



**LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRATIC UNITY PROSPERITY**

Ministry of Planning and Investment
Lao Statistics Bureau
Department of Cabinet

Vientiane Capital, Date 13 October 2023
No 2151 /CAB

**REQUEST FOR EXPRESSIONS OF INTEREST FOR
Assistant to Procurement Officer**

The Lao PDR has received a Loan under the project: "Lao PDR Strengthening the National Statistical System Project (LAOSTAT II)" financed by International Development Association (IDA), the World Bank for an amount equivalent to twenty-one million US dollar (US\$21 million) to improve the capacity of the Lao PDR Statistical System to produce and disseminate good quality statistics in a timely manner and to enhance use of key statistics, and in case of an Eligible Crisis or Emergency, respond promptly and effectively to it. The project is aligned closely with the Strategy of the Development of National Statistical System (2016 – 2025) and Vision 2030 which outlines key strategies for sustainable development of the Lao Statistical System. Lao PDR intends to use part of the proceeds of this loan for payments under a contract for an **Assistant to Procurement Officer** to assist LAOSTAT II in managing and implementing procurement activities.

SCOPE OF WORK:

Key responsibilities of the assignment include:

- Assist the project procurement team at all stages of procurement to ensure that the correct procedures are followed;
- Assist bid advertisements, bidding documents, evaluation reports, requests for proposals and evaluation reports for consulting services, draft contracts following procedures of relevant international funding agency
- Assist all correspondence with bidders/consultants during procurement process;
- Provide the support to LAOSTAT/NICT on procurement related activities;
- Coordinate with Ministry of Finance to complete the contract registration
- Deal with the small packages of goods and services relating to the workshop and activities from PIUs

QUALIFICATIONS/SELECTION CRITERIA

- At least a Bachelor's degree in Business Administration, Commerce, or Law
- At least 1 year in supporting procurement
- Experience dealing with government organization
- Good interpersonal skills with the ability for assertive communication and to function effectively and collaboratively in a group and in multicultural team environment;
- Computer Skills in MS Office such as Word, Excel and have excellent Web Research and Navigation;
- Fluent and Strong Written and Spoken in English
- Be able to write in Lao format report

Interested Consultant should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services, such as an updated curriculum vitae indicating personal and technical skills, academic qualifications and experience in similar assignments. Consultants may obtain copies of the detailed Terms of Reference (TOR) in English from the address below during office hours 9:00 am to 4:00 pm Monday through Friday.

Expressions of interest shall be delivered by e-mail by **27 October 2023** to the following:

Sithan Neue Village, Sikhottabong District, Vientiane Capital, Lao PDR

Tel/Fax: 021 214740, 021 212022

E mail: Keosouvanh_lsb@hotmail.com

cc: phaykham13@gmail.com; pchanthasombath@gmail.com; oudalonek@gmail.com

Department of Cabinet ^S



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