

## Job Advertisement

**VA no.2025-27**

**HELVETAS Laos** is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

<b>Job title</b>	<b>International Laos- based AR and LC Case Study Documentation Consultant</b>
<b>Project</b>	<b>Public Information and Awareness Services for Vulnerable Communities (PIASVC) Project</b>
<b>Location</b>	Vientiane
<b>Duration of contract</b>	<b>55 days</b>
<b>Date of entry</b>	<b>ASAP</b>
<b>Tasks</b>	<ul style="list-style-type: none"> <li>Working closely with the Case studies Communication Specialist in the selected target locations, the Case Study Documentation Consultant will collect a set of data and prepare several case study narratives about the PIASVC Project, and especially on two batches of grantees running at different implementation periods and under different MoU partners. Each of the CSOs involved should feature in at least one of the five case studies.</li> <li>The Consultant will report directly to the PIASVC Project Manager and will closely coordinate and collaborate with the Communication Specialist.</li> <li>The consultancy contract covers a total period of 5 months, i.e. <b>from June 2025 to October 2025</b>. The work will involve three main phases 1. Planning/scoping topics; 2. Case studies information gathering and analysis; and 3. Case studies writing and production.</li> <li>The Consultant will work under both of the PIASVC project Sub-Components (2.1 Awareness Raising and 2.2 Legal counselling), the Consultant will be in charge of: <ul style="list-style-type: none"> <li><i>Planning/Scoping:</i></li> <li><i>Case gathering and analysis</i></li> <li><i>Case studies writing and production</i></li> </ul> </li> <li>The Consultant will be provided with PIASVC ESF documents and especially the Stakeholders Engagement Plan and the Labor Management Plan and will be required to attend a session with Helvetas PMU to become familiar with related policies and documents. All these should be respected by the consultant, especially during field visits.</li> </ul>
<b>Profile/ Qualification</b>	<ul style="list-style-type: none"> <li>Be resident in Lao PDR with a valid work permit</li> <li>Master's degree in social sciences, international relations, development or related field.</li> <li>At least five years of similar work experience in documentation of programme learning, project management, report writing and project monitoring and evaluation</li> <li>Poven professional experience in qualitative research and documentation with strong analytical and writing skills and ability to present complex information in a simple and accessible manner</li> <li>Demonstrated ability to develop human-centered case studies and/or success story, stories of change, human interest stories within rural or community-based development contexts.</li> <li>Strong storytelling and narrative writing skills, with the ability to translate technical and legal concepts into clear, engaging, and culturally appropriate stories for both local and international audiences.</li> <li>Experience working with INGOs or development agencies in Laos or Southeast Asia, particularly in relation to donor-funded projects, subgrants schemes, and community empowerment efforts especially in relation to natural resource management/land related issues is an asset</li> <li>Excellent oral and written English communication skills.</li> <li>Excellent oral and good written Lao communication skills</li> </ul>

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<b>Application address</b>	To apply please fill in your information on the link here <a href="https://forms.gle/SEQntocJUCb4dvNy8">https://forms.gle/SEQntocJUCb4dvNy8</a>
<b>Deadline for application</b>	<b>3<sup>rd</sup> June 2025</b>
<b>Indication/Remarks</b>	<ul style="list-style-type: none"> <li>Detailed job description can be made available on request to email address <a href="mailto:jeanne.battello@helvetas.org">jeanne.battello@helvetas.org</a></li> <li>Only shortlisted candidates will be invited for an interview.</li> <li>Attractive salary and benefit package for the right candidate as per the HELVETAS Laos, Policies and Procedures</li> </ul>

*HELVETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women candidates are particularly encouraged to apply.***