



**Food and Agriculture Organization  
of the United Nations**

## **CALL FOR EXPRESSIONS OF INTEREST**

### **Project Coordinator – International consultant**

Contract duration: 11 months (renewable)  
Vacancy No. IRC3886

Deadline for Applications: 10 March 2017  
Duty station: Vientiane, Lao PDR, with frequent travel to the project site

#### **Tasks and responsibilities:**

Under the Least Development Country Fund, the GEF-CEO has approved the project on “Strengthening agro-climatic monitoring and information systems to improve adaptation to climate change and food security in Lao PDR” (SAMIS), with FAO as the Executing Agency and the Executing Partners being the Ministry of Natural Resources and the Environment (MONRE) of Lao PDR and the Ministry of Agriculture and Forestry (MAF). The SAMIS project will have a duration of four years and a budget of USD 5,479,452. The position of Project Coordinator is foreseen for the full 4 years of the project.

Under the overall administrative leadership and supervision of the FAO Representative in Lao PDR, under the technical guidance of the Lead Technical Officer at the Regional Office for Asia and the Pacific and relevant technical divisions at FAO Headquarters, and in close consultation with the National Project Coordinator (NPC) of MONRE and the two National Project Component Managers in MONRE and MAF, the Project Coordinator will provide technical orientation and backup in order to ensure the delivery of project outputs to a high standard, in a cost effective manner, taking into account national and international good practice, and in accordance with FAO, Government and GEF norms. The tasks to be undertaken will include:

1. ensure linkages between the two principal technical components of the project and ensure the pathways to achievement of project results;
2. coordinate the establishment of processes and workflows for management and implementation of the project on a day-to-day basis;
3. facilitate communication with national government institutions (MONRE/DMH and MAF/DALaM) in close collaboration with Component Management Units (CMUs) and National Project Component Managers (NPCM);
4. ensure effective and efficient use of resources and facilitate information sharing with stakeholders and the Steering Committee;
5. prepare a detailed action plan of the activities for the implementation and review it if necessary;
6. ensure the effectiveness, efficiency and timeliness of project implementation and ensure that technical support are provided in a timely manner;
7. provide technical inputs and expertise in the development of the tools and methods for the development of the Land Resources Information Management System and National Agro-Ecological Zoning;
8. ensure latest and best international practices and approaches are reflected in the design and planning of project activities;
9. draft annual work plans and budget revisions for approval by PSC, BH and LTO
10. in accordance with approved annual work plans and budgets, organize and facilitate national workshops, training exercises and official meetings;
11. implement monitoring and evaluation activities at national level;
12. support the BH to classify expenditure transactions by project output using FAO FPMIS
13. propose any mid-course corrections and/or adjustments to the implementation strategy as necessary;
14. ensure partnership arrangements;
15. identify issues requiring decisions and remedial actions;

16. identify lessons learned about project design, implementation and management;
17. responsible for project reporting based on progress of the activities planned and implemented including mid-term and Project Terminal Report in collaboration with NPCM and according to GEF and FAO principles;
18. follow up findings and recommendations;
19. perform any other related tasks as required;

### **Candidates should meet the following requirements:**

#### **Minimum Requirements**

- Progressive university degree in Agriculture, Natural Resources Evaluation or other Natural Resources Science relevant field, Agro-Meteorology, Remote Sensing and GIS; or the equivalent combination of education and relevant professional experience

#### **Competencies**

- Results Focus
- Team work
- Communication
- Building Effective Working Relationships
- Knowledge Sharing and Continuous Improvement

#### **Technical/Functional Skills**

- Minimum of 7 years' experience in the planning and implementation of development projects and/or programmes;
- Relevant working experience in one/or combination of the following studies: agro-climatic monitoring/climate change adaptions/agro-ecological zoning and information systems/Remote Sensing and GIS application for natural resources evaluation or other agro-meteorology studies;
- Demonstrated result based management capabilities with an ability to manage programme budgets and human resources;
- Ability to effectively coordinate a large, multi-stakeholder project with results-based management;
- Ability to deal with the political, technical, and people management challenges, and work effectively with counterpart staff at all levels and with all groups involved in the project;
- Ability and willingness to travel extensively in support of project implementation;
- Working experience with ministries, national institutions and rural sector in Laos are desirable;
- Excellent communication, networking, written and presentation skills;
- Extent and relevance of experience in different countries and regions, especially in developing countries are desirable;
- Proven communication skills and fluency in the English language.

#### **Selection criteria**

Applicants will be contacted directly if selected for an interview.

#### **Additional Information**

- Indicate your word processing skills and knowledge of database/spreadsheet (e.g. Excel, Access), or any other office automation software known and used.
- If applicable, specify your work experience in data entry/retrieval and programming skills. Indicate knowledge of programming languages and operation systems.

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

#### **How to apply**

All applications are to be made through FAO's [\*\*iRecruitment\*\*](#) system. Click on the link below to access [\*\*iRecruitment\*\*](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)