

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)

Administrative Assistant
(Ref. No. IOC002)



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 Administrative Assistant. The objective of the assignment is to provide administrative and logistical support to the Lao Business Forum (LBF) Secretariat housed at the Lao National Chamber of Commerce and Industry (LNCCI).

The services of the Administrative Assistant are required for a period of 35 months, starting August 2026, on a full-time basis. The consultant will be based at the Lao National Chamber of Commerce and Industry (LNCCI), Vientiane, Lao PDR and will work under the overall supervision of the LNCCI Secretary General. 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:

- Bachelor's degree in business administration, economics or other relevant fields;
- Minimum of two years of relevant working experience;
- Experience in the capacity of an Admin Assistant or Program Assistant in a similar setting or a donor funded project is an asset;
- Fluency in English and Lao;
- Excellent computer skills, especially with MS Word, Excel, PowerPoint;
- High motivation, good attitude, flexibility and reliability;
- Good organizational skills with the ability to work efficiently under pressure and to handle multiple tasks simultaneously.

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

National Implementation Unit (NIU), Ministry of Industry and Commerce

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