

Terms of Reference

Position	District Climate Resilience Adaptation Officer – (DCRO-Adaptation)
Number of Position	3 (one per Province)
Location	CLEAR Project District Office
Supervisor	National Ecosystem Management Officer (EMO)
Close coordination with	District Team Leader, DCRO-Engineering, District Livelihoods Officer
Duration	A one-year contract and renewal subject to annual performance review, CLEAR organisational requirements, and budget

A. Background

The Community Livelihood Enhancement and Resilience (CLEAR) Project in Lao PDR is a World Bank–financed initiative launched in March 2024. It targets around 216,000 people living in remote upland areas of seven provinces, namely Huaphanh, Oudomxay, Phongsaly, Saravan, Savannakhet, Sekong and Xiengkhuang. CLEAR is implemented through the Poverty Reduction Fund (PRF), an agency under the Department of Rural Development and Poverty Reduction (DRDPR) in the Ministry of Agriculture and Environment (MAE). Activities are carried out in two cycles of 2 to 3 years. In each cycle, a ‘batch’ of approximately 225 villages receives grants for small-scale infrastructure and support for livelihood diversification, improved nutrition and climate resilience.

The Swiss Agency for Development and Cooperation (SDC) has agreed to contribute additional funds to improve climate adaptation in the second cycle of implementation between 2026 and 2028. This contribution will focus on 10 clusters, approximately 80 villages in 6 districts that have been identified as being highly vulnerable to extreme weather, including floods and drought. A ‘landscape approach’ will be applied in these Districts to plan and implement measures that reduce climate-related risks for people living in clusters of villages with shared access to forest, streams and cultivation areas.

The SDC contribution is additional to the assistance funded by the World Bank. In the selected areas, supplementary funding will be available for three types of infrastructure:

- **Green infrastructure** designed to reduce erosion, stabilize soils and control drainage, thereby reducing the risk of landslides and flash floods.
- **Blue infrastructure** designed to ensure that rural communities have an adequate supply of water throughout the year for domestic and agricultural use, especially in the dry season.
- **Grey infrastructure** designed to reduce losses and improve productivity of farming systems threatened by extreme weather.

The SDC contribution also supports two types of ecosystem management in the selected areas:

- **Ecosystem based Adaptation (EbA):** this may include watershed conservation, community forest management, fish conservation areas, NTFP zoning and livestock grazing controls;
- **Integrated community-based water management (ICBWM):** this may include establishment of water management groups, introducing new water resources (e.g., groundwater) and new management techniques (e.g., drip irrigation).

The SDC contribution will be integrated into the existing plans and structure of the CLEAR project, with additional staff as follows:

- Two positions at the national level: Ecosystem Management Officer (EMO) and Environmental Engineering Officer (EEO).
- Six District Climate Resilience Officers (DCROs): 3 focused on Engineering, 3 on Adaptation.

- Twenty Climate Resilience Young Graduates (CR-YGs) based in the selected Districts.

SDC will also fund technical assistance to be provided by both national and external service providers (NTA and ETA). In the case of External TA, contracts will be divided into ‘Green’ (advising on climate resilient infrastructure and ecosystem-based adaptation) and ‘Blue’ (advising on integrated community-based water management). Additional background information is available in the Briefing Notes on the SDC Contribution to the CLEAR Project.

B. Summary of Role

The District Climate Resilience Adaptation Officer for Adaptation (DCRO-Adaptation) is responsible for coordinating and implementing climate resilience activities at district and village levels through the Climate Resilience Young Graduates, covering both Ecosystem-based Adaptation (EbA) and Integrated Community-Based Water Management (ICBWM).

Working under the supervision of the District Team Leader, and with technical guidance from the EMO, the DCRO-Adaptation undertakes planning, design, capacity building, and monitoring, including the establishment of ‘model sites’. The DCRO-Adaptation coordinates inputs from national technical assistance organisations (NTOs), trains, supervises and mentors Climate Resilience Young Graduates (CR-YGs), ensures compliance with safeguards, promotes gender and social inclusion, and reports progress and lessons learned to the District Project Office and national level.

Each DCRO-Adaptation will be responsible for two Districts in one province.

C. Roles and Responsibilities

A. Integrated Climate Resilience

1. Coordinate with the District Project Offices and report technically to the Ecosystem Management Officer (EMO) on climate adaptation activities funded by SDC, specifically EbA, ICBWM, CSA and CREATE. See separate briefing notes for a description of each type of activity.
2. Participate in Climate Resilience Landscape Planning (CRLP) exercise to be organised by the DCRO-Eng and implemented by a national technical assistance (NTA) organisation recruited for this purpose. Facilitate the involvement of CR-YGs and advisers responsible for Ecosystem-based Adaptation (EbA), and Integrated Community-Based Water Management (ICBWM) in the CRLP process.
3. Work closely with other members of the CLEAR District Team, especially the District Livelihood Officers, District Engineering Officer (DEO) and DCRO-Engineering to ensure synergies and complementarity of interventions.
4. Facilitate and support technical assistance inputs, both national (NTA) and external technical assistance (ETA) as approved by the EMO, ensuring recommendations related to EbA and ICBWM are applied in planning, design, and implementation.
5. Train, supervise, mentor, and provide technical advice to Climate Resilience Young Graduates (CR-YGs) who support implementation at the village level.
6. Facilitate participatory planning and community consultations to prioritise and implement EbA, ICBWM and climate resilient agriculture.
7. Promote gender equality and social inclusion in all activities, ensuring participation of women, youth, and vulnerable households.
8. Liaise with district line agencies, NGOs, and development partners to align activities and leverage resources.

9. Consolidate and validate data collected by CR-YGs using project monitoring systems (e.g. Kobo Toolbox, MIS),
10. Prepare monthly work plans and progress reports for joint approval by the District Team Leader, EEO and EMO

B. Ecosystem-based Adaptation (EbA)

1. Provide technical guidance on EbA practices to district authorities, existing village development committees (incl VSMC, SHGs and Nutrition Groups as appropriate) and CR-YGs, based on approaches approved by the EMO following advice from the Green ETA service provider.
2. Support design and implementation of EbA measures (reforestation, agroforestry, riparian zone management, slope stabilisation, soil conservation) following guidance from the EMO and Green ETA advisers.
3. Establish and manage a model site for EbA practices in collaboration with EMO and Green ETA advisers (and ensure that YG-CR are actively involved).
4. Promote and support implementation of sustainable land-use practices (terracing, contour planting, mulching, intercropping, crop diversification) and demonstrate techniques at the model site.
5. Support community forestry activities such as nursery establishment, enrichment planting, and sustainable Non-Timber Forest Produce (NTFP) management.
6. Monitor ecosystem health indicators (forest cover, biodiversity, soil fertility, stream flow), consolidating data from CR-YGs and applying monitoring protocols approved by the M&E division.
7. Under the guidance of the EMO, and with support from the Green ETA advisers, organize and facilitate training and workshops on EbA for district officials, community leaders, and CR-YGs.
8. Conduct field visits on a regular basis to provide technical backstopping to CR-YGs, Village Youth Facilitators and village technicians implementing EbA activities.

C. Water Management (WM)

1. With guidance from the EMO, promote and demonstrate climate-resilient water use practices developed by the Blue ETA advisers, including rainwater harvesting, drip irrigation, and improved storage systems, using approaches.
2. Train producer groups, SHGs, water user groups, and CR-YGs in operation and maintenance of water systems, with reference to training materials developed by Blue ETA.
3. Train CR-YGs in the use of data collection and decision support tools, including those introduced by ETA and NTA such as weather apps and geo-tagging.
4. Consolidate hydrological and meteorological data collected by CR-YGs and other sources for project monitoring and planning.
5. Develop protocol to support resolution of conflicts over water access, allocation, and use at community level.
6. Conduct awareness campaigns on water conservation and the interlinkages between healthy ecosystems and reliable water supply.
7. Oversee effective and transparent use of materials, tools, and resources for ICBWM interventions.

D. Climate Resilient Agriculture

1. Based on workplans prepared by the EMO, support the NTA organisations responsible for a) Capacity Building for Climate Smart Agriculture (CSA), b) Climate Resilient Eco-Agriculture Technical Exchanges (CREATE), to carry out field visits and organise meetings as required by their ToRs. Please include, if the NTA and ETA are responsible

for developing protocol for implementation in simple steps and sequenced properly and demonstrate the functioning of the protocol.

2. Arrange participation of CR-YGs and representatives of relevant organisations in training and meetings organised by NTAs and provide follow-up coaching, advice and support during utilization of technical knowledge, apps and materials acquired during these events.

E. Other Related Tasks

1. Participate in the trainings, demonstrations, meetings, exposure, etc., organized by the CLEAR project at Village, District, Province, National level;
2. Support the CLEAR District team and support in the implementation of the environmental and social framework (ESF), Social Inclusion and Gender guidelines.
3. Within scope of responsibility, promote and explain project principles, processes and achievements to the Government representatives, donors, concerned parties and civil society organizations (CSOs);
4. Accomplish other tasks as requested by the Supervisor and District Team Leader.

F. Position Requirements

Qualifications and experience

- At least a Bachelor's degree in environmental management, forestry, agriculture, fishery and / or aquaculture or a related field.
- A Minimum of 3 years of experience implementing projects related to climate change adaptation, ecosystem based land use planning and implementation, community forestry, water management, or rural development.
- Experience in participatory planning, training, and community mobilisation.
- Knowledge of EbA practices, nature-based solutions, and small-scale water management techniques.
- Good computer skills, including the ability to use Microsoft Office and digital monitoring tools (e.g. Kobo Toolbox).
- Proficiency in spoken English; knowledge of local languages spoken in the district is an asset.
- Valid driver's license

Personal attributes

- Proven experience working in the field, with the ability to collaborate effectively with technical, national, and international advisors.
- Ability to work independently, and take initiative within the framework of project requirements;
- Willingness to be based in the district with demonstrated knowledge of the geographic context of the target areas;
- Sensitivity to gender and ethnic issues in rural areas;
- Strong communication and interpersonal skills;
- Team oriented and open to learning new techniques;
- Ability to speak a local language is an asset.