



# Terms of Reference

## RPS\_005\_2022

**Services/Work Description: International Technical Advisor to Support Poverty Environment Action for Sustainable Development Goals Laos**

**Project/Programme Title: Poverty Environment Action for Sustainable Development Goals Laos**

**Consultancy Title: Individual Consultant**

**Duty Station: Vientiane, Lao PDR**

**Duration: Contract valid for the period of 12 months. (Jan–Dec 2022)**

**Expected start date: January 2022**

### 1. BACKGROUND

Lao PDR is well endowed with natural resources such as mineral, forest, land and fresh water. The Government of Lao PDR is striving to position investments in the natural resource sectors that can directly and indirectly support poverty reduction. The rapid economic expansion seen in Lao PDR is mostly attributed to inflows of Foreign Direct Investment (FDI) generally targeting the natural resource sector, or more specifically, the mining, hydro power and agriculture sub-sectors. To drive economic development going forward, the GoL would like to see a GDP comprised of 19 percent, 32 percent, 41 percent for agriculture, industry and services respectively.

The 9th National Socio-Economic Development Plan (NSED) which was endorsed by the National Assembly in March 2021 puts the emphasis on green growth. In order to implement the vision of the 9<sup>th</sup> NSED, more investment is required.

To achieve the graduation from LDC status by 2020 Lao PDR must meet two of three criteria: (1) a per capita gross national income (GNI) of \$1,242; (2) a score of 66 on the Human Assets Index and/or (3) a score of 32 on the Economic Vulnerability Index (EVI). Sustained economic growth will be necessary to reach the per capita income threshold. This will require continued inflow levels of FDI, particularly in the natural resource sector, to sustain an annual growth in GDP of at least 7.5 percent. Government policies to diversify the economy beyond natural resource-based industries will be of critical importance if these targets are to be achieved. It will also be necessary to ensure that the social, environmental and economic impacts of activities in the resource sector are fully understood so that progress is not hindered by inadvertently allowing detrimental activities to be undertaken.

From 2009 until June 2018, the Poverty Environment Initiative (PEI) Programme in Lao PDR has developed what the government now calls the “PEI Approach” that addresses poverty reduction and environmental protection by supporting the Government’s national socio-economic planning and strategy formulation processes. The programme also focused on building investment regulatory tools and the knowledge to assess, measure and enforce financial, social and environmental obligations of investors. Another aspect also included strengthening Lao PDR’s National Assembly’s ability to deliver their constitutional oversight role on quality investments.

Poverty Environment Action for Sustainable Development Goals Laos (PEA) is building on the package of tools already established by the PEA Programme, to support the Government promotes “investment quality” by improving coordination between departments that regulate the financial, social and environmental compliance of investment projects. The main objective of the project is to strengthen coordination of government’s regulatory capacity to coordinate and promote higher quality investment, improvement the ease-of-doing business, transparency, accountability, and effectiveness of investment management for achieving the sustainable development goals in Lao PDR. The timeframe for the Project is 4 years starting from September 2018 – August 2022. The project will be extended until end 2022.

In this context, UNDP Lao PDR and the Investment Promotion Department (IPD) of the Ministry of Planning and Investment are seeking a qualified Technical Advisor to provide managerial and technical inputs and advice to timely achieve of all outputs and outcomes as outlined in the approved project document and other workplans developed by the project. This support is especially crucial during the final year of the project.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

The Technical Advisor, under direct guidance of the National Project Director, and overall supervision of the Deputy Resident Representative of UNDP Lao PDR and Head of Environment Unit, is required to provide the following services:

### **Project Implementation**

- Effectively support project implementation by complementing existing capacities and providing oversight where needed;
- Facilitate decision making on activity execution, particularly related to planning, budget and implementation issues;
- Provide inputs to strategic planning, achievement of targets and required modification of objectives;
- Conduct field visits to project sites for the provision of hands-on support and quality assurance;
- Organize and oversee consultants' inputs, develop detailed Terms of References for national and international consultants and contractors in collaboration with the project team.
- Mobilize and recruit competent national and international experts that are needed for different outcomes/components of the project.
- Liaise with all consultants and the project team to ensure that the planned deliverables are completed in timely manner within the contract period.
- Facilitate technical trainings and deliver technical presentations during events and other engagements;
- Support the project closure, develop project exit strategy and all required reports.

### **Technical Support**

- Provide technical inputs that support achieving PEA objectives;
- Provide technical input, policy advice and institutional strengthening supports to the Government on poverty-environment linkages and the importance of their consideration with selecting and regulating investment.
- Develop technical guideline and train IPD key official on quality investment appraisal that integrate green growth criteria and Corporate Social Responsibility (CSR) aspect;
- Support with the establishment of engagement protocols between Line Ministries, Local Governance, Developing Partners, and private sector in promoting CSR;
- Provide technical support in developing Public-Private Partner (PPP) legal framework;
- Support IPD to research, consolidate, and analyze investment compliance data in Lao PDR;
- Support IPD to develop and strengthening investment promotion tools and investment management framework.

### **Project Development**

- Orchestrate the initiation of strategies in collaboration with MPI, UNDP, donors and partners;
- Provide extensive input and technical support to project proposals and program design;
- Navigate human and financial resource mobilization efforts;
- Support research, assessments, and studies as needed in relation to project and institutional development;

### **Staff Support and Capacity Building**

- Coach and support project staff and promote a learning environment;
- Orientate UNDP and PEA staff on project strategies, expectations, and own roles and responsibilities;
- Assess staff competencies and guide individuals and teams to effectively complete objectives and tasks;
- Support IPD capacity enhancement efforts; mentor and develop the skills and/or provision of training of officials;
- Be mindful of staff wellness and induce a culture of transparency, problem solving, and teamwork;

- Identify development opportunities that would enhance government staff at the national and provincial levels to support better informed investment management through analysis and research on social and environment costs and benefits of investment choices;
- Support access to reference materials, online and other training opportunities for staff and partners;
- Support and be involved in organizing and facilitating project meetings, workshops etc. with relevant substantive inputs.

#### Coordination and Networking

- Network and foster functional relationships with PEA, UNDP, Government agencies, UN agencies, donors, NGOs, Private sector and other key stake holders;
- Represent UNDP as required and promote a strong collaborative, transparent, and sharing environment amongst stakeholders in the poverty-environment issues;
- Align and synchronize efforts with the UNDP Operations and PEA administration to ensure of effective and timely support services;
- In coordination with IPD, ensure that project activities are well coordinated with relevant Government Agencies and other necessary entities;
- Facilitate or participate in workshops, webinars, and meetings as necessary.

#### PMER and Learning

- Work in partnership with PEA and UNDP for the timely submission of periodic, accurate, and professional (narrative and financial) progress reports to management and other stakeholders as required;
- Ensure adequate tools are in place to track all progress, achievements, challenges, and lesson learned;
- Promote learning and knowledge sharing amongst all related stakeholders; and prepare briefs and other communication materials;
- Contribute to knowledge sharing, producing documentation for case studies and lessons learned;
- Facilitate after action reviews and evaluation of activities;
- Support with the preparation of program documentation, assessments and studies as required.

### 3. Expected Outputs and deliverables

Tasks
Deliverable 1. - Implementation support of PEA projects - Desk review of investment appraisal process and national green growth strategy - Provide technical inputs to PEA tools such as investment compliance database, PPP guideline; - Develop Metrix to follow up the implementation of the project against the project's indicators - Review PEA project implementation and other relevant project management materials.
Deliverable 2. - Implementation support of PEA projects - Develop ToR for international consultant to develop PPP model contract in infrastructure investment - Develop Quality Investment Appraisal Guideline - Provide technical inputs to investment promotion tools including investment opportunity handbook and investment profile guideline - Review PEA project implementation and other relevant project management materials.
Deliverable 3. - Implementation support of PEA projects - Enhanced relations and information sharing with PEA stakeholders,

<ul style="list-style-type: none"> <li>- Provide inputs to strategic planning, achievement of targets and required modification of objectives;</li> <li>- Final quality investment appraisal guideline approved by IPD</li> <li>- Develop Quarterly work plan</li> <li>- Draft and review PEA project implementation report and other relevant project management materials.</li> </ul>	
<p>Deliverable 4.</p> <ul style="list-style-type: none"> <li>- Implementation support of PEA projects</li> <li>- Institutional and staff capacity building on investment appraisal guideline</li> <li>- Develop TOR for consultant to support the development of financial model for PPP investment</li> <li>- Enhanced relations and information sharing with PEA stakeholders</li> <li>- Support the recruitment of the consultants to support the project implementation</li> <li>- Review PEA Annual Work Plan to adjust the Work Plan accordingly to ensure the project achievement</li> </ul>	
<p>Deliverable 5.</p> <ul style="list-style-type: none"> <li>- Implementation support of PEA projects</li> <li>- Institutional and staff capacity building efforts completed</li> <li>- Draft ToR for consultant to support the implementation of PEA's activities</li> <li>- Review PEA tools developed by national and international consultants.</li> <li>- Enhanced relations and information sharing with PEA stakeholders</li> <li>- Draft and review PEA project implementation report and other relevant project management materials.</li> </ul>	
<p>Deliverable 6.</p> <ul style="list-style-type: none"> <li>- Implementation support of PEA projects</li> <li>- Support the development of communication materials to enhance relations and information sharing with PEA stakeholders</li> <li>- Review PEA tools developed by national and international consultants.</li> <li>- Support the revision of investment contract templates</li> <li>- Draft Quarterly Plan and Report</li> </ul>	
<p>Deliverable 7.</p> <ul style="list-style-type: none"> <li>- Implementation support of PEA projects</li> <li>- Support the development of communication materials to enhance relations and information sharing with PEA stakeholders</li> <li>- Review PEA tools developed by national and international consultants.</li> <li>- Draft and review PEA project implementation report and other relevant project management materials.</li> </ul>	
<p>Deliverable 8.</p> <ul style="list-style-type: none"> <li>- Implementation support of PEA projects</li> <li>- Support the development of communication materials to enhance relations and information sharing with PEA stakeholders</li> <li>- Review PEA tools developed by national and international consultants.</li> <li>- Review PEA project implementation and other relevant project management materials.</li> </ul>	
<p>Deliverable 9</p> <ul style="list-style-type: none"> <li>- Implementation support of PEA projects</li> <li>- Support the development of communication materials to enhance relations and information sharing with PEA stakeholders</li> <li>- Support private sector to report CSR implementation</li> <li>- Review PEA tools developed by national and international consultants.</li> </ul>	

<ul style="list-style-type: none"> <li>- Draft Quarterly Plan and Report</li> </ul>	
<p>Deliverable 10</p> <ul style="list-style-type: none"> <li>- Implementation support of PEA projects</li> <li>- Support the development of communication materials to enhance relations and information sharing with PEA stakeholders</li> <li>- Review PEA tools developed by national and international consultants.</li> <li>- Draft and review PEA project implementation report and other relevant project management materials.</li> </ul>	
<p>Deliverable 11</p> <ul style="list-style-type: none"> <li>- Implementation support of PEA projects</li> <li>- Support the development of communication materials to enhance relations and information sharing with PEA stakeholders</li> <li>- Review PEA tools developed by national and international consultants.</li> <li>- Draft and review PEA project implementation report and other relevant project management materials.</li> <li>- Draft Annual Report</li> </ul>	
<p>Deliverable 12</p> <ul style="list-style-type: none"> <li>- Prepare all outputs and all required documents, reports for the project closure;</li> <li>- Develop project exit strategy for project closure</li> <li>- Responsible for the preparation of program concept for potential activities that PEA can further support in the future.</li> </ul>	

#### 4. Institutional arrangements/reporting lines

The Technical Adviser will work with relevant government and development partner officials to ensure excellent project management skills are applied to all aspects of funded initiatives that includes, but not limited to, applying best practices in program design; monitoring of project implementation; ensuring financial compliance with good budget management; ensuring effective monitoring and evaluation; and timely reporting and relevant analysis.

This position is based at the Investment Promotion Department, Ministry of Planning and Investment (MPI). Some travel is expected.

#### 5. Experience and qualifications

##### I. Academic Qualifications:

- A minimum of Master's degree or equivalent from a reputable accredited university in environmental economics, economic development, environmental management/policy or other related fields. PhD is preferred **[5]**

##### II. Years of experience:

- At least 10 years of experience working as a professional in environment, resources management related to economics, sustainable economic development or regulating/promoting FDI, Public-Private Partnership, Green Growth, Corporate Social Responsibility (CSR); **[10]**
- 5 years plus experience with program design and project management; **[5]**
- Experience working in several country contexts; previous work experience in South East Asia or developing countries is desirable **[5]**
- Experience in conducting policy and economic analyses and providing policy advice on sustainable development or natural resource management at senior level **[5]**
- Expertise in development and environment issues particularly in developing countries **[5]**

- Knowledge and professional experience in national investment management to maximize social benefits and minimize environmental impact [5]
- In-dept understanding of environmental sustainability issues, and their practical implications for sustainable development processes [5]
- Proven record in writing research papers, policy analysis and recommendations, reports and publication [5]
- Excellent computer skills, including full working knowledge of standard word processing, spreadsheet, and presentation software packages. [5]
- Ability and willingness to travel within and outside Lao PDR [5]
- Having similar responsibility in UNDP programme/project is advantage [5]
- Familiarity with UNDP Project and Programme and NIM Implementation with 100% CO support is advantage [5]

### III. Language:

Excellent verbal and writing skills (English), Lao language an asset

### IV. Competencies:

#### Corporate Competencies:

- Commitment to UNDP's mission, vision and values including working in a culturally diverse environment;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates ability to function in a team environment and shares knowledge and experience.

#### Functional Competencies:

- Excellent verbal and writing skills (English).
- Ability to present coherent and convincing positions both in writing and orally.
- Strong ability to take initiative to move complex processes forward to achieve articulated results, work at varying levels and on different initiatives simultaneously (personal organization and ability for multi-tasking).
- Demonstrable networking capability, interpersonal skills and strong ability to promote teamwork.
- High degree of integrity, discretion, and personal conduct;
- Flexible to changing working conditions and willing and able to travel for work purposes;
- Able to prioritize and meet deadlines;
- Excellent analytical thinking skills;
- Professional facilitation and presentation skills;
- Ability to coach, mentor and influence people.

## **6. Payment Modality**

Payment to the individual contractor will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the manager.