



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Agriculture and Environment
Department of Water Resources

0866
No. /DWR.MAE
Vientiane Capital, Date 01 SEP 2026

Vacancy Announcement

Introduction

The Lao People's Democratic Republic (Lao PDR) is one of the Least Developed Countries (LDCs) in Asia and is highly vulnerable to climate change. Southern districts such as Sanamxay in Attapeu province, Pathoumphone in Champasack province, and Khongxedon in Saravane province are particularly affected due to their low-lying geography and underlying socioeconomic vulnerabilities. The changing climate is leading to more frequent and severe droughts and floods, impacting water availability and agricultural productivity. Such impacts are particularly severe because most farmers in these districts depend on rainfed agriculture for subsistence and are considered relatively poor, with limited access to the necessary expertise, finance, and technology to adapt to these changes. Without intervention, these impacts will exacerbate existing socioeconomic vulnerabilities, severely limiting the region's sustainable development prospects.

The CCA-LL project will benefit approximately 138,000 farmers (50% women) through improved agro-meteorological advisories and early warnings, and assist over 40,000 subsistence farmers and their households. It will promote climate-smart techniques and technologies in vegetable, livestock and rice production, improving food security and local value chain development. The project aims to reduce climate-induced food insecurity and generate income through surplus production and local value chain development. It will also enhance their agricultural cooperative governance and financial literacy and introduce microfinancing mechanisms for long-term financial access for adaptation. The project will also place 17,800 hectares of cropland, wetland, riparian areas, and catchments under integrated and sustainable water and land management to reduce flood and drought risks and to support watershed restoration, biodiversity, and agroecology.

The Department of Water Resources (DWR) under the Ministry of Agriculture and Environment (MAE) is the main counterpart as OP of FAO in the implementation of this 5-year project (July 2026 to April 2031).

To address these challenges, the "Climate Change Adaptation in Lowlands of Lao PDR (CCA-LL)" project aims to enhance the resilience of agricultural livelihoods in southern Laos, specifically targeting the districts of Sanamxay, Pathoumphone, and Khongxedon. The objective of the project is to strengthen the capacity of these lowland communities to adapt to climate change and ensure sustainable development. To achieve this, the CCA-LL project builds on previous LDCF investments, particularly the "Climate Change Adaptation in Wetlands Areas (CAWA)" and "Strengthening Agro-climatic Monitoring and Information Systems (SAMIS)" projects, to focus on building incremental and additional capacities in climate-informed, integrated land-use and water resource management and adopting climate-smart and resilient agriculture and livelihood diversification practices and technologies, while increasing their access to finance through improving their local market access and private sector engagement to ensure the long-term sustainability of the project's outcomes. As part of this strategy, the project will foster public-private partnerships to improve financial access and investment in climate-resilient agriculture. The project will also improve climate information availability and accessibility, including agro-

meteorological advisories and early warnings. This will be accomplished through enhanced service coverage and last-mile services, building on the SAMIS results.

To strengthen the resilience of agricultural livelihoods in low land communities in Lao PDR to climate change the project has been structure into three components:

- Strengthening Policy Coherence and Institutional Capacities for Integrated Landscape Planning and Financing.
- Implementing priority actions for climate-resilient agrifood systems in the Lao Lowlands through landscape and nature-based adaptation.
- Learning, knowledge management and monitoring and evaluation

The Department of Water Resources (DWR) is seeking a qualified candidate for 8 positions as mentioned ToR such as below:

1. International Climate-smart Agriculture, Rural Finance and Innovative Finance expert (de facto international CTA)
2. National Technical and Stakeholder Coordinator (NTSC)
3. Provincial & District Technical and Stakeholder Coordinators (DTSCs) – two positions One in Pakse and the other one in Attapeu
4. National Administration and Finance Officer
5. National Communications and Knowledge Management Expert
6. Community Adaptation Planning Expert
7. National Safeguards, Gender and socioeconomic expert

1.	Title:	Climate-smart Agriculture, Rural Finance and Innovative Finance Expert (de facto international CTA)
	Duty Station:	Vientiane with travel to project sites/ home-based
	Duration:	278 days
	Description:	Under the overall supervision and guidance of the national project director, who is appointed within DWR (an existing staff member, not paid by the project), and the FAO team, including the FAO Representative in Lao PDR (FAOR), LTO and GTO, s/he will lead the project work in the areas concerning climate-smart agriculture (CSA), rural finance and governance, and innovative financing mechanisms. S/he will also act as a CTA to provide technical guidance to NTSC and DTSC, as well as other staff members of the national and district PMUs and consultants in technical activity planning and implementation.
	Scope of Work:	• Lead the design and implementation of technical activities concerning CSA, rural finance and governance, and innovative financing mechanisms, in partnership with relevant national and international consultants. • Provide conceptual and technical leadership in the planning and implementation of all project activities in partnership with NTSC and DTSC, including the work of service providers to ensure their technical coherence and alignment with international best practices and guidance. • Support NTSC and DTSC in capacity building of the PMU staff members and consultants to ensure their understanding of the project's theory of change and objectives. • Support NTSC and DTSC in carrying out technical monitoring and evaluation of the project implementation progress and analyzing best practices and lessons learned.

		• Provide technical guidance in preparing terms of reference and procurement of consulting services. • Conduct any other relevant duties as required.
	Qualification:	• An advanced degree (PhD preferred) in agricultural economics, microeconomics, geography, environmental science, or any other relevant area is required. • Twenty (20) years of experience in relevant areas, including advising on GEF or similar projects, is required. • An advanced understanding of climate change adaptation, including knowledge of relevant international policies, guidance, best practices, and lessons learned, is essential. • Previous experience in Lao PDR or Southeast Asia is an asset. • Excellent interpersonal skills are required. • Fluency in English with excellent writing skills is a must.
2.	Title:	National Technical and Stakeholder Coordinator (NTSC)
	Duty Station:	Vientiane with travel to project sites
	Duration:	60 months
	Description:	NTSC will act as the <u>de facto national project coordinator</u> , fulfilling both technical and managerial roles under the overall guidance and supervision of the national project director and FAO team, including FAOR, LTO and GTO. The NTSC will also seek technical guidance from the Climate-smart Agriculture, Rural Finance, and Innovative Finance Expert, who will act as the de facto international CTA.
	Scope of Work:	S/he will carry the following technical and management duties. <u>Technical responsibilities under Components 1-3</u> • Solicit input from and facilitate the effective engagement of key stakeholders, including policymakers, senior members of national government institutions, representatives of civil society organizations (CSOs) and non-governmental organizations (NGOs), key experts from research centres and universities, as well as representatives of development partners and relevant private sector entities in key studies, assessments, planning, activities, and knowledge management. • Ensure the outputs and activity deliverables align with national policies, FAO and GEF technical guidelines, and international conventions to which Lao PDR is a party. • Lead the stakeholder mapping and analysis exercises for policy and institutional assessments under Components 1 and 3. • Coordinate with co-financing and parallel investments to establish technical coherence and synergies in the technical guidance provided by the project, knowledge products, and policy feedback. • Lead national project monitoring and reporting, and support mid-term review and final evaluations as needed. <u>Management responsibilities</u> • Oversee day-to-day implementation of the project to ensure timely and efficient delivery of the project outputs in accordance with the approved Project Document and the results-based Annual Work Plan and Budget (AWP/B) and maintain overall coherence between components in compliance with the executing entity, FAO, and GEF policies and procedures.

		• Ensure the timely mobilization and delivery of co-financing activities in a harmonized and coordinated manner. • Coordinate activities with project partners at the national and subnational levels. • Provide the necessary supervision and guidance to the national and district PMU staff members. • Monitor project progress, risks, and issues; report to the PSC as scheduled and when necessary. • Support the PSC by ensuring that all necessary secretariat services are provided as the head of the PMU. • Oversee the recruitment and management of national and international consultants, as well as the procurement of service providers, including preparing terms of reference. • Assist in preparing and writing progress and financial reports as outlined in the project document. • Undertake any other duties as required to ensure the successful delivery of the project outputs.
	Qualification:	• An advanced degree in agronomy, ecology, microeconomics, geography, environmental science, or any other relevant area is required. • Fifteen (15) years of experience in relevant areas, including managing GEF or similar projects is required. • An advanced understanding of climate change adaptation in rural agricultural development and natural resources management contexts is essential. • Excellent interpersonal skills are required. • Fluency in English with excellent writing skills is a must.
3.	Title:	Two (2) District Technical and Stakeholder Coordinators (DTSCs)
	Duty Station:	District or Provincial capital city with travel to Vientiane and project sites
	Duration:	60 months per DTSC – Pakse and Attapeu (120 months in total)
	Description:	DTSCs will act as the <u>de facto district project coordinators</u> , fulfilling both technical and managerial roles under the overall guidance and supervision of the national project director and NTSC.
	Scope of Work:	<u>Technical responsibilities under Components 1-3</u> • Solicit input from and facilitate the effective engagement of key district stakeholders in key studies, assessments, planning, activities, and knowledge management. • Ensure the outputs and activity deliverables align with subnational policies and social and cultural conducts. • Lead the stakeholder mapping and analysis exercises for policy and institutional assessments and stakeholder coordination related to technical activities under Component 2. • Ensure proper monitoring, evaluation and reporting to national PMU <u>Management responsibilities</u> • Oversee day-to-day implementation of the project activities at the district level to ensure timely and efficient delivery of the project outputs in accordance with the approved Project Document and the results-based Annual Work Plan and Budget (AWP/B). • Ensure the timely mobilization and delivery of co-financing activities in a harmonized and coordinated manner.

		• Coordinate activities with project partners at the subnational level. • Provide the necessary supervision and guidance to the district PMU staff members. • Monitor project progress, risks, and issues; report to the NTSC. • Support the recruitment and management of national and international consultants, as well as the procurement of service providers, including preparing terms of reference. • Assist NTSC in preparing and writing progress and financial reports as outlined in the project document. • Undertake any other duties as required to ensure the successful delivery of the project outputs.
	Qualification:	• A degree in agronomy, ecology, microeconomics, geography, environmental science, or any other relevant area is required. • Ten (10) years of experience in relevant areas, including supporting GEF or similar projects, is required. • A good understanding of climate change adaptation in rural agricultural development and natural resources management contexts is essential. • Excellent interpersonal skills are required. • Fluency in English with excellent writing skills is a must.
4.	Title:	National Administration and Finance Officer
	Duty Station:	Vientiane with travel to project sites
	Duration:	60 months
	Description:	Under the direct supervision of NTSC, s/he will provide administrative and financial support for project implementation in coordination with the District Administration and Finance Officer.
	Scope of Work:	• Provide daily administrative, financial, and operational support for project implementation. • Assist in preparing operational progress reports in accordance with the approved AWP/B, as well as financial reports for submission to PSC and FAO. • Handle cash advance requests, clearances, and process payments for both consulting and non-consulting service providers. • Arrange travel logistics, including travel and accommodation for PMU staff, consultants, and participants in meetings or training events, and process travel claims accordingly. • Provide logistical support for meetings, workshops, and training events • Oversee record-keeping related to administration and finance, as well as equipment inventory management for auditing, quality control and good asset management purposes. • Lead and manage the project's procurement of goods, services and works on behalf of DWR as Operational Partner, in accordance with DWR's approved procurement plan and FAO/GEF procurement rules and the "Best Value for Money" principle, coordinating with NTSC and technical experts on technical specifications. • Prepare and update the project procurement plan, including description of goods/services/works, estimated budget, procurement method and schedule, and submit it (through NTSC) to FAO for clearance at least twice a year, in line with the approved AWP/B. • Prepare and manage Letters of Agreement (LOAs) with government departments and agencies (e.g., DMH, PAE, DAE and other line

		agencies) for the implementation of project outputs and activities assigned to them. • Draft, issue and administer contracts with service providers and vendors for project-related services (e.g., all-inclusive technical/training contracts to provincial and district agriculture offices, communication and knowledge-management contracts, and other consulting and non-consulting services). • Manage the procurement of project inputs, including consumable and non-consumable goods and equipment (e.g., agricultural production kits, IT equipment and other supplies), from tendering through to delivery, coordinating with technical experts for technical specifications. • Maintain procurement tracking records (tender launch, contract award and delivery dates, and status) and equipment/asset registers, ensuring transparency, accountability and audit readiness. • Perform additional tasks as necessary.
	Qualification:	• A degree in accounting, business, management, or any other relevant area is required. • Seven (7) years of experience in relevant areas, including supporting GEF or similar projects is required. • Demonstrated experience in the procurement of goods, services and works, including Letters of Agreement and contracting with service providers, under GEF, GCF or other donor-funded projects is desirable. • Excellent interpersonal skills are required. • Fluency in English with excellent writing skills is a must.
5.	Title:	Communications and Knowledge Management Expert
	Duty Station:	Vientiane with travel to project sites
	Duration:	300 Days
	Description:	Under the supervision and guidance of the NTSC, DTSC, and CTA, the Expert is responsible for ensuring effective communication and knowledge management
	Scope of Work:	• Oversee the creation communication and knowledge management plan and capacity building of these of the government and other PMU staff and partners • Prepare communication materials based on lessons learnt • Analyze, prepare, and share best practices and lessons learned for knowledge management in collaboration with the Communications and Knowledge Management Expert. • Coordinate knowledge management, the development and implementation of the school curriculum, and policy dialogue events under Component 3 • Support all communication-related tasks across outputs, including publications, workshops/events, and knowledge sharing. • Carry out any other relevant tasks.
	Qualification:	• An advanced degree in communication, knowledge management or any other relevant area is required. • Fifteen (15) years of experience including GEF/ LDCF or similar projects, is required. • An excellent understanding of climate change adaptation in rural agricultural development and natural resources management contexts is essential.

		• Excellent interpersonal skills are required. • Fluency in English with excellent writing skills is a must.
6.	Title:	Safeguards, Gender and Socioeconomic Expert
	Duty Station:	Vientiane with frequent travel to field sites
	Duration:	60 months
	Description:	Under the supervision of the NTSC, DTSC, and CTA, the Safeguards, Gender, and IP Expert is responsible for preparing, updating, and implementing the Social and Environmental Action Plan, Gender Action Plan, and IP Plan.
	Scope of Work:	• Lead the preparation, updating and operationalization of the Social and Environmental Action Plan, Gender Action Plan, and IP Plan through the project activities to minimize the project's social and environmental risks and enhance its social inclusion and ecological co-benefits. • Provide relevant safeguards, gender and IP-related technical guidance to the PMU staff and consultants in planning and executing project activities, including M&E. • Promote safeguards, gender mainstreaming, women's empowerment and IP rights among the PMU staff members, and consulting and non-consulting service providers. • Analyze, prepare, and share best practices and lessons learned for knowledge management in collaboration with the Communication and Knowledge Management Expert. • Ensure socioeconomic activities of the project are leading to climate resilience, and identify actions to promote value chains and sustainable rural finance • Provide coordination support to MAF by offering rural finance and livelihood diversification best practices and tools, including ICT under Outputs 2.1.3 and 2.1.4 • Offer targeted training on organizational skills, financial literacy, and livelihood diversification to cooperatives in coordination with MAF. • Coordinate with private sector actors, such as local financial institutions and value chain participants, including input suppliers, processors, retailers, wholesalers, and exporters, to align appropriate resources with opportunities while identifying capacity gaps and training needs. • Ensure harmonized training and outreach efforts among the target districts. • Carry out any other relevant tasks.
	Qualification:	• An advanced degree in sociology, gender studies, international development or any other relevant area is required. • Fifteen (15) years of experience in safeguards, gender and social inclusion work, including GEF or similar projects, is required. • An excellent understanding of climate change adaptation in rural agricultural development and natural resources management contexts is essential. • Excellent interpersonal skills are required. • Fluency in English with excellent writing skills is a must.
7	Title	Community Adaptation Planning Expert
	Duty Station	Vientiane
	Duration	60 months
	Description	Under the supervision of the NTSC, DTSC, and CTA, the expert will ensure that community and landscape level adaptation planning is

		based on project objectives and based on Lao and international best practices
	Scope of work	• In collaboration with the international Climate Foresight, Agro-met, and Early Warning experts, design and train stakeholders on vulnerability assessment and adaptation planning methodology under Output 1.1.1. • Support the integration of assessment findings into local planning processes under Output 1.1.2. • Provide technical input and guidance for climate risk analysis concerning IWM and agricultural development planning at the provincial and district levels under Output 1.1.1. • Provide technical and conceptual leadership in expanding the coverage and functionality of LaCSA in the target districts, including the identification of instruments and AWS specifications, as well as the development of training manuals under Outputs 2.1.1 and 2.1.2. • Coordinate training activities and raise awareness of climate-resilient Integrated Water Management (IWM) practices and technological interventions, including Nature-based Solutions (NbS), through planning under Component 1 and implementing on-the-ground activities under Component 2. • Ensure harmonized training and outreach efforts among the target districts.
	Qualifications	• Advanced degree in development planning and climate change adaptation • At least 10 years' experience in working in development projects in Lao • An excellent understanding of climate change adaptation in rural agricultural development and natural resources management contexts is essential. • Excellent interpersonal skills are required. • Fluency in English with excellent writing skills is a must.

If you are interested in applying for the position above, please submit your application letter with the subject for which position and CV to Mrs. Chindavanh Souriyaphak, DWR NPC,
Email: chindavanh.one@gmail.com.

Application Deadline: **01 September – 02 October 2026, Time 16:00 pm**

Sincerely,



Oudomsack Philavong
Director General
Department of Water Resources
Ministry Agriculture and Environment