



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRATIC UNITY PROSPERITY

Ministry of Planning and Investment
Lao Statistics Bureau
Department of Cabinet

No 2150 /CAB
Vientiane Capital, Date 13.10.2023

REQUEST FOR EXPRESSIONS OF INTEREST FOR
Project Coordinator
(CS-19)

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 a **Project Coordinator** to assist LAOSTAT II in managing and implementing procurement activities.

SCOPE OF WORK:

The Project Coordinator will perform the following duties:

- Under the guidance of PD and PM, provide coordination and implementation support to LAOSTAT project;
- Prepare and update LAOSTAT project implementation plans and milestones on a monthly, quarterly, biannually and annually basis;
- Assist and work closely with the Component Managers and respective departments of LSB and SMAs on designing strategies, work plans (yearly and quarterly) for the component as well as its implementation;
- Monitor the implementation of project activities including outputs and results and prepare progress reports (on a quarterly, biannually and annually basis);
- Coordinate with other government agencies, World Bank and other donors concerned regarding the project implementation and coordination;
- Assist the PD/PM in preparing meetings, workshops, training programs, technical discussion papers and relevant documents upon their requests;
- Advise in substantive terms on planning with respect to consultants' missions;
- Assist the NICT team in strengthening their project management capacity;
- Set up, supervise and maintain a good project filing system;
- Provide English translation and interpretation support when needed;
- Perform other tasks as required by the project and PD/PM.

QUALIFICATIONS/SELECTION CRITERIA

- An university degree in Economics, International Development and/or Social Sciences;
- A minimum of 8 years of relevant professional and technical experience working in development projects;
- Knowledge and professional experience in project management and development planning;
- Demonstrate understanding of government system and procedures;
- Excellent communication skills in both English and Lao;
- Excellent coordination and networking skills;
- Excellent computer skills, including full working knowledge of standard word processing, and presentation software packages, etc;
- Plans and prioritizes work activities to meet the project development objectives and organizational goals;

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

Director of Cabinet



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