



Issued on: 14 July 2017

Deadline For Application: 31 July 2017

JOB TITLE: Information Management and M&E Expert

TYPE OF CONTRACT: Consultant

ORGANIZATIONAL UNIT: FAOLAO

DUTY STATION: Vientiane, Laos

DURATION: 6 months  
(extendable for further two years)

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

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.  
Persons with disabilities are equally encouraged to apply.  
All applications will be treated with the strictest confidence.**

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### Organizational Setting

The position is in the framework of the FAO GEF project "Strengthening agro-climatic monitoring and information systems to improve adaptation to climate change and food security in Lao PDR" (SAMIS). Under the overall direction of the FAO Representative and the direct supervision of the Project Coordinator, in close collaboration with the National Project Director (NPD) and with the Component Managers and the Government agencies, the Expert will lead the monitoring and evaluation and the knowledge management activities included in Component 3 of the project.

### Reporting Lines

- Department of Meteorology and Hydrology (DMH), Ministry of Natural Resources and Environment (MONRE)
- Department of Planning and Cooperation (DOPC), Ministry of Agriculture and Forestry (MAF)

### Technical Focus

1. In collaboration with the project team, i) finalize an information/knowledge management and communication plan and ii) facilitate project partners in harmonization of lessons learned and local level sharing of information products;
2. Provide technical advice in the establishment of a project monitoring and evaluation (M&E) system to support project operations and oversee its execution.

### Tasks and responsibilities

#### 1. Information Management

- In close coordination with other information system activities related to natural resources or agriculture in the country and, at local level, with the FAO GEF project "Climate Adaptation in Wetlands Areas" (CAWA), support the undertaking of a data, information and knowledge sharing need assessment by liaising with national and local level decision makers and selected farmers' groups;
- With the advice and support of relevant specialists in FAO HQ, prepare an information/knowledge management plan and update it on a regular basis in close collaboration with relevant technical assistance and the two Capacity Development Experts (agro-meteorology and land resources information system); also, ensure a consistent consideration for the geospatial and agro-meteorology aspects of the project;
- Based on the results of the need assessment and on the existing information products, facilitate project partners in harmonization of lessons learned and local level sharing of products by organizing brainstorming sessions;
- Based on needs assessment and brainstorming sessions results, coordinate the compilation of information and knowledge products and/or policy briefs based on the experiences and lessons learned and feedback from the users; also, ensure that the acceptability, gender sensitivity, diversification, seasonal relevance and community's needs; also, propose the use of various types of media products, in print and electronic, that can be related to the main project actions;
- Once lessons learned are harmonized and information material is finalized, organize information/knowledge sharing workshops or other events for sharing outputs with a wider audience;
- In collaboration with the project team, and particularly with agro-meteorology and with the land resources information system experts from component 1 and 2, support the integration of information products into existing nation-wide information sharing platforms as appropriate.

#### 2. Monitoring and evaluation

- Design a project monitoring and evaluation (M&E) system to support project operations and oversee its execution, ensuring that the GEF AMAT tool is taken into consideration;
- Conduct or support of M&E related workshops, training and consultations with stakeholders as appropriate;
- Assist the Project Coordinator and other SAMIS team members in executing the project M&E system, incorporating inputs from project partners and implementing periodic M&E activities;
- Ensure that project indicators are measured in a timely and consistent manner in accordance with "SMART" principles, including the measurement during the first year of the project of the baseline values still pending in the results framework;
- Ensure that the acceptability, gender sensitivity, diversification, seasonal relevance and community's needs are adequately implemented in the project's M&E system.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Degree in an agriculturally-related or social science discipline.

### FAO Core Competencies

- Results Focused;
- Teamwork;
- Communication;
- Knowledge Sharing and Continuous Improvement;
- Building Effective Relationships.

### Technical/Functional Skills

- At least 5 years demonstrated experience in information management;
- At least 5 years demonstrated experience in development and implementation of M&E systems;
- Strong oral and written communication skills in Lao language and in English;
- Working experience in natural resources management or agricultural development or land management and planning (desirable);
- Working experience in information system, GIS, and web-based technologies (desirable);
- Capacity to understand social acceptability and gender sensitivity in the framework of information systems (desirable).

### Selection Criteria

- Experience in information management using digital systems and web-based technologies;
- Experience in development and implementation of M&E systems;
- Lao and English language skills;
- Working experience in natural resources management or agricultural development (desirable);
- Capacity to understand social acceptability and gender sensitivity in the framework of information systems (desirable).

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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### ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Applications received after the closing date will not be accepted.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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### How to apply

Send your application to:                      FAO Representation Office  
128 Phonxay Road, Phonxay Village  
Saysettha District, Vientiane, Lao PDR  
Tel: +856-21 413205, 414503

Or email to    FAO-LA-Vacancies@fao.org

This vacancy is open to male and female candidates. Applications from qualified women are encouraged. Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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