

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANTS)

LAO PEOPLE'S DEMOCRATIC REPUBLIC
MINISTRY OF INDUSTRY AND COMMERCE

National Implementation Unit

Lao PDR Competitiveness and Trade Project Phase 2 (Project No. P512702)

Senior Administrative Officer
(Ref. No. IOC001)



The Ministry of Industry and Commerce (MOIC) of the Government of Lao PDR has received financing from a Trust Fund administered by the World Bank and contributed by Australia toward the cost of the Lao PDR Competitiveness and Trade Project Phase 2 (LCTP 2), and intends to apply part of the proceeds for consulting services.

The National Implementation Unit (NIU) is now seeking an experienced individual for the position of Senior Administrative Officer. The objective of the assignment is to support the NIU's project management and coordination operations.

The services of the Administrative Officer are required for an estimated 35 person-months on a full-time basis, starting August 2026. The consultant will be based at the National Implementation Unit (NIU), Permanent Secretary Office, Ministry of Industry and Commerce, in Vientiane, Lao PDR and will work under the overall supervision of the LCTP Project Manager. The detailed Terms of Reference (TOR) for this assignment is attached. [Terms of Reference \(TOR\)](#)

To qualify for the assignment, a prospective candidate shall meet the following requirements:

- University degree (Bachelor or equivalent);
- At least 5 years of relevant work experience in an administrative capacity;
- Familiarity with government and foreign aid project operations;
- Proven knowledge of office procedures and office equipment;
- Effective written/verbal communication skills (in English);
- Good interpersonal skills and result orientation;
- Computer literate (MS Office, Excel).

The Consultant will be selected in accordance with the World Bank 'Procurement Regulations for IPF Borrowers', Sixth Edition, February 2025, under the Individual Consultant (IC) selection method. The attention of interested Consultants is drawn to paragraphs 3.13, 3.15 and 3.16 of the said Regulations, setting forth the World Bank's policy on conflict of interest.

Interested applicants should submit their applications and provide information indicating that they are qualified to perform the services (curriculum vitae with expression of interest and references). Expressions of interest must be delivered to the address below no later than **23 July 2026, 16:00 hours (Vientiane time)** (submissions via email are also acceptable). Only short-listed candidates will be contacted.

Attn: Mr. Sengphanomchone Inthasane, Deputy Permanent Secretary, Project Director

CC: Ms. Sonevilay Pheangthavanh, Procurement Coordinator

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