



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

MINISTRY OF PUBLIC WORKS AND TRANSPORT
DEPARTMENT OF ROADS

Ref. No. 17976 / DOR
Date : 14 July 2023

REQUEST FOR EXPRESS OF INTEREST (REOI)
JUNIOR PROCUREMENT OFFICER TO SUPPORT LAO ROAD SECTOR PROJECT 2
REFERENCE No. AF-C3-08

The Ministry of Public Works and Transport (MPWT) of Lao PDR has received financing support from World Bank and the Nordic Development Fund (NDF) to implement Lao Road Sector Project 2 (LRSP2) (March 2017-August 2022), which will support MPWT strengthen its capacity at both central and local levels to manage local road improvement and maintenance. The MPWT will be the Executing Agency (EA) for LRSP2. A project management team formed under the Department of Planning and Cooperation (DPC), MPWT will provide overall project coordination and monitoring. The project has included support to strengthen capacity of department concerned in MPWT and provinces. Department of Planning and Finance (DPF) will be responsible for providing procurement support to the concerned departments. Department of Roads (DoR) with support from design and supervision consultant is responsible for managing the road works and road asset management systems development.

The DPF intends to engage a full-time suitably qualified and experienced as **Junior Procurement Officer (JPO) to Support Lao Road Sector Project 2** to assist MPWT/DPF in implementing financial management work for LRSP2 for a period of 12 months on a full-time basis with renewal based on satisfactory performance review. This assignment is expected to start commencing from August 2023. The full ToR for the assignment can be found at the following website www.mpwt.gov.la, www.ppmf.mof.gov.la or can be sent to candidates upon written request to the e-mail address below.

Interested Consultant should provide information (CV, Expression of Interest, other supporting information, if any) demonstrating that s/he has the required qualifications and relevant experience to perform the Services. In order to qualify for this position, the candidates shall meet the following experience and competence requirements:

- At least a diploma in business administration, finance, engineering or any related field;
- At least 2 year experience in similar position;
- At least 1 year specific experience in the procurement of goods and services and in management of project technical procedures;
- Practical work experience with World Bank or ADB procurement procedures, is essential; experience of working with STEP system is an advantage;
- Proficiency in English – speaking and writing in both English and Lao languages.

The attention of interested consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" 4th edition of November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. A Consultant will be selected in accordance with the Competitive Selection of Individual Consultants method set out in the Procurement Regulations.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 04 August 2023, 16:00 o'clock Lao time (submissions via email are also acceptable). Only shortlisted candidates will be contacted.

Department Planning and Finance, Ministry of Public Works and Transport
Lanexang Avenue, Phonxai Village, Saysettha District, Vientiane Capital, Lao PDR.

Attention : Mr. Vannasone K.thepvongsa
Deputy Director General, Department of Planning and Finance (DPF - MPWT)
E- mail : proc.dpf.mpwt@gmail.com with Cc : k_litta@yahoo.com and
bottaphanith@yahoo.com

Yours sincerely,



Mr. Litta Khatiya

Director General, Department of Roads (DOR - MPWT)
Head of Project Procurement Committee



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MINISTRY OF PUBLIC WORKS AND TRANSPORT
LAO ROAD SECTOR PROJECT 2

TERMS OF REFERENCE (TOR)
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1. INTRODUCTION

The Ministry of Public Works and Transport ("MPWT") is the Project Implementing Agency and will be responsible for the overall supervision, execution, and management of the Lao Road Sector Project 2 ("LRSP2" or "the Project"). The project will be implemented through the existing MPWT organizational structure and its institutional arrangements, in which its concerned departments at central level are responsible for formulating policy and strategy, setting standards, allocating resources, monitoring, providing technical support including training to provincial authorities, playing a role in quality assurance systems and technical auditing, and carrying out impact evaluations. The Provincial Departments of Public Works and Transport ("DPWT") will undertake implementation roles including planning, budgeting, procurement, contract management, quality control, and reporting.

The Project is designed as an Investment Project Financing ("IPF") and is financed through an IDA Credit of US\$25 million equivalent, NDF Grant of EUR 5 million, NDF Credit of EUR 6 million, and the Government of Lao PDR contribution of US\$10 million (US\$7 million from RMF and US\$3 million from the six pilot provinces). The total project financing requirements are estimated at US\$35 million and EUR 11 million, inclusive of price and physical contingencies. Under the program, the EIB and EU are anticipated to provide complementary financing in 2017 of EUR 20 million, and EUR 5 million, respectively.

The Project Development Objective ("PDO") is to strengthen maintenance systems to improve reliable road connectivity in Lao PDR, and to provide immediate and effective response in case of an Eligible Crisis or Emergency.

The Project will target six pilot provinces for the demonstration of climate resilient road asset management works with the potential to scale up at a later stage. The six provinces are: Phongsaly, Houaphan, Oudomxay, Xiengkhouang, located in the northern mountainous region have high levels of poverty and are particularly vulnerable to flash floods and landslides, and Xayabouly and Bolikhamxay which experience backwater flooding from the Mekong and tributaries during the rainy season. The institutional strengthening elements of the project will have sector-wide coverage as they refer to sector strategy, systems improvement, and sector capacity development.

The Project has four components: Component 1 on Climate Resilient Road Maintenance, Component 2 on Institutional Strengthening, Component 3 on Project Management, and Component 4 on Emergency Response:

· **Component 1:** Climate Resilient Road Maintenance (Total US\$36.9 million; of which IDA US\$17.2 million; NDF US\$9.7 million; RMF US\$7 million; Provinces US\$3 million). To finance the climate resilient periodic maintenance and routine maintenance works program in Phongsaly, Houaphan, Oudomxay, Xiengkhouang, Xayabouly and Bolikhamxay provinces, including technical assistance for design and supervision of works.

· **Component 2:** Institutional Strengthening (Total US\$8.5 million; IDA US\$5.8 million; NDF US\$2.7 million). To provide technical assistance, goods, training, and operating costs for (a) Strategic Planning and Financing; (b) Sector Governance; (c) Climate Resilient Road Asset Management; and (d) Capacity Building.

· **Component 3:** Project Management Support (Total US\$2 million IDA). Provision of technical and operational assistance for the day-to-day management, monitoring and evaluation of the Project, and the carrying out of technical and financial audits.

· **Component 4:** Contingent Emergency Response: (US\$0 million). A contingency emergency response component with a provisional allocation of zero dollars is included under the project in accordance with OP10, Paragraphs 12 and 13, for projects in situations of urgent need of assistance or capacity constraints.

2. OBJECTIVE OF ASSIGNMENT

The LRSP2 Project, DPF-MPWT seeks a full-time Junior Procurement Officer (JPO) to work closely with the National Procurement Consultant, and assist the Project Procurement Committee and Project Management Unit (PMU) in the implementation of the project.

3. SCOPE OF WORK

The assignment will support Procurement Committee (PC), Procurement Secretariat Committee (PSC), Project Management Unit (PMU) and its Manager with the PMU's functions, resources and staff within line departments and ministries. Activities to be undertaken by the Junior Procurement Officer shall include but not limited to:

- Assist the PSC and PMU undertake procurement of goods, civil works, non-consulting services and consulting services according to World Bank and GOL regulations and procedures;
- Assist the PC, PSC and PMU to invite bids/proposals and evaluate/prepare bid/proposals evaluation reports for further approval;
- Assist the PC, PSC and PMU Conduct procurement and consulting service recruitment activities including advertisement, evaluation, negotiation and contract award;
- Assist the PC, PSC and PMU prepare 6-month, annual, 18-month procurement monitoring report and update procurement plans, if necessary, according to thresholds and review (prior and post) procedures, for goods, works, and consulting service contract packages and in accordance with international and national competitive bidding guidelines;
- Assist the PC, PSC and PMU Manager and Senior Contracts Manager on all aspects of procurement under the Project;
- Assist the PC, PSC and PMU Manager and Senior Contracts Manager in supporting PMU/PIUs to conduct all pre-bid meetings, bid openings, bid evaluations and contract negotiations and contract management.
- Assist the PC, PSC and PMU Manager and Senior Contracts Manager in any procurement capacity development and training programs.
- Assist the PC, PSC and PMU Manager to establish and maintain a central procurement filing system (both electronically in STEP and manually), and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the trail of procurement

by WB Procurement team and independent external auditor.

- Assist PC, PSC and PMU in updating of, and uploading documents to, STEP system;
- Assist the PC, PSC and PMU in draft any request and agreement related to procurement activities;
- Assist the PC, PSC and PMU in filling, copying and scanning documents;
- Assist the PC, PSC and PMU in translation of procurement related documents in English or Lao, as required;
- Perform another task required by DPF-MPWT.

4. OUTPUT REPORTING REQUIREMENTS

The Junior Procurement Officer (JPO) will report on a monthly and quarterly basis to the Department of Planning and Finance (DPF) with copies and documentation to the project manager, component managers. The JPO will work under the Department of Planning and Finance.

5. PLACE OF ASSIGNMENT

The JPO will work with line Departments (as Client) and report to the PC, PSC, as well as to the PMU. The JPO shall work under the direct supervision of Project Director of PC/PSC or Procurement Director from DPF for day-to-day running of the Procurement implementation and he/she will be based at Department of Planning and Finance, Ministry of Public Works and Transport, Vientiane, Lao PDR.

6. TERM OF ENGAGEMENT

The total estimated inputs for this assignment are 12 months on full-time basis with renewal based on satisfactory performance review. This assignment is expected to start commencing from August 2023. The performance criteria that will be used to assess the performance of the JPO at regular intervals and based upon which the contract may be continued or terminated is the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities and Deliverables of the assignment.

7. QUALIFICATION

The following experience and qualifications of the JPO are required:

- At least a diploma in business administration, finance, engineering or any related field;
- At least 2 year experience in similar position;
- At least 1 year specific experience in the procurement of goods and services and in management of project technical procedures;
- Practical work experience with World Bank or ADB procurement procedures, is essential; experience of working with STEP system is an advantage;
- Proficiency in English – speaking and writing in both English and Lao languages.