



< Attachment 1 >

< NRERI of Job Description of WFK-Advisor >

General Information	
■ Expert Title	<input type="checkbox"/> ● KOICA advisor <input checked="" type="checkbox"/> ● NIPA advisor <input type="checkbox"/> ● Techno Peace Corps
■ Area of expertise	Environmental Economic
■ Job Title	Specialist, Science Technology
■ Location, Country	Vientiane, Laos
■ Number of Expert	2
■ Duration	12 months
Detailed information of the requesting organization	
<p>■ Organization Name : Ministry of Natural Resources and Environment</p> <ul style="list-style-type: none"> - Requesting Department : Natural Resources and Environmental Research Institution - Office Name : Statistic and data-information Division <p>■ Type of Organization</p> <p> <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> University <input type="checkbox"/> Research institution <input type="checkbox"/> Others : </p> <p>■ Working Day/Hours : 5 days(Mon to Friday)/8 hours per day</p> <p>■ Contact Person : Mr. Lonkham ATSANAVONG</p> <p>■ Tel/Fax/E-mail : +85620 55725915 Lonkham.atsanavong@gmail.com</p> <p>■ Duty Station : Director General</p> <p>■ Major activities of the Organization : <i>(Please list at least three)</i> NRERI is responsible for conducting technical research on natural resources and the environment, focusing on gathering information, defining indicators to create and develop statistical data on natural resources and the environment.</p> <p>■ Major activities of the department where WFK – Advisor/TPC will be dispatched</p> <ul style="list-style-type: none"> - To collect results of technical research, to provide data and information center for each department; set up indicator need for natural resource and environmental to assess the implementation of social economic development plan; 	



- Management and develop statistical, Library database system associate natural resources and environment.

■ **Experience of working with WFK – Advisor/TPC**

- Yes No

■ **If yes, please describe the tasks of WFK – Advisor/TPC**

Description of Tasks

■ **The tasks to be undertaken by the WFK – Advisor/TPC will be:**

(Describe the overall objectives of the task, why this task is needed and what the expert will doing)

- Summary : The overall objectives of the tasks of the WFA is to develop and strengthen the sector of NRERI facilitating on research and develop tools, transmitting the technical to complete research and collect data, share experience and use of data analysis tools and how to create a report and disseminate it to the public.

■ **Responsibilities of WFK – Advisor/TPC** *(Please mark all that apply and type in detail)*

Policy making and Strategic planning

- To realize meetings with local actors (local government, public and private entities, universities, NGOs, international cooperation) in order to establish strategic alliances oriented to support the sector of NRERI of Statistic and data-information division

- To realize work agendas, timescales of activities and planning, seminaries, workshops and conferences in the regional offices of the Ministry

Technical support

- To provide technical advisories and exchange of experiences
- To develop operational manuals for the ministry about natural resource and environment statistic policy
- Transfer experience in developing and managing information with modern tool systems

- Research tools that are suitable for the implementation of the activity

Training of local staff

- To develop skills in public and private sector in the themes of natural resource and environment statistic local development

Expected Results/Output



- **Expected results/output of the tasks by the WFK – Advisor/TPC include:**
- A strategy on statistic about data sharing environment information system between partner associate natural resources and environment
 - A creation of a operations manual for Ministry of MONRE in order to natural resource and environment statistic development

Required(Preferred) qualifications of WFK – Advisor/TPC

(List the minimum essential qualifications required for the experts to successfully carry out this task)

■ **Gender**

- Male Female No preference

■ **Educational Background**

- Bachelor's Degree Master's Degree Doctor's Degree
- Master's degree or equivalent in Envelopment Economics, Statistics
 - Master's degree or equivalent in information technology, ICT

* Similar or other educational background will be fine if the selected expert has an ability to do the requested tasks

- Yes No

■ **Required Work Experience***(Specify work experience required for the experts)*

- At least, 6 years of work experience in relevant area
- Minimum 3 years of professional experience in developing countries and Internationally, preferably in institutional and policy support projects.

* Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks

- Yes No

■ **Language : English**

(Official business language will be English. If your organization requires the use of other languages, please provide reasons)

- Reasons :

■ **Other Requirements***(Identify desired skills or qualifications for the task)*

-Excellent communication skills for Statistic, programmer and data analysis-
Knowledge is an advantage, but not a requisite

Description of the Workplace

■ Location of the workplace	- _____ 8 _____ Km from the capital city - _____ 1 _____ hours by ___car___ (transportation)
■ Information on the co-worker who will	- Full Name (Mr./Ms.) : Mr. Daovong PHOMPHAKDY Mr. Bounhome SOUANNHAPHANH

