



Job Description (ToR) for District Facilitator

1. Project Title:	The Mainstreaming of Biodiversity in the Lao PDR's Agricultural and Land Management Policies, Plans and Programmes Project (MBA) 2011-16
2. Position Title:	District Facilitator
3. Duty Station:	District Agriculture and Forestry Office (DAFO) in Phoukout District of Xiengkhouang Province, Lao PDR
4. Duration of Appointment:	12 months (3 months probation) with possibility for extension
5. Working Condition:	Standard Government of Lao working conditions (including, 8:00am – 4:30pm, 5 working days a week, 15 days annual leave per year
6. Expected Starting Date:	As soon as possible

Background

The Mainstreaming of Biodiversity in the Lao PDR's Agricultural and Land Management Policies, Plans and Programmes Project (MBA) 2011-16 is starting-up its field activities in Phoukout District of Xiengkhouang Province. The project aims to strengthen capacities of national and local government institutions and farming communities for sustained management of agro-biodiversity including production, marketing and policy support of traditional and underutilized farm and forest products.

Duties and responsibilities

In pursuit of projects objectives, the MAF, FAO and UNDP seek a district facilitator/adviser to become an integral part of the project team of national and international staff. The district facilitator will assist the PM, local authorities and other team members in the management of project activities. More specifically to:

- Be responsible for project administration in the district project office
- Liaise with project support team at local and central level and provide managerial and technical support
- As part of the Support Team draft Terms of References (TORs) and identify consultant(s) and sub-contractor(s)
- Assess local development needs, prepare draft project activity plans and monitor and report on progress
- Prepare lesson learned from local development activities
- Take active part in participatory land use planning and on-farm follow-up
- Prepare reports on workshops and field visits, minutes of meetings, and others.
- Performing other relevant duties as required.

Qualifications

- At least a University degree or equivalent related to agriculture, environment science, natural resources management or rural development
- Good understanding of local Governments and ability to travel to remote areas
- Extensive professional experience of development projects, preferably in the provinces and with ethnic minorities
- Personal flexibility and high motivation
- Good communication and reporting skills in Lao and English
- Ability to communicate in Hmong and Khmu languages
- Good skills in Microsoft Office.



Job Description (ToR) for District Facilitator

1. Project Title:	The Mainstreaming of Biodiversity in the Lao PDR's Agricultural and Land Management Policies, Plans and Programmes Project (MBA) 2011-16
2. Position Title:	District Facilitator
3. Duty Station:	District Agriculture and Forestry Office (DAFO) in Phonesay District of Luang Prabang Province, Lao PDR
4. Duration of Appointment:	12 months (3 months probation) with possibility for extension
5. Working Condition:	Standard Government of Lao working conditions (including, 8:00am – 4:30pm, 5 working days a week, 15 days annual leave per year
6. Expected Starting Date:	As soon as possible

Background

The Mainstreaming of Biodiversity in the Lao PDR's Agricultural and Land Management Policies, Plans and Programmes Project (MBA) 2011-16 is starting-up its field activities in Phonexay District of Luang Prabang Province. The project aims to strengthen capacities of national and local government institutions and farming communities for sustained management of agro-biodiversity including production, marketing and policy support of traditional and underutilized farm and forest products.

Duties and responsibilities

In pursuit of projects objectives, the MAF, FAO and UNDP seek a district facilitator/adviser to become an integral part of the project team of national and international staff. The district facilitator will assist the PM, local authorities and other team members in the management of project activities. More specifically to:

- Be responsible for project administration in the district project office
- Liaise with project support team at local and central level and provide managerial and technical support
- As part of the Support Team draft Terms of References (TORs) and identify consultant(s) and sub-contractor(s)
- Assess local development needs, prepare draft project activity plans and monitor and report on progress
- Prepare lesson learned from local development activities
- Take active part in participatory land use planning and on-farm follow-up
- Prepare reports on workshops and field visits, minutes of meetings, and others.
- Performing other relevant duties as required.

Qualifications

- At least a University degree or equivalent related to agriculture, environment science, natural resources management or rural development
- Good understanding of local Governments and ability to travel to remote areas
- Extensive professional experience of development projects, preferably in the provinces and with ethnic minorities
- Personal flexibility and high motivation
- Good communication and reporting skills in Lao and English
- Ability to communicate in Hmong and Khmu languages
- Good skills in Microsoft Office.