



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ■/PSA □

Minimum number of years of relevant experience required: 1yr □ 3yrs □ 5yrs □ 12+yrs ■

Job Title: Chief Technical Adviser(CTA) - GEF-CAWA Project
Division/Department: FAO Laos
Programme/Project Number: GCP/LAO/022/LDF
Location: Vientiane, Lao PDR, with frequent travel to the project sites in Lao PDR
Expected Start Date of Assignment: 1 February 2016 Duration: 11 months (renewable for 4 further years)

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the Least Development Country Fund, the GEF-CEO has approved the project on "Climate Adaptation in Wetland Areas of Lao PDR" (CAWA), 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 International Union for Nature Conservation (IUCN). The CAWA project will have a duration of five years and a budget of USD 4,717,579. The position of Chief Technical Adviser (CTA) is foreseen for the full 5 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 the relevant technical divisions at FAO Headquarters, and in close consultation with the National Project Coordinator (NPC) of MONRE and with IUCN, the CTA will provide technical orientation and backup in order to ensure the delivery of project outputs to a high standard, and in a cost effective manner, taking into account national and international best practice and research results, and in accordance with FAO, Government and GEF norms.

Duties and Responsibilities

1. Advise the NPC and, through him/her, other members of the project team and project partners, on all technical aspects of the project, with inputs where necessary from short term international or national specialist consultants and from national, regional and/or global institutions with the requisite expertise
2. Organize the inception workshop, refine the work plan and provide an inception report;
3. Coordinate and monitor the implementation of the project, including in project sites, and alert the budget holder, the Lead Technical Officer, the Project Task Force and the NPC to potential problems that could result in delays in implementation;
4. Advise the NPC and coordinate with IUCN on the provision of technical support inputs as envisaged in the project document, including the selection of candidates and the oversight and quality checking of their inputs.
5. Support the NPC in maintaining communication and coordination with other institutions in order to identify and realize opportunities for complementarity and synergies, including monitoring and oversight of co-financing commitments
6. Advise the NPC on the development and implementation of sustainability/exit strategies for the project in order to ensure that its impacts are sustained, further developed and replicated after the withdrawal of LDCF support.
7. Oversee, and report to FAO country office on, the efficient and transparent execution of LDCF funds, handled by

- all project partners
8. Promote and facilitate knowledge management, knowledge sharing, identification and dissemination of lessons learned;
 9. Support the NPC by preparing drafts of required reports on project progress and execution to Government, FAO and GEF.
 10. Perform other duties required for the satisfactory completion of the above

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> • Inception workshop • Detailed workplan for first year of project • Draft inception workshop report and 6-monthly progress reports in GEF format • Appointment of project consultants with workplans for first year • Establishment of project office in MONRE, Vientiane, and coordination with IUCN on establishment of the project office in PONRE, Savannakhet • Knowledge management plan 	<p>March 2016</p> <p>March 2016</p> <p>April, and November 2016</p> <p>As required</p> <p>March 2016</p> <p>April 2016</p>

REQUIRED COMPETENCIES

Minimum requirements:

Academic Qualifications:

Post graduate degree in an agricultural or natural resources management discipline

Technical Competencies and Experience:

- Minimum of 12 years of relevant project management experience and technical work in the sectors of natural resources management and agricultural development in developing countries, and in climate change adaptation.
- Fluency in English
- Good interpersonal communication, report writing and facilitation skills

Selection Criteria:

- Quality of relevant project management experience and technical work in the sectors of natural resources management and agricultural development in developing countries, and in climate change adaptation.
- Familiarity with GEF project implementation.
- Familiarity with Lao PDR

HOW TO APPLY

- Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/>
- Please upload to your Documents section an application letter stating your expression of interest and qualifications as well as a CV.
- In order for your application to be properly evaluated, please ensure that all sections of the on-line profile are completed. The PPF should be sent via e-mail to: FAO-LA-Vacancies@fao.org
- **Deadline for submission of your application:** 4 December 2015
- Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.

