

# Scaling Up Nutrition Civil Society Alliance in Lao PDR (SUN CSA)

*Terms of Reference (TOR)*

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## **I. Background**

A framework for Scaling Up Nutrition (SUN) was launched at the April 2010 meetings of the World Bank and IMF and a SUN Road Map advancing this framework released at the United Nations General Assembly in September 2010. Since then, efforts to scale up nutrition have evolved into a global movement, with Laos signing up in April 2011. In late 2013, a sub-group of INGOs and CSOs in Laos established a local Civil Society Alliance (CSA), and in early 2013 funding was provided by the SUN Movement Multi Partner Trust Fund (MPTF) to establish a secretariat and a governance mechanism. The SUN CSA provides a strong civil society platform for scaling up nutrition in Laos, ensuring sustainability and broad participation of both international and local civil society. To enable this, a good governance structure and results-based approach will be developed. The SUN CSA members will benefit from a wide-reaching network, targeted activities of the SUN CSA Secretariat, participation in advocacy initiatives and the development of shared resources.

## **2. Name of the Society**

Scaling Up Nutrition Civil Society Alliance in Lao PDR (SUN CSA)

## **3. Goal and Purpose**

To promote sustainable improvement in nutritional status of the people of Laos, in particular women and children with a focus on the first 1,000 days of life, by creating a strong, coordinated and vibrant civil society network which will support further development and wider implementation of the national nutrition agenda.

## **4. Specific Objectives of the SUN CSA**

- 4.1 To develop a sustainable civil society alliance in Laos, aligned with national priorities and the global SUN movement.
- 4.2 To identify policy priorities, and work with government and other development partners towards positive policy change that supports the aims of the SUN Movement, including advocacy on gender and ethnicity.
- 4.3 To support evidence-based programming through research, knowledge management, and learning platforms.
- 4.4 To mainstream nutrition messaging that can lead to behaviour change in households, in the private sector, and in other non-traditional entities
- 4.5 To develop and promote evidence based resources (in both Lao and English) as well as events that can be used in nutrition and food security programs by SUN CSA members, particularly at district level. Such resources and events will strive to always mainstream gender and ethnicity.

## **5. Area of Operation**

The SUN CSA shall operate nationwide. Consideration shall be given to ensuring accessibility for, and involvement of, district and provincial based CSOs, as well as Vientiane based CSOs.

## 6. Nature of the SUN CSA

The SUN CSA shall be a formal network of members, consisting of local and international civil society actors, ensuring encouragement and inclusion of diversity such as ethnicity, gender and rural/urban mix.

All members commit to being non-political and non-profit, and are committed to the vision and principles of the global SUN Movement (refer to the *SUN Movement Strategy*, 2012).

Communication shall be conducted in both Lao and English languages.

## 7. Criteria for the SUN CSA Membership

Membership of the Alliance will be based on an alignment with the goals of the Laos and Global SUN Movements. Membership is open to all civil society organisations who meet the below criteria. Applications for membership will be reviewed by the SUN CSA Management Committee (MC). An application form for membership is provided in **Annex 1**.

The inclusion criteria for membership in the SUN CSA Laos are:

- 7.1 Has aims and operating principles consistent with the functions and spirit of SUN Movement, and a commitment to the right to food and nutrition security;
- 7.2 Demonstrates commitment to work collaboratively in a national civil society platform, focused on nutrition outcomes: including food security, child health, maternal health, and health system strengthening - particularly for nutrition; WASH and education;
- 7.3 Is:
  - a national NPA,
  - an international NGO,
  - a community-based organisation or group,
  - a professional organisation,
  - or a non-government academic or technical institution.

Registration as an NGO/NPA/CBO with the government of Laos is not a prerequisite for members.

- 7.4 Pays membership fee tiered according to the budget size of the member organisation (see **Annex 2**)

- 7.5 Performs at least one of the following activities:

- a. Delivers health, population and nutrition services,
- b. Provides technical assistance in designing and implementing health and population programs, including nutrition,
- c. Provides community mobilization for nutrition, maternal and child health and health of population in general,
- d. Advocates and lobbies for improving nutrition, health (including maternal and child health), and/or food security,
- e. Undertakes research on nutrition, health and/or food security,
- f. Performs monitoring and evaluation of nutrition-related activities,
- g. Teaches and/or trains on nutrition, health and/or food security,
- h. Engages in agriculture, land issues, poultry and livestock field, income generation, water, sanitation and hygiene and other nutrition-related issues,

- i. Engages in the education sector through service delivery and/or advocacy, with an interest in nutrition outcomes, or
- j. Engages in gender equality issues as they relate to nutrition and food security.

**NOTE: Organisations that promote the use of Breast Milk Substitutes (BMS) or are associated with companies that promote BMS are not eligible for membership.**

## 8. Responsibilities of SUN CSA Members

- 8.1 Where possible, participation in activities of the SUN CSA Laos, including attendance at meetings. Meetings are expected to be held once biannually, with ad hoc meetings on specific topics scheduled as needed (two week notice should be provided in advance of meetings).
- 8.2 Electing the Management Committee of the SUN CSA Laos.
- 8.3 Opportunity to work as a sub-group member as recommended by the Alliance. This may include activities to create/ collect evidence, monitor and track progress, provide technical assistance for work plan development, project proposal writing, material development, mapping of nutrition activities and advocacy,
- 8.4 Recommending actions which will improve the effectiveness of the Alliance,
- 8.5 Sharing best practices, advancing knowledge and promoting knowledge transfer as per the SUN CSA Laos and global SUN mandates, and,
- 8.6 Collaborating with the NGO Health and Nutrition Working Group and other networks and working groups in related sectors.

## 9. Loss of Membership

**Withdrawal:** A member can request to withdraw from membership in writing to the MC. Any fees already paid will not be refunded. The MC will accept and record the request to be withdrawn in meeting minutes and the member will be removed from the list.

**Removal:** Should a member fail to adhere to the membership criteria they can then be removed from membership according to the attached policy (See **Annex 3**).

## 10. Membership Fees

From January 1<sup>st</sup>, 2017 SUN CSA members are required to pay an annual membership fee based on the fee structure in Annex 2. The membership fee covers the calendar year January 1 to December 31 and fees must be paid in full by January 31 of the year in question. If a member is accepted during the course of a calendar year, the initial membership fee will be adjusted on a monthly pro-rata basis for that year. Membership fees are reviewed annually and the next year's fees are voted at the Annual General Meeting (AGM).

## 11. Meetings

The SUN CSA will host meetings biannually, providing a forum for discussion of items related to SUN activities and members' nutritional interests. Members and guests are welcome to attend these meetings.

An Annual General Meeting (AGM) is the highest decision making body of the SUN CSA. An AGM will be held following one of the biannual SUN CSA meetings.

Only members can attend the AGM and business meetings, where issues such as: policies, procedures, by-laws, fee structures, financial and other reports of the SUN CSA will be discussed. MC elections will also take place at the AGM. Each member organisation has one vote, regardless of the number of representatives that participate in the AGM.

If necessary, an additional general business meeting may be called by the MC throughout the year.

## **12. Governance Structure of SUN CSA Laos**

12.1 All members have equal status,

12.2 A Management Committee (MC) of seven (7) individuals will be formed as the leadership body for the SUN CSA, elected by the members to support governance and lead the activities of SUN CSA,

12.3 Each MC member will have a term of two years. Each MC member may hold a maximum of two terms.

12.4 The Chair and Deputy Chair, will be elected by MC members, and hold a maximum of one term.

## **13. Management Committee (MC) of SUN CSA Laos**

The MC consists of seven (7) individuals, who are from organisations that are members of the SUN CSA; with a focus of continued participation of NPAs.

No member organisation can have more than one representative on the MC.

Management Committee membership is ex officio, held by an individual as representative of an organisation. As an individual member, they cannot delegate to another individual in their organisation when unable to attend a meeting. An individual member can request special delegation approval from the MC if s/he is unable to attend more than one MC meeting.

When an individual is no longer able to hold the position on the MC, the position will be declared vacant, and all SUN CSA members invited to nominate as candidates. An election by members will be held to vote on nominated candidates.

The MC will be supported by the SUN CSA Secretariat, consisting of the SUN CSA Secretariat Manager and the Communications and M&E Coordinator.

### **13.1 Election of MC members**

Any SUN CSA Laos member can run for a position on the MC. Elections will be held every two years and/or when vacancies arise, all SUN CSA members will participate in voting.

If an MC member leaves their organisation during their period of service on the committee, and transfers to another member organisation with a current MC member, said organisation will have to agree on who will hold the position of MC member.

If an MC member leaves Laos or a CSO, the organisation to which s/he belonged may NOT automatically retain a spot on the MC and a new MC member will be elected.

### 13.2 Responsibilities of MC Members

- a. Leadership and coordination of SUN CSA members, including decision making on policies and strategies in establishing and maintaining SUN CSA Laos, and reviewing/approving the Secretariat annual work plan;
- b. Performance management of the Secretariat
- c. Working with civil society representatives to prepare concept notes, policy papers, position statements, briefings, responses, budgets or other documents required for the SUN Civil Society Network (SUN CSN) and Global SUN Secretariat;
- d. Ensuring that the vision, mission and objectives of the SUN CSA are effectively communicated to all the relevant stakeholders;
- e. Representing the SUN CSA in various meetings (national and international), nominating a SUN CSA member or MC member to a relevant sub group or working group, and sharing feedback with the broader civil society network;
- f. Supporting the government to monitor adherence to commitments at national and provincial level in regards to scaling up nutrition;
- g. Advocating for resource mobilisation and utilisation of resources in support of the SUN Movement priority interventions for Laos;
- h. Ensuring the SUN Lead Group's adherence to the globally-agreed country level plans;
- i. Maintaining close relationships with the SUN Lead Groups/Secretariat and the broader SUN civil society platform;
- j. Acting as a first channel of communication to relay local and country-level realities to relevant SUN bodies in Laos and globally;
- k. Supervising the Secretariat staff.

### 13.3. Requirements for Attendance

An MC member will lose membership if she/he misses three consecutive MC meetings without communicating reasons to the MC, which the MC deems as adequate reasons. When the situation of losing membership arises, it is the responsibility of the Chair of the MC to take a final decision and notify the MC member in writing.

### 13.4. Chair and Deputy Chair

The MC has a chair and deputy-chair who are elected by the committee members in a transparent manner. The deputy-chair acts in support of, and in the absence of the chair. The chair is responsible for calling and presiding over meetings of the MC and supporting the activities of SUN CSA Laos through the Secretariat. To the extent possible, the chair and deputy-chair will perform an oversight function including setting agendas, allocating time for each agenda item, directing discussions and summing up and disseminating decisions and actions to the CS network.

The roles of the Chair:

1. Chair the MC meetings to ensure setting and observation of an agenda and time allocated to each item, directing discussions and summing up decisions and actions;
2. Lead the MC members in strategic planning, financial accountability and fundraising;
3. Support and supervise the SUN CSA Manager;
4. Represent the MC on key public occasions and to partners;

## 14. Conflict of Interest

Members of MC shall declare any potential conflicts of interest. A quorum of the remaining MC members shall consider such declarations individually and decide on relevant action. Should members fail to make such a declaration, they will forfeit their membership (see [Annex 3](#)).

The SUN CSA may seek contributions in kind from members; for instance, a member may volunteer to do the financial audit or to contract a particular work for the Alliance.

## 15. Responsibilities for MC meetings

MC Meetings will be held once per month, with extraordinary meetings called as needed. It is the responsibility of the chair to call the meetings. Unless otherwise agreed by the MC, proposed agenda items will be agreed between the MC Chair, Deputy-Chair and the Secretariat in advance of a scheduled meeting. An agenda with related documentation should be circulated to MC Members by the Secretariat at least one week in advance of meetings.

The Chair will also call a SUN CSA meeting biannually and an AGM. Notice of these meetings must be given at least two weeks in advance, with an agenda circulated to all members at least one week before the meeting.

## 16. MC Norms and decision-making processes

The MC may conduct business only with a quorum of more than 50% of members.

The MC shall use best efforts to reach all decisions by consensus. If all practical efforts by the MC and the Chair have not led to consensus, any member of the MC with voting privileges may call for a vote. In order to pass, motions require a simple majority of those present. In the event of a tied vote (when there is an even number of MC members), the Chair has an additional, deciding vote.

If, in exceptional circumstances, MC Chair, or Deputy Chair, determines that a pending issue requires MC input, and the issue cannot wait until the next MC meeting, the MC Chair and Deputy-Chair will consult the MC. If the MC Chair and Deputy-Chair are unable to agree on whether such consultation with MC members is required, the Chair may determine whether to do so.

Materials prepared by and/or for the MC, including minutes of meetings, shall be in Lao and English wherever possible. Minutes will be available to members through secured access.

At its discretion, the MC may conduct its business in closed sessions where only the MC members may attend.



The cost of meeting attendance for MC members will be met by the participating organizations to demonstrate their commitment to SUN.

## **17. SUN CSA Laos Secretariat**

For the first two calendar years of the SUN CSA Laos, 2014-15, a funded Secretariat is supported by a grant from the SUN Multi-Partner Trust Fund. This funding provides for a SUN CSA Laos Manager and Communications and M&E Coordinator. The funded project is contracted between Plan International and UNOPS, and is hosted by Plan International until 31 December 2015.

Beyond 2014, it is foreseen that the Secretariat will be resourced in part by membership fees and by external funds from NGOs, donors and other funders.

Refer to the full Job Descriptions of the two Secretariat staff positions in **Annex 4** for details on their specific objectives and activities.

The Secretariat reports to the Management Committee.

## **18. Amendments to this ToR**

Proposed amendments to the approved TOR by MC members can only be blocked with at least two thirds (2/3) members voting against the proposed changes.

## ANNEX 1

### APPLICATION FOR MEMBERSHIP

## SUN CSA Membership Application Form

### Goal:

To promote sustainable improvement in nutritional status of the people of Laos, in particular women and children with a focus on the first 1,000 days of life, by creating a strong, coordinated and vibrant civil society network which will support further development and wider implementation of the national nutrition agenda

### Objectives:

- To develop a sustainable civil society alliance in Laos, aligned with national priorities and the global SUN movement.
- To identify policy priorities, and work with government and other development partners towards positive policy change that supports the aims of the SUN Movement, including advocacy on gender and ethnicity.
- To support evidence-based programming through research, knowledge management, and learning platforms.
- To mainstream nutrition messaging that can lead to behaviour change in households, in the private sector, and in other non-traditional entities
- To develop and promote evidence based resources (in both Lao and English) as well as events that can be used in nutrition and food security programs by SUN CSA members, particularly at district level. Such resources and events will strive to always mainstream gender and ethnicity

**Date of application:** .....

**Do you wish to apply for full or associate membership? (Please tick ✓ A or B below)**

☐ A. Full Membership

*Your Organisation Must Fulfil at least one of the Following Criteria:*

- Contributing to the development of the Lao PDR Is an International Non-Governmental Organisation, Red Cross Society, or other organisation operating in the spirit of the SUN CSA, registered in their Home Country
- Is a Non Profit Association (ie an NPA in Laos) (registration is not required)
- Implementing or funding projects, research, or other developmental activities in Lao PDR, and interested in improving nutritional status in all communities
- Providing humanitarian or development assistance in a non-discriminatory manner.
- Non-government.
- Does not participate in activities that conflict with the spirit of the SUN CSA (eg supports the International Code of Marketing of Breastmilk Substitutes).

☐ B. Associate Membership

*Your Organisation Must Fulfil the Following Criteria:*

- Is an International Non-Governmental Organisation in the process of registration and obtaining permission to operate in Lao PDR
- An independent consultant or technical expert who supports the spirit of the SUN CSA

**Please provide details of your organisation:**

1. Full Name of Organisation	
2. Abbreviation (if any)	
3. Country Representative Name	
4. Country Representative Email	
5. Office general email	
6. Office telephone number	
7. Office fax number	
8. SUN CSA Focal Point in your organisations – name and position	
9. SUN CSA Focal Point in your organisations - email	
10. SUN CSA Focal Point in your organisations – mobile number	
9. Street address in Lao PDR	
10. Postal address in Lao PDR	
11. Country in which organisation is registered and date of registration	
12 a. Fee Bracket A-F ( <i>see overleaf</i> ) b. Fee To Pay (include website fee + any additional voluntary contribution to the fee)	a. b.
13. Organization Mission Statement	
14. Current International Presence ( <i>countries</i> )	

15. Projects to be implemented in Laos (short summary including provinces/districts)	<div>1.</div> <div>2.</div> <div>3.</div> <div>4.</div> <div>(in case of more projects, please include or attach this information or annual report )</div>
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Membership Benefits

- Full Member will have

  - Voting rights and eligibility to stand for the SUN CSA Managment Committee
  - Full access to services
    - Access to SUN CSA website and resources
    - Secretariat representation of members to government partners and development partners
    - SUN SCA be leading dialogue on key issues of concerns, including sourcing technical inputs
    - Information sharing
    - Eligibility for small travel grants for study tour in Laos, for local CSOs
    - Priority to attend training courses managed by the SUN CSA
- Associate Member

  - No voting rights
  - Not eligible to stand for the SUN CSA Management Committee
  - Restricted access to services:
    - No pages and no login access on the INGO Website
    - Restricted access to training. Full Members will be given priority.
    - Participation at monthly thematic meetings and working groups as an observer.

ANNEX 2

FEE STRUCTURE

## ANNEX 3

### LOSS OF MEMBERSHIP: REMOVAL

- The MC shall periodically review adherence to the membership criteria
- Instances of non-compliance will be considered on a case by case basis
- If the member has violated any of the non-financial criteria they will be requested to justify themselves to the MC
- If the breach is considered to be of sufficient gravity, and the member expresses no desire to return to compliance, the MC will recommend the removal of the member.
- A vote to remove the member will take place at the next member's meeting and will require a 2/3 majority.
- Failure to pay membership dues for more than 3 months shall result in a warning to be issued to the member by the MC. Failure to pay for 6 months will result in the member's removal from the SUN CSA. Membership can be reinstated by following the approved process.
- Any fees paid to the Alliance will not be refunded.

The MC should review the list of members at least once per year (preferably before the AGM) to ensure the membership is accurate and current.

## ANNEX 4

### SECRETARIAT: JOB DESCRIPTIONS

## 1. Terms of Reference

December 2013

### Scaling Up Nutrition Civil Society Alliance Manager

**Reporting to: SUN CSA Project Steering Committee (technical and strategic) and Country Director, Plan International in Lao PDR (administrative, contractual and operational management)**

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#### Role of the SUN CSA Manager

The Scaling Up Nutrition global movement is led by countries, and based on the principle that all people have the right to good food and nutrition. It recognizes that partnerships, and a collective effort, is required to sustainably improve nutrition and food security, and unites governments, donors, civil society, and the private sector in action. The SUN movement has a core focus on empowering women. Laos joined the SUN movement as an “early riser” in 2011.

Accessing funds from the SUN multi-partner trust fund, Plan International, the NGO Health and Nutrition Working Group and the INGO Network are establishing a SUN Civil Society Alliance (CSA) and secretariat in 2014.

The SUN CSA Manager leads the SUN CSA Secretariat staff, who are responsible for the development and implementation of the SUN CSA strategy and work plan, as well as for the development of the SUN CSA as a membership organisation. This work is done in cooperation with the SUN CSA Project Steering Committee, and when established, the Management Committee, and the CSA members.

The SUN CSA Manager is responsible for **representing** the SUN CSA at various meetings and other events, **implementing** SUN CSA activities as defined in the SUN MPTF Project Documents and subsequently after the establishment of the SUN CSA, and **manage** the multi-partner trust fund SUN CSA Project (2014-15). The SUN CSA will act as a **facilitator** that brings members and other stakeholders together. The individual holding this new role will need to be flexible and adjust to developments in the work context; new roles and responsibilities not listed below may therefore arise.

#### Job Purpose

1. Manage the SUN CSA Project (2014-16)

2. Lead communications, learning and information sharing within the SUN CSA, and with development partners. Establish systems and processes to support the sae.
3. Lead NPA and INGO coordination and engagement with government and development partners as related to the SUN CSA project objective.
4. Manage the SUN CSA Secretariat (1 direct report).
5. Coordinate with other NGO and inter-agency working groups (eg ECCD, WASH, Education, Land Issues, Gender, Health & Nutrition, Agriculture).

## **Duties and responsibilities**

### **1. Manage the SUN CSA Project**

- Ensure timely implementation of activities according to the project narrative and logical framework, and within budget parameters.
- Be aware of the project's contractual requirements, and ensure compliance.
- Manage project monitoring and reporting, with support from the Plan Country Director (or delegate).

### **2. Lead communications, learning and information sharing within the SUN CSA, and with development partners.**

- Manage the SUN CSA Communications and M&E Coordinator, and ensure she/he is supported in their role.
- Enable learning events as required, with SUN CSA members and other stakeholders.
- Implement activities relevant to communications, learning and M&E as in the SUN CSA project.
- Coordinate awareness raising, training and capacity development activities for SUN CSA members.

### **3. Facilitate NPA and INGO coordination and engagement with government and development partners as related to the SUN CSA within the context of the SUN Movement.**

- Facilitation of evidence based sectoral learning across all stakeholders, paying particular attention to approaches that effectively mainstream gender and inclusion, including ethnic diversity.
- With support from the Plan Country Director and SUN CSA steering committee, manage government relationships, including with the National Nutrition Committee, to ensure a positive relationship is established between the SUN CSA and government.
- Represent SUN CSA members in relevant meetings and engagement with donors and other development partners.
- Engage with the global SUN Movement, regional initiatives and learn from similar initiatives in other countries in the region.

### **4. Manage the SUN CSA Secretariat**

- Develop quarterly work plans with Secretariat staff and oversee the implementation;
- Progress of the implementation of the work plans communicated to the SUN CSA Project Steering Committee (later the Management Committee) and members;
- Oversee SUN CSA Secretariat finances, budget and financial audit (initially project management).

## **5. Enable the engagement of NPAs in the SUN CSA Secretariat and CSA members**

- Ensure Lao and English language are used in communications materials.
- Support NPAs to engage in the CSA and join as members.

### **Selection Criteria:**

1. At least 5 years leadership experience in a field related to food security and nutrition (eg health, WASH, rural development or education) is preferred.
2. Demonstrated experience using participatory methodologies in communities.
3. Commitment to gender mainstreaming and inclusion in programs.
4. At least 2 years project management experience, including financial management of projects.
5. A personal commitment to improving nutrition and food security in Laos.
6. A demonstrated understanding of the issues of inclusion and ethnicity, and their impacts on nutrition and food security.
7. Excellent verbal and written Lao and English language skills.



## 2. Terms of Reference

February 2014

### Scaling Up Nutrition Civil Society Alliance

### Communications and Monitoring and Evaluation (M&E) Coordinator

Reporting to: SUN CSA Manager

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#### Role of the SUN CSA Communications and M&E Coordinator

The Scaling Up Nutrition global movement is led by countries, and based on the principle that all people have the right to good food and nutrition. It recognizes that partnerships, and a collective effort, is required to sustainably improve nutrition and food security, and unites governments, donors, civil society, and the private sector in action. The SUN movement has a core focus on empowering women. Laos joined the SUN movement as an “early riser” in 2011.

Accessing funds from the SUN multi-partner trust fund, Plan International, the NGO Health and Nutrition Working Group and the INGO Network are establishing a SUN Civil Society Alliance (CSA) and secretariat in 2014.

The SUN CSA Communications and M&E Coordinator reports to the SUN CSA Manager, and is responsible for the development of and/or dissemination of existing communications products (including behavior change materials and media) for the SUN CSA, coordination of meetings and trainings, and for developing and implementing a M&E framework.

#### Job Purpose

6. Actively collect and disseminate relevant information for the SUN CSA members. Find creative ways to do this off line and on line. Support communications, learning and information sharing within the SUN CSA, and with development partners.
7. Manage the SUN CSA M&E Framework, and prepare relevant monitoring tools and reports.
8. Ensure meeting minutes, relevant reports and other documentation are recorded and managed. Provide communications support to the SUN CSA Secretariat and Steering Committee, including meeting preparation.
9. Promote nutrition and the SUN CSA in the local media.

#### Duties and responsibilities

**6. Actively collect and disseminate relevant information for the SUN CSA members to promote the sharing of best practice and learning.**

- Mapping of SUN CSA members' activities (and results where this is possible) relevant to nutrition and food security, and the establishment of a database that can be regularly updated and easily maintained.
- Develop 1 -2 videos per year reflecting relevant case studies of SUN CSA members.
- Organise and coordinate relevant training and workshops for SUN CSA members.
- Develop the SUN CSA website and other information forums. Ensure that provincially based NPAs and INGOs also have access to up to date information and materials.
- Coordinate study tours and cross visits of SUN CSA members.

**7. Provide communications and M&E support to the SUN CSA Secretariat and Steering Committee, including meeting preparation.**

- Ensure meeting minutes, relevant reports and other documentation are recorded and managed.
- Responsible for the implementation of the M&E framework for the project, including relevant reporting to the donor, SUN Movement, government and SUN CSA members.
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**8. Promote good nutrition and the SUN CSA in the local media..**

- Produce regular Lao and English language press releases for local media.
- Produce up to 4 Lao and ethnic language radio spots per year.
- Monitor the number of media hits for the SUN CSA and report on these to the Steering Committee.
- Identify opportunities for SUN CSA visibility in partner events.
- Support the SUN CSA in the promotion of SUN CSA member and secretariat activities at relevant events in Vientiane.

**Selection Criteria:**

8. At least 3 years work experience in communications, M&E and/or media.
9. Excellent Lao and English language skills, verbal and written.
10. Demonstrated knowledge of one of the following sectors: Education, Health, Nutrition, Agriculture, Land and/or social development.
11. Commitment to gender equality and inclusion, and demonstrated sensitivity to this in communications products.
12. A personal commitment to improving nutrition and food security in Laos.