



Lao's People Democratic Republic  
Peace Independent Democracy Unity Prosperity

<b>Job Title:</b>	<b>Department:</b>
<b>Procurement Specialist</b> (Full-time) (01 Position)	Ministry of Education and Sports Department Technical and Vocational Education and Training Skills Enhancement for Inclusive and Green Economic Development Project No: 57206-001 Project Implementation Unit (PIU-DTVET)
<b>Location:</b>	<b>Commence date</b>
Vientiane Capital	02 June 2026

#### JOB PURPOSE

##### Project Background:

The Lao People's Democratic Republic (Lao PDR) Skills Enhancement for Inclusive and Green Economic Development Project aims to help the Lao PDR government align its technical and vocational education and training (TVET) programs with labor market needs to improve the employability of graduates. Based on a skills gap survey conducted with the Ministry of Education and Sports (MOES) in 2023–2024, key demand areas include electric vehicles, industrial electricians, construction, and IT. The project will support upgrading facilities and equipment in high-demand areas in 11 TVET schools in the provinces of Champasak, Khammouane, Luang Prabang, Oudomxay, Savannakhet, Vientiane Capital, Vientiane Province, and Xiangkhouang. In addition, the project will support basic and advanced short-term TVET training courses in these areas as well as in new emerging fields. New short-term training courses will cover online marketing, agro-processing, packaging, financial and digital literacy, care services, and entrepreneurship for start-up businesses.

The project outputs are (i) quality and relevance of TVET for selected occupational areas enhanced, (ii) institutional capacity strengthened, (iii) access to quality TVET expanded, and (iv) TVET to strengthen women's labor market access leveraged

##### Objective and Purpose of the Assignment:

A national procurement expert will be engaged to support the PMU and TVET colleges in the procurement of goods, works, non-consulting services and consultancy services in accordance with the approved project procurement guidelines as provided for in the project PAM and procurement plan.

The specialist should have sound experience in procurement or related areas and at least 10 years' working experience in procurement, preferably with ADB, the World Bank, and other international organizations.

##### Scope of Work

The consultant will ensure all the project procurement activities are in accordance with the project approved guidelines as provided in the project PAM. Key activities include:

##### Consultancy Services:

- In coordination with the TL, DTL, a procurement consultant will prepare/revise necessary TORs for the project's consultants, and or marketing firm;
- Assist the PMU to update the procurement plan, as needed.
- Assist the PMU and bidding committee to manage procurement process, including draft and complete draft of Request for Proposal (RFP) for the selection of consultancy services; advertisement of request for expressions of interest, request for quotation, invitation to bids to ADB CMS, newspaper and websites as required in the project's PAM/procurement plan;
- Assist the PMU to evaluate application and draft evaluation reports, contracts, and other documents concerning procurement of consultants' services";
- Conduct evaluation Expression of interests (EOIs) and preparation of shortlisting report for the selection of consultancy firms;
- Prepare the draft of contract agreements for the selected individual consultant and or consultancy firms.
- Assist the PMU in the contract negotiation and contracting.

- Goods, Works and Non-Consulting Services:
- Assist the PMU to procure civil works, and non-consulting services as indicated in the procurement plan, and PAM.
- Coordinate with the project engineers and all project consultants in preparing bidding documents to include the technical specifications, Bills of Quantity (BoQ) and cost estimates for goods and works;
- Assist the PMU in managing bid opening procedures, preparing the minutes of bid opening and bid evaluation in consultation with the procurement bidding committee and drafting bid evaluation report
- Conduct biddings evaluation, preparation of Bid Evaluation Reports (BERs) and draft of contracts agreement for goods and works;
- Assist the PMU in drafting TORs for site engineering services and in monitoring work progress reports to ensure alignment with the approved work plan work and payment schedules.
- Coach and mentor key procurement counterparts to build up their capacity, as needed;
- Assist the DTVET PMU in the overall procurement activities from updating of procurement plan as needed to contract management; Provide inputs in the monthly/quarterly and annual progress reports, and undertake any other tasks assigned by the Project Management Unit (PMU).

**Deliverables:**

The consultant will prepare:

- Updated procurement plan
- TORs of consultants
- Request for Expression of Interest proposals, Narrative Evaluation Criteria, Minutes of Opening of EOIs, Request for Proposals, Minutes & Reports of Evaluation of Proposals, Request for proposals, draft contracts;
- Bidding Documents for Goods, Works and Non-Consulting Service, Bid Evaluation Reports, Minutes of Meetings (pre-bid conferences, opening and evaluation of bids, draft contracts;
- Procurement monthly/quarterly/annual reports,

**Minimum Qualification Requirements**

The candidate should possess the following qualifications:

- At least a graduate post-graduate degree in procurement, civil engineering, and related fields.
- with at least 10 years' experience in procurement and contract administration of projects funded by ADB or WB; knowledge of the government and ADB procurement guidelines and procedures as indicated in the Government Procurement Law and the ADB Procurement Policy;
- strong communication skills in English (spoken and written); and computer literate and good team work.
- Minimum general experience: 10 years
- Minimum specific experience (relevant to assignment): 8 years

The successful candidate will sign his/her contract with PIU for 12 months with a possible extension to implementation phase based on performance assessment.

Interested candidates should submit a written application with CV, copies of certificates, references and the Interested candidates to the address below not later than 22 May 2026.

**Project Implementation Unit (PIU)**

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