

Terms of Reference

for Special Service Agreement

POST TITLE:	Communication Officer
AGENCY/PROJECT NAME:	Programme Support to Ministry of Planning and Investment – Component 3 on Round Table Process
	UNDP Poverty Reduction Unit
COUNTRY OF ASSIGNMENT:	Vientiane, Lao PDR
DURATION:	4 months (September – December 2011)
START DATE – END DATE:	As soon as possible

1) GENERAL BACKGROUND

The Round Table Process (RTP) is the national mechanism to promote constructive dialogue and cooperation between the Government and development partners for the achievement of national development goals including the MDGs and LDC graduation.

Ministry of Planning and Investment, Department of International Cooperation (DIC) is the lead government agency managing the Round Table Process in accordance with the Prime Minister Decree No 75 on Official Development Assistance (ODA).

The Round Table Process primarily consists of three main mechanisms – High Level Round triennial Table Meetings (RTMs), annual Round Table Implementation Meetings (RTIMs) and Sector/Thematic Working Groups. In November 2011, the Annual Round Table Implementation Meeting will be organised in Vientiane with the aim to review the implementation progress of the first annual 7th National Socio-Economic Development Plan 2011 – 2015 (7th NSEDP), and discuss the priorities and resource requirements for the second year of the Plan.

To support the DIC in preparation of communication and advocacy materials, UNDP is seeking a professional and experienced communication specialist to support the upcoming RTIM preparation and organization process.

2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the Communication Officer are to:

- Assist DIC in ensuring an effective preparation and organisation planning of the 2011 RTIM
- Provide support on activities related to promotion and advocacy of the Round Table Process and of the MPI Support Programme
- Provide training and mentoring support to DIC staff in areas of communication and event management

3) SCOPE OF WORK

The Communication Officer will be based at Department of International Cooperation (DIC), Ministry of Planning and Investment, and will work closely with Aid Effectiveness Division under DIC, as well as coordinate with other divisions within DIC, Sector Working Groups and line ministries concerned.

Under the day-to-day liaison with the Director General of DIC (National Component Director) and/or the Deputy Director General of DIC (National Component Manager) and UNDP Assistant Resident Representative (ARR) Poverty Reduction Unit, the Communication Officer will support the provision of the following services:

- Assist the DIC in developing event planning tools, such as calendar, organisation checklist and other necessary materials to support the organisation of the 2011 RTIM
- Design layout, format and content of communication materials and meeting information package both print and electronic. This includes drafting press release, design a layout for RTIM knowledge network exhibition, designing newsletter, etc
- Liaise with the web designer to ensure the RTM website is more structured and reader friendly, as well as provide update information and news about the 2011 RTIM in the Round Table website (<http://www.rtm.org.la>)
- Redefine an existing communication strategy to be more action oriented, in which it advocate and promote development results of the Round Table Process
- Proof-read and edit key background documents for the RTIM
- Assist DIC in developing presentations for the RTIM and/ or relevant meetings
- By working closely with officials engaged in communication of the RTP, understand their concerns and areas where their skills required further development and provide mentoring support which focuses on coaching and hands-on training approach.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of the assignment: 80 working days over 4 calendar months (20 days per month)

Starting Date: early September 2011

Duty station: Vientiane (based within the Ministry of Planning and Investment)

5) PROVISION OF MONITORING AND PROGRESS CONTROLS

A detailed work plan for the full contract period will be agreed by UNDP and DIC during the first week of this assignment.

The consultant will report directly to Director General of DIC (Component Director) and Deputy Director General of DIC (Component Manager) and work very closely with the Aid Effectiveness Division.

The consultant will work in coordination with other staff and consultants to the MPI support programme especially Component 3 on Round Table Process and the Poverty Reduction Unit of the UNDP Country Office (CO).

Fortnightly meetings (DIC, UNDP and the international consultant) will be held to track the

progress of the development of communication materials.

A Final progress report (detailed hand-over note) provided to the UNDP Assistant Resident Representative/ Head of the Poverty Reduction Unit and the Component Manager.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

University Degree in Journalism, Communication and Art, Media, Event Management or Public Relations

Experience:

- Minimum 5 years experience in media production, publications, graphic design, or similar work
- Experience in events management especially the high level government forums
- Prior experience with government, UNDP/UN agencies or other international organization, and relevant work experience in developing countries, preferably in the region, will be an asset
- Knowledge and experience in Capacity Development

Language Requirements:

- Excellent verbal and written English language skills and demonstrated ability to communicate effectively in a multi-cultural environment
- Knowledge of Lao language is an asset

Technical competencies:

- Strong research, analytical and written skills
- Result oriented, patient, and hands-on with good team skills
- Knowledge of Lao PDR's development situation and key issues is a strong advantage
- Knowledge of UNDP rules and procedures
- Excellent computer skills (Word, excel, internet, outlook, Adobe Design Suite, etc)
- Strong data collection and analytical skills
- Capacity Development Experience
- Mature personality with experience working in mixed cultural teams
- Strong interpersonal skill and experience in relationship building
- Knowledge of website designing and content management, is an asset

7) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE PARTIAL INTERMITTENT FULL-TIME

Acknowledged by: National Component Director

Date:

12 AUG 2011

Acknowledged by: Programme Officer

Date:

12/8/2011