

## **Terms of Reference (ToR)**

### **National Consultant for Communications and IT Support Governance, Forest Landscapes and Livelihoods (GFLL) - Northern Laos Part-time**

#### **1. BACKGROUND**

The Government of Lao (GoL) has demonstrated its commitment to reducing emissions through its active participation in the global initiative of REDD+ (Reducing Emissions from Deforestation and Forest Degradation). The GoL views REDD+ as an opportunity to balance conservation and development through effective land use planning and sustainable management of its rich forest resources.

The GoL, through the Department of Forestry (DoF) at the Ministry of Agriculture and Forestry (MAF), initiated its REDD+ Readiness process with its participation in the World Bank's Forest Carbon Partnership Facility (FCPF). Having completed its REDD+ Readiness, the DoF started its first sub-national emission reduction project through FCPF's Carbon Fund in 2018.

Titled Governance, Forest Landscapes and Livelihoods - Northern Laos (GFLL), the six northern provinces of Lao PDR, namely Bokeo, Huaphan Luang Namtha, Luang Prabang, Oudomxay, and Sayaburi. The area constitutes approximately one-third of both the country's geographical and forest area, with a population of 1.8 million people and where the dominant land use designation is forest. The project is managed by a National Project Management Unit (NPMU) located at the REDD+ Division of DoF.

The GFLL is now in its implementation phase and is planning to recruit a Part-time National Consultant for Communications and IT Support for its National Project Management Unit.

#### **2. OBJECTIVE OF THE ASSIGNMENT**

To provide Communication and Information Technology (IT) support to the Lao REDD+ Programme. These professional services will support the REDD+ Division, Department of Forestry in carrying out the REDD+ activities and six project provinces.

#### **3. SCOPE OF WORK AND MAIN TASKS**

The Consultant's duties and responsibilities include, but are not limited to, the following:

- **Communications:**
  - Develop and implement multi-media, communications, awareness and promotional activities and events to support the goals and objectives of the Lao REDD+ Programme.
  - Work closely with the REDD+ Division staff and professional consultants. Establish a strong working relationship with the key divisions of the DoF.
  - Take the lead in ensuring full and active participation of all stakeholders, with a special focus on women and ethnic groups, in REDD+ consultations, meetings, workshops, and forums at national, provincial, district and village levels.

- Be responsible for designing and producing all print materials; management of the website, social media, radio and television and other media that will promote and create awareness about REDD+ actions in Lao PDR.
  - Ensure the highest quality communication approaches and tools are identified, developed, and made available to support the REDD+ goals and objectives.
  - Ensure that adequate and appropriate information on Lao REDD+ is available and accessible through multi-media and prioritized outreach to ethnic groups.
  - Design processes and mechanisms that ensure the full and active participation of all stakeholders, with a priority on women and ethnic groups.
  - Follow up and support REDD+ dissemination and campaign activities in provinces.
- **Information Technology:**
    - Installing and configuring computer hardware, software, systems, networks, printers, scanners and applications.
    - Monitoring and maintaining computer systems and networks.
    - Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
    - Ensure communication devices are available and function for various meetings and events, seminars or workshops when requested.
    - Responding in a timely manner to service issues and requests.
    - Providing technical support
    - Setting up accounts for new users when required.
    - Repairing and replacing equipment as necessary.
    - Testing new technology.
    - Capacity building of staff.
    - Perform other tasks as assigned.

#### **4. DELIVERABLES**

The National Consultant for Communications and IT Support will provide the following deliverables:

- Work plans and budgets.
- Delivery of high-quality products as per tasks assigned.
- Receive inputs to products and make changes and improvements.
- Monthly output and deliverables will be assessed against the working time claim, taking into account the tasks assigned.
- Design, develop, review and comment on IEC materials.
- Communication designs and products: program leaflets, posters, shirts, T-shirts, caps, hats, and other giveaways.
- Video, radio, and television scripts.
- Reports and project documents are posted on websites and social media.

#### **5. EXPERIENCE AND QUALIFICATIONS**

The candidate for the position of National Consultant for Communications and IT Support should have the following experience and qualifications:

- At least a Bachelor's Degree in English language, communications, journalism, media, computer science, computer studies, informatics, or another related field.

- Minimum of five years of experience in writing and editing in Laos and English for print/radio/television especially related to forestry, environment and/or climate change and/or knowledge of natural resource management issues in Lao PDR.
- Demonstrated experience in the development of communication materials -- online, media/press releases, publications, and reports
- Good knowledge of English and Laos, both oral and written communication skills, conveying messages to different audiences using diverse media.
- Experience in working with journalists and media networks and the ability to develop, nurture and maintain existing and new media contacts.
- Experience in editing and proofreading organizational communication materials.

## **6. DUTY STATION AND DURATION**

The National Consultant for Communications and IT Support will report to the National Project Coordinator, REDD+ Division in Vientiane, Lao PDR. He/she will be based in the National Project Management Unit in Vientiane. The services of the expert are required part-time for an initial one-year period from 01 July 2023 to 30 June 2024.