

**TERMS OF REFERENCE**  
**Technical Consultant for PAFO in Extension Services**

Contracting Authority: Department of Planning and Finance, Ministry of Agriculture and Forestry (MAF)

Location: Based in one of the Project Provinces: Xayabuli (1 person), Vientiane Province (1 person), Vientiane Capital (1 person), Bolikhamxay Province (1 person) and Khammouane Province (1 person)

**INTRODUCTION**

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The Government of the Lao People's Democratic Republic (GoL) received a US\$ 25 million credit from World Bank to implement the Agriculture Competitiveness Project (ACP). The objective of the ACP is to enhance the competitiveness of selected agricultural value chains in the project areas. The project comprises the following four components: (a) Improved Agricultural Efficiency and Sustainability, (b) Enhanced Agricultural Competitiveness, (c) Project Management, and (d) Contingent Emergency Response and it will be implemented over 6 years from 2018 to 2024 in five project provinces, including Khammouane, Bolikhamxay, Xayabouly, Vientiane Province, and Vientiane Capital. The project implementing agencies include Ministries of Agriculture and Forestry (MOF), Ministry of Industry and Commerce (MOIC), and the five project provinces.

**Objectives of the assignment**

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The Objective of the Technical Consultant for PAFO is to assist the Provincial Project Director in PAFO to plan, implement and monitor the project activities at provincial level, including preparation of the Annual Work Plan and budget, implementation of physical activities, coordination and reporting. He will have a key role in delivering training and coaching to PAFO and DAFO technical staff to deliver extension services to farmers' organisations. His/her duties will also include documentation and dissemination of best practices in liaison with other technical consultants at central and provincial level.

**Scope of the assignment**

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Specific duties and responsibilities include:

- Review the project documents including the Project Appraisal Document (PAD), the project operation manual (POM), the cost tables, and participate in disseminating information at provincial and district level
- Assist the provincial project director in preparing the Annual Work Plan and budget based on the project documents and in line with the project expected outputs and impacts
- In conjunction with other provincial and central level consultants, design appropriate extension curriculum for the farmers organizations engaged in Seed Multiplication and GAP production (both rice and vegetables)
- Participate in the design and dissemination of guidelines to assess and monitor adoption of GAP practices by FOs as a basis for matching grants disbursement
- Provide training to PAFO and DAFO staff in the extension curriculum as well as the GAP adoption assessment guidelines

- Support implementation of the extension curriculum by PAFO and DAFO staff
- Provide on the spot technical support to the FOs in implementing Seed multiplication techniques and GAP production techniques for rice and vegetables
- Provide technical support to village-level facilitators in fulfilling their duties and reporting
- Assist the provincial and district level M&E staff in performing their duty
- Ensure coordination between PAFO, PICO and consultants at provincial level
- Assist the Provincial Project Director in reviewing the performance of the consultants and staff at provincial level.
- Assist the provincial project director in preparing quarterly and annual reports as well as technical and training reports as required.

### **Reporting**

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The Technical consultant for PAFO in extension services will work under the supervision and report directly to the Provincial Project Director. The consultant will also work closely with other consultants at provincial level and at central level (DoPF)

### **Duration**

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This assignment will last for a minimum of 3 years. The consultant's annual contract will be extended on a yearly basis depending on performance review and as recommended by the Project Director. There will be a 3-month probation period beginning at the commencement of the position.

### **Experience and qualifications**

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The selection of this position will be primarily based on the following criteria:

- Minimum 5 years working experience in a technical consultant role in agriculture; with at least two years' experience with externally financed projects
- At least a Bachelor Degree in agriculture, irrigation, forestry or a technical background related to rural development and extension
- Excellent communication skills, including email management
- Excellent word processing skills (MS Word, MS Excel)
- Written and spoken fluency in the English language is highly preferred
- Eligible candidate must be of Lao nationality
- Preference will be given to qualified candidates living in the province of assignment
- The consultant must have his / her own computer to perform its duty

### **Source of information**

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