



## Terms of Reference Programme Coordinator

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| <b>Location :</b>                     | Vientiane Capital, Lao PDR with frequent and prolonged field trips to remote districts |
| <b>Type of Contract :</b>             | Project Position   |
| <b>Post Level :</b>                   |  |
| <b>Languages Required :</b>           | English, Lao   |
| <b>Starting Date :</b>                | March 2011   |
| <b>Duration of Initial Contract :</b> | One year with possibility of extension subject to satisfactory performance             |
| <b>Expected duration:</b>             | 4 years  |

### Background – Community Participation and Communication Support Programme

The CPCSP is a four-year programme [2011-2014] aiming to advance civil society through community media in Lao PDR. Since 2006, UNDP has been working in partnership with the Ministry of Information and Culture to pilot community radio in Khoun District, Xiengkhouang. In 2007, the first station operated by community volunteers was launched. In line with the Government's plan to expand community radio to the 47 poorest districts of the country, UNDP will support the scaling up of community radios and help develop local capacity to sustain them in the longer term. In addition, the programme will help community radio to further develop institutionally. The programme will seek to identify lessons, take stock of best practices and contribute to an enabling environment for bottom-up communication, access to information and greater inclusiveness.

The programme is seeking a qualified **Programme Coordinator** who can provide significant support to the Programme during the course of its implementation.

#### Project Outputs:

|          |  |
|----------|--|
| Output 1 | <b>'Scaling-up' – Community media scaled up to poor and under-served districts</b>   |
| Output 2 | <b>'Capacity for sustainability' – Local organizations and companies have the knowledge and competence to scale up and sustain community media</b>                                     |
| Output 3 | <b>'Learning and Advocacy' – Lessons learned will be used to inform policy-makers and contribute to an enabling environment for media, access to information and indigenous rights</b> |

### Duties and Responsibilities

Programme Coordinator duty is to support the Programme Manager in daily management of programme activities as well as lead the programme implementation in the field. S/he is expected to work closely with the assigned UNDP staff, International consultant(s) and concerned government officials.

Programme Coordinator will also work as a Community Mobilization officer supporting the implementation of the Community Participation and Communication Programme in the community level.

### Specific responsibilities:

#### *Programme coordination*

- Plan the activities of the Programme and monitor progress against the initial quality criteria;
- Coordinate the development of a gender checklist in the beginning of the programme and monitor its use in all programme activities;
- Manage the support team and be responsible for administration;
- Mobilize goods and services to initiate activities, including drafting TORs and work specifications;
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Prepare the Programme Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Programme Manager, Board and Programme Assurance;



- Prepare the Annual Programme Review Report, and submit the report to the Programme Manager and Board;
- Based on the review, prepare inputs to the AWP for the following year.

#### *Community Mobilisation*

1. Support, facilitate, review and modify the 'community media replication strategy'
  - Develop criteria for the selection of districts;
  - Sensitize local authorities about the opportunities of community media;
  - Arrange promotion tours, peer visits and field trips;
  - Mobilize and train community volunteers; ensure equal participation from women and ethnic groups;
  - Analyze the strengths and limitations of sites and ensure that the project's target groups (youth, women, elderly, ethnic groups) benefit from projects;
  - Identify champions in the community with the potential and willingness to lead community media initiatives;
  - Facilitate the creation of community media organisations;
  - Advise community media operators on internal procedures, structures and governance;
  - Support the development of an operational grants system;
  - Monitor compliance with grant rules and regulations;
  - Monitor and evaluate progress of Supporting Community Organisations, including considerations of gender equity and social inclusion of vulnerable and ethnic groups;
  - Review the strengths and weaknesses of the 'scaling-up strategy' and carry out adjustments.
2. Support awareness-raising and advocacy events and provide other supports as required
  - Organize events;
  - Contribute to reporting of progress and annual planning;
  - Provide other supports.

#### **Tolerances for Programme**

- Quarterly expenditure shall not be more than 15% higher than planned;
  - Delivery is more than 15% below targets for a quarter;
- Programme Board needs to be informed of:
- Any new workshop/travel/activity costing more than \$5,000;
  - The estimated cost of any of the activities is increased by more than \$5,000;
  - The implementation of any of the activities is delayed by more than 3 months.

#### **Competencies**

##### *Interpersonal Skills:*

- Maturity, gender-sensitivity and proven ability to work productively and respectfully with local communities from ethnic groups;
- High degree of self-motivation, ability to inspire and be inspired; willingness to be based in a provincial capital in Lao PDR and undertake prolonged field trips to remote districts.

##### *Communication Skills:*

- Good communication skills in English and Lao language;
- Ethnic language skills highly desirable;
- Mastery of office computer software (Word, Excel, PowerPoint).

##### *Professional knowledge and experience*

- Secondary education or higher degree in Social Sciences, Rural Development or Pedagogy;
- Proven track record in supporting community-driven processes, involving ethnic minorities;
- Demonstrated knowledge and understanding of participatory approaches;
- Familiarity with (community) media and sound technical skills.

Women and candidates from ethnic groups are strongly encouraged to apply!