

REQUEST FOR EXPRESS OF INTEREST

**Project Administrative Officer for the PWMP
(Consulting Service on Full-Time Position), Support PMU and DHUP-MPWT
(Individual Consultant, Reference No. CS-015)**

Lao PDR has been shifting its development trajectory to a green growth path that is more resilient, inclusive and sustainable. Various challenges and costs are currently associated with solid waste management, including inadequate disposal and pollution, resulting in health impacts on ecosystems and human health. These issues have been exacerbated due to increased urbanization across Lao PDR and a lack of infrastructure and municipal services. The Pollution and Waste Management Project (PWMP) aims to enhance the government's and private sectors' capacity to manage waste, and pollution, including improvement to municipal solid waste service and management in Vientiane Capital by increasing its implementation capacity to address various environmental issues, namely, to strengthen the capacity for waste and pollution management, improve municipal solid waste services in targeted areas, and provide an immediate and effective response in case of an eligible crisis or emergencies. The success of solid waste management in Vientiane Capital will serve as a model for other cities in Lao PDR.

The PWMP will be funded through the World Bank Loan and Grant (from PROBLUE Trust Fund) and be implemented for the duration of six years from September 2025 to September 2031. The project looks to reduce greenhouse gas (GHG) emissions and generate jobs for vulnerable communities as a result of these interventions. Through the PWMP, the World Bank will provide financial and technical support to the Government of Lao PDR (GoL). The technical support will include strengthening the policy and institutional framework for plastic waste and solid waste management, enhancing the GoL's capacity for implementing, monitoring, and enforcing air and water pollution control policies, and assisting in improving waste management operations. The investment will be provided for solid waste infrastructure, including two transfer stations and composting facilities, KM32 landfill rehabilitation, and solid waste equipment for Vientiane Capital.

The PWMP now intends to engage a full-time, suitably qualified, Project Administrative Officer for the PMU and DHUP, Ministry of Public Works and Transport (MPWT), to undertake tasks under Component 2, as described in the Terms of Reference (ToR). The full ToR for the assignment can be found at the following website: <https://ppmd.mof.gov.la/opportunities/com>, or it can be provided to interested candidates upon written request to the email address below.

This assignment is intended as a full-time contract for up to 24 months. The assignment is planned to commence in February 2026, with the possibility of renewal based on project needs and satisfactory performance. The duty station will be at the PMU Office in Vientiane, Lao PDR.

The PWMP 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 :

- **Qualifications**
Bachelor degree in the field of management, business administration, public administration, economics, finance, accounting, social sciences, development studies, or other related disciplines.
- **Work Experience**

At least 2 years of work experience in administrative and management support of office operating including within international or foreign projects or organizations, experience or knowledge of World Bank project operations is an advantage.

- Language requirements

Ability to communicate in English, both orally and in writing.

- Proficiency in using the Microsoft Office suite (minimum Word, Excel, PowerPoint); knowledge of MS Project will be an asset.

- Competencies

Corporate competencies

- Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- Applies principles of ethics, integrity, transparency and non-discrimination and follows the organization's ethos.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. - Treats all people fairly without favoritism.
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies

- Strong skills for project implementation.
- Strong interpersonal skills, communication skills, organizational skills, ability to manage external collaborators.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.

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 e-mail) on or before 13 February 2026, 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 : llxsompong@gmail.com
and maxmahaxay11@hotmail.com



Mr. Vannasone K. Thepvongsa

Deputy Director General, DPF-MPWT

Deputy Head of Project Procurement Committee

Dated : 29 January 2026