

**ADB Loan 4511-LAO: WATER SUPPLY AND SANITATION IMPROVEMENT SECTOR  
(WSSISP-ADB Loan 4511) PROJECT.  
Funded by Asian Development Bank (ADB)**

**Ministry of Public Works and Transport (MPWT)  
Department of Water Supply (DWS)**

**Request for Expression of Interest (EOI)  
Position: Administrative Assistant**

The Lao People's Democratic Republic (Lao PDR) has received a Loan from the ADB towards the cost of the Water Supply and Sanitation Improvement Sector Project (the Project), which will include the implementation of water supply systems, sanitation improvements in about 09 towns in 05 Provinces. A Project Management Unit (PMU) has been established within the DWS of the MPWT to **Administration** of all Project activities. Part of the Loan will be used to finance eligible payments for the services provided by the **Administrative Assistant**. The DWS, MPWT now invites expressions of interest from nationals of Lao PDR. The total input is 60 person-months from February 2026 to 31 December 2030.

The expression of interest to be submitted should follow the format provided at web page <http://www.adb.org/site/business-opportunities/operational-procurement/consulting/documents> in the section entitled *Expression of Interest for Assistants* or in hard copy to the address provided below the PMU. Interested **Assistants** should provide information (CV, EOI, Other supporting documents, if any) demonstrating that S/he has the required qualifications and relevant experience to perform the Service. In order to qualify for this position, the candidates shall meet the following:

- Bachelor's degree or Higher (will be better) in business administration, engineering, or other relevant disciplines;
- Graduated student in business administration, engineering, or other relevant disciplines;
- Working experience with major donor-funded projects, particularly with ADB projects, will be an advantage;
- Good knowledge of both English and Lao and good communication skills;
- Good computer literacy in Microsoft Office (e.g., Word, Excel, PowerPoint) and also knowledge of Canva will be an advantage;
- Be able to drive the car and have a driver's license (Category: AB).

The selection process will be in accordance with ADB's *Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers, March 2013*, under Individual Consultant Selection Method.

**Electronic copies of the TORs are available on hard copy version can be obtained from:**

Dr. Souksamay MANH MANYVONG, Project Director, Project Management Unit (PMU)  
DWS, MPWT, 3<sup>rd</sup> Floor, Building of Public Works and Transport Institute  
Dongpalane Road, Vientiane Capital City, Lao PDR  
Tel. 856-21-451826 / 856-20-2222 4746  
Email: souksamaymmnv@gmail.com

Expressions of interest may be submitted electronically by **06 February 2026** through **email above or in hard copy** to the address provided above the Project Management Unit (PMU).