

## TERMS OF REFERENCE

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### Information Platform Coordinator (Full time, 2 years)

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#### 1. Project Background

The **Government of Switzerland**, through the Swiss Agency for Development Cooperation (SDC), has committed to funding the Mekong Region Land Governance Project (MRLG) in four Mekong region countries over a period of up to 10 years, with the preparatory steps starting in April 2014. Additional funding and support contributions were made by the **German Federal Ministry for Economic Cooperation and Development (BMZ)** starting in January 2015, with support from Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). Further funding contributions by the **Government of the Grand Duchy of Luxembourg**, Ministry of Foreign and European Affairs (MFEA) begin in early 2016.

The project is being implemented by **Land Equity International (LEI) and GRET**. The Project has been designed as an 8 year project (2 x 4 year phases). LEI are the lead contractor for the first 4 year phase of the project.

**Country Focus:** Lao PDR, Cambodia, Myanmar, and Vietnam.

The Regional Office, including the Team Leader, Deputy Team Leader, Regional Coordinator and Fund Manager, are located in Vientiane, Lao PDR.

#### 2. Project Framework

The project aims to contribute to the design of appropriate land policies and practices in the Mekong Region, responding to national priorities in terms of reducing poverty, improving nutrition, increasing economic development, and supporting family farmers, so that they can be secure and make good decisions on land use and land management.

The development of appropriate land policies is crucial for the economic and social development of Mekong region countries. Recent and ongoing changes in land use are creating problems and creating conflicts which affect rural people's lives and the potential of land use in line with important objectives of socio-economic development.

The project will collaborate with all land and natural resource stakeholders, including government at national and local levels, the private sector and individuals and groups involved in family farming; and will support equitable arrangements for all.

Through a range of innovative learning and capacity building methods, the project seeks to support governments in the Mekong region to address the challenges they are facing of reviews and development of policies, laws and regulations, as well as their implementation through solutions and improved practices.

The project will facilitate sharing knowledge and experiences across projects and country borders, support multi-stakeholder dialogue, and assist in regional cooperation between Cambodia, Laos, Myanmar and Vietnam and beyond.

### **Information Platform**

The Mekong Land Information Knowledge and Engagement Platform (M-LIKE) is dedicated to bringing together communities, private sector, government officials and civil society organizations to dialogue around new knowledge and solutions so as to ensure the secure land tenure of small holders in Lao, Cambodia, Viet Nam and Myanmar.

The platform is a new component of the Mekong Regional Land Governance Project (MRLG) and it will become part of its knowledge management strategy. The platform will assist MRLG reform actors and partners reach and engage with a wider and more diverse group of stakeholders including high-level decision-makers, private sector groups, farmer federations and media. The platform will become operational in April 2016 and run till March 2018 and be part of the design of MRLG Phase 2.

The Platform Coordinator is charged with implementing the overall platform concept that has been developed and working with MRLG staff and partners to develop a viable and thriving knowledge exchange and dialogue function.

### **3. Implementation Framework**

The project provides a lean personnel structure through the PIU, and through individual facilitators in each focus country. The project has four main operational modalities:

- I. **National Land Governance Facilitators:** In each country, a national land governance professional will facilitate and organize exchange, learning and cooperation between government, civil society and private sector stakeholders.
  - a. In Myanmar, the NLGF will work up to 4 days per week, and will be supported by a Land Tenure Adviser in an advisory role up to 1 day per week (up to 5 days per month).
  - b. In Cambodia and Laos, the NLGF will be employed full time from January 2015.
  - c. In Vietnam, the National Land Governance Facilitator role will be co-shared by a Senior Advisor and an Assistant.
- II. **Learning and alliance building activities:** The project has at its disposal a budget line to organize information collection, analysis, and dissemination, and for horizontal learning and structured learning visits, coaching and pairing, training and organizational strengthening, convening, etc.
- III. **Grant facility:** established two funding mechanisms for stakeholders to receive funds from self-initiated project implementation:
  - a. **Quick Disbursement Facility (QDF):** To fund short-term activities contributing to land tenure security and to use windows of opportunity in anticipated or ongoing government policy processes.
  - b. **Innovation Facility (IF):** To fund medium-term (1 to 2 years) pilot activities of innovative practices, intended to be integrated later into regular next phase strategies and budgets of ongoing partner projects. It is the main instrument to translate new knowledge acquired through the learning components of the project into changed practices of local, national and regional initiatives and projects.
- IV. **Knowledge management:** a unit dedicated to the process of capturing, developing, sharing and effectively using the data, skills, process learning, experiences, dialogue

and information from L&A, QDF, IF and aligned external land governance activities and sources. Communication and exchange are an important part of MRLG knowledge management.

- a. The Mekong Land Information Knowledge and Engagement Platform (M-LIKE) is a new component of MRLG (included in Year 3 & 4) to assist MRLG reform actors and partners reach and engage with a wider and more diverse group of stakeholders including high-level decision-makers, private sector groups, farmer federations and media.

#### **4. Working Arrangements and Project Team**

The Information Platform Coordinator is charged with implementing the overall platform concept that has been developed. The coordinator will be working within the Knowledge Management Unit of the MRLG team and with partners to develop a viable and thriving knowledge exchange and dialogue function. The officer will be based in Vientiane, Lao PDR with frequent travel in MRLG project countries. The information platform coordinator is supported by the Regional Office staff including a junior communications officer.

### **5. TASKS AND RESPONSIBILITIES**

#### **5.1. Managing and Facilitating platform components**

- Coordinate the development, production and dissemination of a State of Land Report in collaboration with MRLG staff and partners
- Support repackaging and synthesis of MRLG and partners' research and of information and reports produced by the Innovation Fund, Quick Disbursement Fund and Learning and Alliance Building activities.
- Develop and implement a process to ensure key knowledge products are translated into core Mekong Languages (Lao, Khmer, Burmese and Vietnamese).
- Oversee the M-LIKE web-portal including but not limited to:
  - Responsible for the launch and ongoing management of the web-portal with assistance from MRLG communications officer
  - Identify and produce content for the platform
  - Moderate discussion and dialogues
  - Coordinate a network of partners who regularly contribute and use the portal
  - Ensure functional inter-operability and linkages to other platforms in the region.
- Identify appropriate tools to support learning and sharing within MRLG activities in collaboration with MRLG staff and partners
- Develop materials and dialogue tools to support MRLG engagement with key targets groups including farmers, media influencers, high level policy makers and private sector
- Support knowledge brokering and linking between reform actors and other groups in coordination with team leader through concrete mechanisms for coordination.
- Contribute to organizing, communicating and facilitating MRLG Annual Forum and other MRLG events as needed.

#### **5.2. Strategic management**

- Periodically update/revise the platform strategy in-line with emerging MRLG strategy and focus
- Contribute to MRLG Knowledge Management Strategies, revisions to overall MRLG strategy and other project components.

- Develop Monitoring and evaluation system for the platform in-line with MRLG M&E systems
- Prepare necessary activity budgets and contracts related to the implementation of the Information Platform.

### **5.3. Coordination**

- Coordinate and manage inputs from four national platform officers placed with national level partners as well as regional staff as necessary.
- Coordinate with the Knowledge Management Head to ensure seamless integration of the Information Platform within the Knowledge management strategy.
- Manage consultants to support different aspects of the platform.
- Organize and facilitate a platform advisory committee comprised of partners and MRLG staff.

### **Administrative and Reporting Arrangements**

The Platform Coordinator will report to the Head of Knowledge Management / Deputy Team Leader. Reporting responsibilities include:

- Preparing a brief monthly report in accordance with MRLG reporting systems and technical reports as required.
- Producing annual plan and annual report in accordance with MRLG reporting requirements.
- Reporting on service contracts and procurements made for M-LIKE.

### **Qualifications and Experience:**

#### *Essential*

- At least 10-15 years of experience working in communications, knowledge management, network or platform facilitation and natural resource management.
- Sound judgment, strategic thinking and the ability to manage competing priorities;
- Flexibility in responding to changing priorities in a fast-paced environment.
- Experience in convening, organizing and facilitating multi-stakeholder platforms.
- Experience in partnership building and developing communication strategies targeting policy makers and private sector
- Strong writing and strategic communication skills using a variety of media
- Experience in managing and using digital platforms
- Excellent English language ability, oral and written; ability to communicate in other Mekong languages an asset

#### *Desirable*

- Experience in/knowledge of the socio-political context in Mekong Region and ASEAN and politically sensitive issues surrounding land governance
- Strong positive relations and experience with Government, civil society, donors, and other stakeholders of Mekong Region
- Experience working with media.