



Lao's People Democratic Republic
Peace Independent Democracy Unity Prosperity

Job Title:	Department:
Deputy team leader and TVET expert (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)
Location:	Commence date
Vientiane Capital	15 July 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

Based on the approved procurement plan a deputy team leader and several individual national specialists will be engaged to assist the PMU, MOES on the procurement and implementation of the project.

Objective and Purpose of the Assignment:

The primary aim is to enhance the entrepreneurial management capacities of leaders and managers within TVET institutions. This project will focus on (i) assessing strengths and weaknesses of TVET leaders; (ii) developing tailored training programs; (iii) implementing tracer surveys to gather data; (iv) establishing a feedback system from students, parents, and companies; (v) developing a guidance and monitoring system; (vi) engaging senior experts as advisors; and (vii) establishing partnerships with international TVET schools.

Scope of Work

With guidance from the Team Leader and in coordination with the PMU and MOES, the consultant will support the preparation of the overall project activity plan and the annual implementation plan, ensuring that schedules are clear and all activities remain within the approved project scope. The consultant will also assist the PMU in overseeing project implementation and monitoring mechanisms to ensure that the DMF outcome and output targets and indicators are achieved by project completion. The consultant will translate the plans into the Lao language and will carry out these tasks in the absence of the Team Leader.

Key activities include:

- (i) Assist the Team Leader in preparing and updating the project implementation plan as indicated in the PAM.
- (ii) Coordinate with other consultants and support the Team Leader in preparing detailed project activities with clear implementation schedules, including quarterly and annual reporting requirements.
- (iii) Lead the development of the project's monitoring and evaluation (M&E) mechanism and conduct training for PMU and TVET focal officers on data updating and analysis.
- (iv) Assist the Team Leader in assessing PMU capacity and, when necessary, recommend the assignment of DTVE young staff to work closely with consultants to ensure smooth implementation and strengthen the capacity of DTVE counterpart staff.

- (v) Consolidate project progress updates from consultants and prepare quarterly progress reports for review by the Team Leader in developing tailored training programs for relevant trades, recommend suitable training institutions, and translate the training programs into Lao for distribution to the 10 TVET colleges.
- (vi) Work closely with VEDI to review the training curriculum for EV or industrial electrician/electronic programs, depending on the Team Leader's qualifications and experience.
- (vii) Assist the Team Leader in developing a comprehensive tracer study mechanism that is practical for TVET institutions and financially sustainable. Guide TVET officers in conducting tracer studies, analyzing data, and preparing reports in both English and Lao.
- (viii) In the absence of the Team Leader, coordinate with Team Leaders of development partners' projects to exchange implementation challenges, solutions, and new initiatives.
- (ix) In the absence of the Team Leader, assist the PMU in preparing comprehensive reports for review missions, including implementation progress, challenges, recommendations, contract awards, and disbursements.
- (x) Support the PMU in establishing partnerships with international TVET institutions and private employers in EV, industrial electrician/electronic, automotive maintenance, and IT sectors.
- (xi) In the absence of the Team Leader, coordinate with project consultants and TVET Managers to prepare project progress reports and manage communications with project stakeholders.

Deliverables:

The consultant will prepare:

- a project implementation plan with timeline and resources,
- assessment reports, training curricula, survey reports,
- monitoring and evaluation mechanism and monitoring plan
- project progress quarterly report performance monitoring reports, partnership agreements, and deployment plans for experts.
- a midterm review report,
- a project completion report with evaluation and recommendations, and
- capacity-building workshops for sustainability.

Minimum Qualification Requirements

- At least a post-graduate degree in education or economist
- experience serving as team leader or deputy team leader;
- be familiar with project management and digital tools of project management, procurement and financial management procedures,
- with at least 7 years' experience in management and implementation of TVET projects funded by the ADB, WB or other major donors in Loa PDR;
- knowledge of Lao PDR specific TVET policy and regulatory framework;
- sound computer literacy with good skills in Microsoft Excel, Word, Access and PowerPoint;
- experience in assessing educational institutions;
- ability to develop and implement training programs;
- experience with tracer surveys and feedback systems;
- experience with government education departments and international development partners specifically ADB, WB;
- familiarity with the educational landscape and labor market trends in Lao PDR or similar contexts; and
- experience in engaging senior experts and managing grant-financed projects;
- fluent in written and spoken English.

Minimum general experience: 10 years

Minimum specific experience (relevant assignment): 7 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 06 July 2026.

Project Implementation Unit (PIU)

Skills Enhancement for Inclusive and Green Economic Development

Department of Technical and Vocational Education and Training, Ministry of Education and Sports

Lanexang Avenue, P.O. Box 0067,

Vientiane Capital, Lao PDR

Telephone: (856-21) 216473,

E-mail address: ithongsa@gmail.com. Santi.apf@gmail.com