Terms of Reference

Title:	**Project Finance Consultant**
Project:	Pollution and Waste Management Project (PWMP)
Contracting Authority:	Environment and Forest Protection Fund (EFF)
Location:	EFF Office in Vientiane with trips to project provinces
Duration:	12 months (renewable) (subject to satisfactory performance and business needs)

A. Background to the Environment and Forest Protection Fund

The Environmental and Forest Protection Fund Office (EFF) is the management and administrative office of the Environmental and Forest Protection Fund (EFF), established to mobilise financial resources from national and international sources. The EFF has the vision of becoming a strong financial institution with highly efficient staff that is accepted nationally and internationally, with sustainable and effective financial management mechanisms for supporting natural resources management and environmental protection activities, while contributing to the national socio-economic development plan in line with the green growth and sustainable policy.

To achieve this vision, the EFF aims to give staff good opportunities by working on exciting projects, supporting staff development and helping people accelerate their careers and develop new skills and competencies, while working in a supportive team and achieving positive change in Laos' environment.
The GoL has received financing from the International Development Association (IDA Credit A number 7848-LA and Credit B number 7849-LA, dated 25-Jun-2025, in the amount of US $ 37.85 million. PROBLUE Trust Fund Grand Agreement in the amount of US $ 3.35million, Grand Number TFC854-LA).

The Laos Pollution and Waste Management Project, whose development objective is to strengthen Laos' capacity for waste and pollution management, improve municipal solid waste management in targeted areas in Lao PDR, and provide immediate and effective response in case of an Eligible Crisis or Emergency.

The PWMP Project seeks to strengthen Laos' waste and pollution management capacity, and improve municipal solid waste management in targeted areas in Lao PDR. Approximately 1 million inhabitants of Vientiane Capital are expected to directly benefit from improved policies, regulations, legislation, monitoring, enforcement, infrastructure, institutional strengthening, and capacity building as well as about 7.5 inhabitants are expected to indirectly benefit from these activities. The results indicators in the Project Development Objectives are:

1. To strengthen Laos' monitoring and enforcement of pollution management:

- Entities which are monitored for pollution compliance according to the new compliance monitoring system (Number).

2. To improve municipal solid waste management in targeted areas:

- Municipal solid waste that is recycled, composted, and/or safely treated in Vientiane Capital (Percentage).
- People provided with access to improved municipal solid waste management services in Vientiane Capital (Number).

- Plastics policies, guidelines, or standards established and aligned with the ASEAN Regional Action Plan (Number).

The Project has three components, including the CERC (Component 3) with a CERC Category with US$ 0 allocation. This component will provide an immediate response to an eligible crisis or emergency, as needed. In the event of an eligible crisis or emergency, the World Bank to re-allocate project funds to support emergency response and recovery.

Component 1. Advancing Systems for Waste and Pollution Management. This component aims to strengthen the national government's capacity for waste and pollution management. Subcomponent 1.1 will focus on pollution management by financing the development of an operational compliance monitoring system for air and water pollution control enforcement in the five key sectors of energy, mining, infrastructure, agriculture, and industry; and upgrading air and water quality monitoring systems. Subcomponent 1.2 will focus on waste management by financing the development and early-implementation of the waste management legal framework, establishment of an inter-ministerial waste management committee (WMC), improving waste and plastic data collection and management, and scaling-up plastic waste recycling efforts.

Component 2: Improving Municipal Solid Waste Services in Vientiane Capital. The objective of this component is to improve MSW services in VC by financing activities that enhance the institutional, operational, financial, and technical capacity of MPWT and VCOMS. Subcomponent 2.1 will finance capacity enhancement activities of VC's solid waste services using an Integrated Solid Waste Management (ISWM) approach,1 while Subcomponent 2.2 will finance MSW service infrastructure investments. The regional benefits of this component are reduced plastics pollution emerging from VC due to improved collection, recovery, and disposal of MSW. Investments in integrated waste management facilities and landfill rehabilitation will further reduce plastics pollution as well as GHG emissions by ensuring safe disposal without burning of plastics and leakage into the environment and waterways.

Component 3: Contingency Emergency Response Component. This component will provide an immediate response to an Eligible Crisis or Emergency, as needed. In an Eligible Crisis or Emergency, the GoL can seek reallocation of project funds to support emergency response and recovery.

C. Objective of the Assignment

The assignment's main objective is to assist the Head of the Financial Unit and other managers in managing the financial and accounting aspects of the PWMP, and supporting them in any other wider EFFwork.

D. Scope of the Assignment

He/she will be responsible for the proper implementation of the Financial Management (FM) sections of the Project Implementation Manual under PWMP. Under the overall guidance of the Head of the Financial Unit (with support from the Senior FM consultant) and accountants; he/she will be responsible for (but not limited to) component 1 of the PWMP as per the tasks identified below:

- Ensure that all accounting transactions are authorised, documented, and recorded in accordance with the agreed procedures and timeframes.

[1] ISWM is a strategic approach that addresses all sources and aspects of SWM, including waste generation, segregation, transfer, sorting, treatment, recovery, and disposal, with an emphasis on maximizing resource use efficiency.

- Prepare the financial plan and monitoring tools for the Project to ensure that disbursement from the IDA/PROBLUE, management and replenishment of funds are in accordance with the Financial Management Manual.
- In close collaboration with the Head of the Financial Unit, establish, implement, and maintain the project financial management policies, systems, administration, and procedures in accordance with the rules and regulations of the GoL, Financial Management Manual, and the Financial Agreement with the World Bank.
- Assist in the planning at the central level to enable a comprehensive set of financial information to compile the annual financial plan and budget (including financial projection and cash flow forecast), interim financial reports, and financial monitoring tools for the PWMP. Verify that all project assets are maintained and updated regularly. Present the status of the Project finances and accounts in the review meetings. Contribute to organising the Annual Stakeholder Meeting.
- In coordination with other relevant SIAs, prepare the project financial statement and periodic financial reports as and when required by the Project. Submit reports and statements to the Finance Management Unit Head for review. Provide advice to the EFF Executive Leadership Team and/or the Head of the Financial Unit, in support of the financial requirements for the implementation of the PWMP.
- Manage and monitor grants/loans and maintain them in an accurate and timely manner.
- Assist the Head of the Financial Unit in the following:
    - Compiling annual budgets for the EFF and Sub-Implementing Agency, which includes cash flow forecast and projections.
    - Supervise all work undertaken by the accountants and cashiers at the central level and provincial levels (sub-grants).
    - Assist in the provision of training/capacity building for the FM staff at central and provincial levels.
    - The preparation of the Interim Unaudited Financial Report (IFR).
- Coordinate and seek advice, where required, from all relevant agencies (e.g., the Ministry of Finance and the World Bank) in financial management and disbursement.
- Support the Head of the Financial Unit in the supervision and assistance of Sub-Implementing Agency (at central and province levels) in implementing FM, including monitoring their performance in line with the subgrant agreements.
- Assist and support the Head of the Financial Unit with managing and monitoring grants accurately and promptly.
- Assist in coordination with the project management team and procurement specialists.
- Coordinate the work to conduct the Project's annual external and internal audits (including the development of ToRs); and work closely with the internal/external auditors to achieve desired outputs, including monitoring the implementation of the auditor's recommendations. Perform regular internal audit procedures with all Sub-Implementing Agency (SIAs) in the portfolio and follow up with training/capacity-building procedures.
- Assist the Head of the Financial Unit with preparation of the FM related training materials.

E. Key Outputs

- Compile the annual budget sheets, withdrawal applications, Interim Unaudited Financial Reports (IFRs), and Project Financial Statements.
- Consolidate all financial budgets and report from each sub-project.
- Prepare and provide the PWMP cash forecast plan, supporting the Head of the Financial Unit.
- Review, oversee and complete the monthly expenditure report.
- Develop the quarterly financial reports.

- Provide budget plans and revise them as required. Provide the budget analysis report.
- Provide recommendations and revisions for the Financial Management Manual.
- FM related training materials

F. General Principles

All EFF staff must observe at all times the highest standard of professional ethics and integrity, promote a results-oriented approach in their area of responsibility and accountability, and report irregularities to their managers.

G. Reporting

The Financial Officer will report directly to the Head of the Financial Unit and Executive Director/Deputy Executive Director of EFF.

H. Duration

The total estimated input for this assignment is full-time (time-based) for 63 months with the possibility of renewal based on satisfactory performance review and Project requirements. This assignment is expected to start in January 2026 and be completed in Mar 2031. The assignment will commence under a 3-month probation period.

I. Experience and Qualifications

Candidates should demonstrate skills and core competencies to deliver and attain the expected results, develop strong interpersonal relations and communications, and work effectively with a wide range of stakeholders in a diverse working environment. They are also expected to be experienced in and comfortable working with public institutions involved in the PWMP. Specific experience and qualifications include:

- At least a Bachelor's degree in a related field, such as finance or accounting. A postgraduate qualification in finance and accounting or holding a professional qualification in finance and accounting is highly desirable.
- At least five years' experience working on donor-funded projects and understanding project cycles (experience with World Bank-financed projects will be an advantage).
- Familiarity with the Government of Lao PDR's ministries and institutions, including the treasury payment systems.
- Excellent analytical skills and proficiency in computerised accounting (experience with a projects accounting package will be an advantage).
- Strong presentation and communication skills, including proficiency in written and spoken communication in Laos and English languages.
- Advanced computer skills in Microsoft Word, Excel, PowerPoint etc.
- Ability to support other staff, including providing capacity building through training and coaching.

J. Competencies

- *Interpersonal Savvy:* Relates well to all kinds of people throughout organisations and externally. Is capable of building constructive and effective relationships.
- *Intellectual Horsepower:* Is bright and intelligent and can deal with concepts and complexity comfortably.

- *Peer* Relationships and Teamwork: Is seen as a team player and is cooperative, and can solve problems for the good of all.
- *Planning Accurately:* Scopes out the length and difficulty of tasks and projects; sets objectives, goals and tasks and measures results.
- *Process Management:* Understands processes and how to undertake tasks through an efficient workflow.

K. Other

- Willing to travel and spend time in provinces.
- Women are strongly encouraged to apply.
- Only short-listed candidates will be called for an interview.

L. Source of Information

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