



TERMS OF REFERENCE

Consultant: Partnership for Citizen Engagement (PACE) Capacity Building Advisor

Summary

Oxfam is an international confederation of 20 organizations working together with partners and local communities in more than 90 countries. Oxfam has a long and rich presence in Lao PDR, working on numerous initiatives covering a large number of themes and areas. These have included among others: support to CSO capacity building, community development, social protection, gender justice, support to small farmers and organic agriculture, private sector engagement, disaster risk management and natural resource management. This has entailed working at different levels, from the community to the national level. Currently Oxfam in Laos has approximately 30 partners including Ministries, the National Assembly, Mass organizations, INGOs, CSOs, universities, UN agencies and the private sector. Visit <https://laos.oxfam.org/> for more information.

Housed under Oxfam's Citizen Participation and Civil Society Development Unit, the Partnership for Citizen Engagement (PACE) project is contributing to good governance and the rule of law as a basis for equitable and inclusive growth and development in Lao PDR. The main objectives of the project are: to improve the role and capacity of Lao Civil Society Organizations (CSOs) to promote and protect the rights of Lao citizens through policy dialogue and accountability processes at local and national level; and to improve the capacity of the People's Provincial Assemblies (PPAs) for oversight of government agencies, programs, activities, policies and laws implemented at constituency level.

Oxfam in Laos is seeking a consultant to support implementation of the PACE project. The role will include bringing capacity to the PACE program team in order to review and revise the program's logical framework, activity plans, MEL frameworks and tools, and support coordination and engagement with stakeholders to implement project activities and ensure high quality donor reporting. The consultant will also support capacity building with national Oxfam staff and government partners.

The consultant will be expected to work from the Oxfam office in Vientiane and be flexible with their availability. Travel to the project's target provinces will likely be required. A work plan will be developed with the Oxfam PACE team, however the consultant is expected to be able to work independently and use their own discretion and resources to complete tasks to deadlines.

Consultant Objective

The overall objective of the consultancy is to provide program implementation support and key technical advice to the PACE team. This will include development of key materials and facilitation of processes to achieve the program targets.

Responsibilities:

The PACE project needs to be re-engineered due to changes in modalities of collaboration and delays in MOU signing. The Consultant will be expected to review all existing project documents and donor and MOU requirements and provide recommendations and ongoing guidance to project staff and partners on how best to ground the project given local context and implementation realities and how to achieve project impact given condensed timelines. Under direction of the PACE Program Manager and Program Officer, the consultant will achieve the following key tasks:

- Lead the redesign of the Action based on project commitments and revised timeframes
- Lead a project implementation kick-off meeting with partners and Oxfam staff to agree on responsibilities, work plans, ways of working, etc.
- Lead the review and revision of the MEL framework
- Support the Oxfam PACE team and government partners to revise annual work plans
- Support budget realignment activities
- Provide justifications and reporting to the donor on the changes above
- Review and revise the project's communication strategy
- Provide ongoing support to the implementation and monitoring of project activities
- Support development of a small grants mechanism
- Provide coaching to staff on donor reporting and lead development of all donor and internal reports
- Support on other program management tasks as directed, including field monitoring with staff.

Consultant requirements

- Master's Degree or equivalent in political science, international development, gender studies or related field.
- Proven experience in project management in Laos supporting development programming.
- Previous experience working on EU funded programs and understanding of EU rules and regulations.
- A solid understanding of governance and civic action programming in Laos preferred.
- Proven ability to support government staff to develop and implement capacity building plans and monitor projects.
- Significant experience in developing and using monitoring, evaluating and learning frameworks in the international development context.
- Ability to work flexibly and responsively to emerging priorities.
- Strong mentoring skills and proven experience working collaboratively with peers and external government and CSO partners.
- Strong English skills are required, both written and spoken. Lao language skills are a significant advantage but not required.

Additional Information

- Anticipated start date is 1 June 2019
- Total duration of assignment is approximately 6 months, at varying levels of effort
- Consultancy is contingent upon obtaining the necessary government MOU

Expressions of Interest

Please submit Curriculum Vitae of consultants, cover letter, concise technical and financial proposal, including quotation of fees, daily fee and details of two previous examples of reports (for example training tools developed, research reports, document/report title, client, year completed). **Applications are due by 1st of May** and should be submitted to khanthalay.chanthavong@oxfam.org.