

**REQUEST FOR EXPRESS OF INTEREST**  
**NATIONAL PROCUREMENT ASSISTANT TO SUPPORT DPF - MPWT**  
**REFERENCE No. CRRCIP-IC-06**

The Government of Lao Peoples Democratic Republic (GoL) has received financing support from the World Bank's (WB) International Development Association (IDA) to implement the Lao PDR Climate Resilient Road Connectivity Improvement Project (CRRCIP), and intends to apply part of the proceeds for consulting services.

The proposed of Climate Resilient Road Connectivity Improvement Project (CRRCIP) seeks to build about 300 km of District Roads and Rural Roads in the poor districts of Khammouan, Savannakhet, and Saravan provinces. The MPWT in consultation with the DPWT of these three provinces had identified a long list of proposed roads. About 100 km of roads in each of the provinces will be selected from the roads in this longlist through a prioritization exercise based on aspects which include: (i) passing through a poor district – based on poverty headcount, (ii) criticality of the link for climate resiliency of the network, (iii) connectivity to agricultural areas, (iv) population served by the road, (v) traffic level, (vi) not passing through environmentally sensitive areas, and (vii) no resettlement of more than 200 people (or 40 households) and/or more than 40 households severely affected with 10 percent of productive assets owned by individual household lost in all three target provinces. The proposed project provides connectivity to National Roads and access to the east-west economic corridor between Vietnam and Thailand thus increasing market linkages and contributing towards greater economic gains to the local communities.

The CRRCIP now intends to recruit an individual consultant (the Consultant) at central level for assisting DPF and DOR-MPWT in procurement process as per the procurement plan of CRRCIP as requested by MPWT. The Consultant will also provide on the job training and other types of capacity building directly related to procurement guidelines, procurement process and actual experience on procurement.

This assignment is intended as a full-time contract with an individual consultant, with a total estimated time-input of 24 months and with a possibility of annual renewal based on satisfactory performance review and the Project's needs.

The CRRCIP now invites eligible individual consultants to indicate their interest in providing the Services. 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 3 years of experience in similar position.
- At least 2 years of specific experiences in the procurement of goods, works and services.
- Practical work experience with World Bank or ADB procurement procedures is essential; experience 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" 4<sup>th</sup> 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 e-mail) on or before 26 May 2025, 16:00 o'clock Lao time (submissions via email are also acceptable). Only the 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 Planning and Finance (DPF - MPWT)  
Email : proc.dpf.mpwt@gmail.com with Cc : pphonh.plv@gmail.com, inthapada@hotmail.com  
and maxmahaxay11@hotmail.com



Yours sincerely,

**Mr. Phitsaphonh Philavong**

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

**TERMS OF REFERENCE (TOR)**  
**NATIONAL PROCUREMENT ASSISTANT TO SUPPORT DEPARTMENT OF PLANNING AND FINANCE**  
**REFERENCE NO. CRRCIP-IC-06**

**1. Background**

The Climate Resilient Road Connectivity Improvement Project (CRRCIP) seeks to build about 300 km of District Roads and Rural Roads in the poor districts of Khammouan, Savannakhet, and Saravan provinces. The MPWT in consultation with the DPWT of these three provinces had identified a long list of proposed roads. About 100 km of roads in each of the provinces will be selected from the roads in this longlist through a prioritization exercise based on aspects which include: (i) passing through a poor district – based on poverty headcount, (ii) criticality of the link for climate resiliency of the network, (iii) connectivity to agricultural areas, (iv) population served by the road, (v) traffic level, (vi) not passing through environmentally sensitive areas, and (vii) no resettlement of more than 200 people (or 40 households) and/or more than 40 households severely affected with 10 percent of productive assets owned by individual household lost in all three target provinces. The proposed project provides connectivity to National Roads and access to the east-west economic corridor between Vietnam and Thailand thus increasing market linkages and contributing towards greater economic gains to the local communities. The proposed project will benefit about 600,000 people (approximately 8 percent of the country's population) in poor districts of Khammouan, Savannakhet, and Saravan provinces.

**2. Project Development Objectives**

Achievement of the Project Development Objective (PDO) will be measured by the following indicators : (a). proportion of inhabitants connected to climate resilient all-weather roads in the targeted provinces; (b). access disruption along the project roads due to climate hazards (number of days multiplied by section length per year); and (c). number of new road projects implemented by the Ministry of Public Works and Transport that include climate resilient designs.

Achievement of the PDO will also be demonstrated through improvements by the end of the project with respect to Core Sector Indicators and other intermediate indicators including: (i) travel time along the project roads, (ii) kilometers of project roads constructed with road safety infrastructure, (iii) use of climate resilient road network planning and prioritization for infrastructure investments, (iv) Increase in road user satisfaction on the project roads - dis-aggregated by gender, and (v) 50 Female last-year university students and graduates recruited for 6-month paid internship program at MPWT in the areas of engineering/similar male-dominated fields.

**3. Components of Project**

The CRRCIP will have the following components as detailed below:

**Component 1 : Climate Resilient Road Access (Total : US\$48.7 million; IDA : US\$47.9 million, Government of Lao PDR : US\$0.8 million) :** The project will support (i) improvement of about 300 km of District Roads and Rural Roads in the provinces of Khammouan, Savannakhet, and Saravan to the standards of Class V/VI roads as per MPWT's Road Design Manual and addressing climate and disaster resilience aspects, (ii) construction supervision of the project road improvement works, (iii) financial audit, (iv) technical audit of the project road improvement works during construction, (v) environmental and social monitoring, (vi) road safety audit of the project road designs, (vii) road user satisfaction surveys carried out at the start of implementation, at mid-term, and at the close of the project, (viii) incremental operating costs, and (ix) land acquisition, resettlement, and rehabilitation which will be fully funded by the Government of Lao PDR.

**Component 2 : Project Management (Total : US\$3.3 million; IDA : US\$3.1 million, Government of Lao**

**PDR : US\$0.2 million)** : This component will support (i) financial audit, (ii) technical audit of the project road improvement works during construction, (iii) environmental and social monitoring, (iv) road safety audit of the project road designs and awareness campaigns, (v) road user satisfaction surveys carried out at the start of implementation of works, at mid-term, and at the close of the project, (vi) incremental operating costs, (vii) technical and operational assistance for the day-to-day management, monitoring and evaluation of the Project, and (viii) land acquisition, resettlement, and rehabilitation.

**Component 3 : Institutional Development (Total : US\$2 million; IDA : US\$2 million)** : This component will support MPWT in (i) capacity building of local contractors in the areas of Output and Performance-based Road Contracts, climate resilience, road safety, and environmental and social risk management, (ii) capacity building of MPWT and DPWTs in road inventory data collection, and climate resilient road network planning and prioritization, (iii) preparation of a gender action plan, and (iv) training of MPWT and DPWT staff on cross-cutting issues including road safety, gender, citizen engagement, and climate disaster risk.

**Component 4 : Contingent Emergency Response Component (Total : US\$0 million; IDA : US\$0 million)** : This component will support MPWT in case of an Eligible Crisis or Emergency in responding promptly and effectively to it as per the Contingent Emergency Response Manual.

The CRRCIP Project now intends to recruit an individual consultant (the Consultant) at central level for assisting DOR and DPF-MPWT in procurement process as per the procurement plan of CRRCIP as requested by MPWT. The Consultant will also provide on the job training and other types of capacity building directly related to procurement guidelines, procurement process and actual experience on procurement. The Consultant will be selected in accordance with the "World Bank Procurement Regulations for IPF Borrowers : Procurement in Investment Project Financing", (hereinafter referred to as 'Procurement Regulations') dated September 2023.

#### **4. Objective of the Assignment**

The objectives of this assignment are to work closely with the National Procurement Consultant by assist the Project Procurement Committee and Project Management Unit (PMU) each component in the implementation of CRRCIP.

#### **5. Scope of Work and Main Tasks**

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. The tasks of National Procurement Assistant will include, but not limited to the following:

- **Administrative Support**

- (a) Assist in organizing and maintaining procurement records, including contracts, purchase orders, and correspondence.
- (b) Maintain an up-to-date procurement tracking system (procurement plan).
- (c) Prepare meeting agendas, take minutes during procurement meetings, and assist with follow-up actions.

- **Procurement Documentation**

- (a) Support the preparation of bidding documents, requests for quotations (RFQs), and other solicitation materials as instructed.
- (b) Collect and review supplier quotations and assist in evaluating submissions for completeness and compliance.
- (c) Assist in the preparation of evaluation reports, contract award recommendations, and related documentation.



- **Coordination and Communication**

- (a) Liaise with suppliers and service providers to gather quotes, clarify specifications, and confirm delivery schedules.
- (b) Coordinate with internal stakeholders to confirm procurement requirements, delivery locations, and acceptance procedures.
- (c) Assist in communicating procurement outcomes to vendors and internal departments.

- **Compliance and Procedures**

- (a) Ensure all procurement activities follow established procedures, rules, and guidelines.
- (b) Assist in the preparation and submission of documentation for procurement reviews and audits.
- (c) Monitor timelines and procurement milestones to ensure timely delivery of goods and services.

- **Logistics and Contract Monitoring**

- (a) Assist in tracking contract implementation, including delivery timelines and invoice processing.
- (b) Help coordinate logistics for the receipt and inspection of goods and services.

## **6. Term of Engagement**

The National Procurement Assistant will be based at the Department of Planning and Finance, Ministry of Public Works and Transport (the Client), and will report to both the PSC and the PMU. The total estimated duration of this assignment is 24 months, with the possibility of renewal based on satisfactory performance. The assignment is expected to commence in July 2025

## **7. Output Reporting Requirements**

The National Procurement Assistant will report to PMU/Procurement Unit on a monthly and quarterly basis as well as Department of Planning and Finance.

## **8. Experience and Qualifications**

The following experience and qualifications of the NPA are desirable:

- At least a diploma in business administration, finance, engineering or any related field.
- At least 3 years of experience in similar position.
- At least 2 years of specific experiences in the procurement of goods, works and services.
- Practical work experience with World Bank or ADB procurement procedures is essential; experience working with STEP system is an advantage;
- Proficiency in English – speaking and writing in both English and Lao languages.