so called Sub-project Delivery Agency (SDA) received the financial support from the Environmental Protection Fund (EPF) under the Second Lao Environment and Social Project (LENS 2), which is decided to support Policy Implementation and Capacity Enhancement (PICE), which comprises **3 components**, namely, **Component 1:** Building political momentum and public support knowledge dissemination about green growth, **Component 2:** Green growth definition for Lao PDR and how it should be carried out and green growth mainstreaming, and **Component 3:** Sub-project management and implement support. The main objective of this sub-project is to enhance NIER and DoP's capacity to incorporate green growth vision into the planning and monitoring of national, sub-national and sectorial plans, particularly, supporting NIER and DoP in drafting National Green Growth Strategy and establishing Green Growth Promotion Center for Lao PDR.

Objective of the assignment

The selected Technical Assistant to Subproject Manager will perform day-to-day work on a full-time basis in ensuring an effective and efficient project implementation, coordination and management duties. The work station is based at the NIER with some travels to provinces required as per business needs,

Scope of the assignment

Specific duties and responsibility include:

- **Project management:**

- Assist in preparing concept notes on detailed activities and budget plans for the sub-project implementation in accordance to approved Annual Workplan and Budget;
- Assist in recording and reporting the procurement, financial management and technical aspects following the PIM guidelines;
- Constitute technical knowledge during missions, meetings, seminars and events;
- **Knowledge and Information Management:**
 - Provide editorial services such as drafting and formatting reports, letters and memos;
 - Collect data to support the development of Green Growth Monitoring and Evaluation Framework and Database System;
 - Promote Green Growth knowledge and information sharing and management, through effective communication with all SDAs to ensure information flow across sectors;
- **Coordination, Admin and Logistic Support:**
 - Coordinate project implementation among NIER and DoP/MPI, and line government agencies and development partners;
 - Organize meetings and workshops during missions and events, including preparing documents and materials, agenda, booking venues and catering services, sending invitations and recording participant list;
 - Coordinate with line agencies to ensure accurate and timely reports and deliverables;
- Perform other ad hoc duties as assigned from time to time arising from business needs of the SDA.

General principles and reporting

The Technical Assistant to Project Manager is 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.

The selected consultant is expected to provide technical assistance to NIER and to report to DOP/MPI on administrative matters as mentioned above. The Technical Assistant is also expected to work closely with EPF, World Bank and other SDAs, with whom the subproject has direct professional relationship necessary for the successful implementation of the subproject. DoP/MPI and NIER will jointly make administrative decisions on the selection and supervision of this consultancy.

Expected outcomes / results

- Timely implementation of all the subproject activities and goals in accordance with approved Annual Workplan and Budget;
- Effective liaison and coordination between NIER, MPI and LENS2 project (EPF and the World Bank) and other partners in the country such as the line departments, ministries, and key provincial administrations, that play an explicit role in the implementation of the subproject activities.

Duration

This assignment will last for a minimum 2 years, the contract will need to be confirmed annually as recommended by the sub-project manager. There will be a 3-month probation period beginning at commencement of the position.

Experiences and qualification

The selection of this position will be primarily based on the following criteria:

- At least bachelor degree in economics, environmental management, business management or related fields, with minimum 2 years of relevant experience
- Dedicated team player with excellent organization skills and ability to priorities assignments. Able to handle multiple tasks with critical deadlines under minimum supervision
- Effective organizational, communication, inter-personal, problem-solving skills, and ability to produce high quality work under tight deadline
- Advanced skills and experience in Microsoft packages (Word, Excel, and PowerPoint) and email management
- Ability to foresee needs of the team and respond in a pro-active manner
- Demonstrated interest for economic development and environmental knowledge is a plus
- Written and spoken fluency in English and Lao is highly preferred

Source of information

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