Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Agriculture and Environment
Environment and Forest Protection Fund

Ref. No: 1077 /EFF
Vientiane Capital, Date: 27 AUG 2026

REQUEST FOR EXPRESSION OF INTEREST
Senior Procurement Consultant (Ref. No. EPF/CS-06)

The Govenment of Lao PDR received a ID loan from the World Bank (WB) 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 millions. 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 Environment and Forest Protection Fund seeks a full-time finance consultant to work closely with the project.

The national Senior Procurement Consultant should possess the following qualification:

- Master's degree in Procurement, Supply Chain Management, Business Administration, or related fields.
- Expertise in international procurement standards and contract management (World Bank, ADB, UN, etc.), and Lao PDR Public Procurement Law.
- Extensive experience in procurement reform, policy development, or e-GP system establishment and management
- Strong leadership skills and ability to manage multi-disciplinary teams and capacity-building programs
- 7 or more years of experience in public procurement, with substantial experience in large-scale or complex procurement operations, ideally in an international development context. Familiarity / involvement with/in projects funded by international development organizations (e.g., World Bank, ADB, UN, JICA, KFW, etc.), and Lao PDR Public Procurement Law.
- Excellent proficiency in written and spoken communication in English.
- Advanced Computer skills in Word, Excel, PowerPoint, etc.
- Solid interpersonal skills, flexibility and willingness to work as part of a team.

The successful consultant will be selected in accordance with the competitive method of individual consultant set out in of the procurement Regulation, date September 2026.

In order to apply for position, interested applicant should be provide in formation indication that she/he is qualified to perform the services (description of experience assignments on Expression of Interest) and detailed CV to the address: Chanpaseuth.p@laoeff.org.la, CC: bounpakone.p@laoeff.org.la Mobile: 020 59433384, Expressions of interest must be delivered in written form accompanied by the CV and any other document (in person, mail or by fax or by e-mail) to the address below no later than [September 09, 2026, 16:30 pm. Only short-listed candidates will be contacted.

Your Sincerely,

Mr.Phatnakhone KHANTHAMIXAY
Executive Director
Environment and Forest Protection Fund

Terms of Reference
(Updated November 2025)

Title:	**Senior Procurement 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:	18 months contract

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).

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Project Components: the Project will finance in 3 components as following:

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: Contingent Emergency Response Component (CERC) (US$0 million). 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. A CERC Manual will guide the activation and implementation of the CERC, and an Emergency Action Plan will be prepared to confirm activities and financing for a specific event. The CERC Annex in the Project Operational Manual (POM) will reflect climate change adaptation and mitigation concerns in a way that ensures alignment with the Paris Agreement.

B. Objective of the Assignment

The objective of the assignment is to implement the procurement activities as specified in the the Procurement Plan of the EFF and the Sub-Implementing Agency (SIAs) approved by the World Bank, as well as organise the procurement system, ensuring the full compliance with World Bank's Procurement Regulations and the Government of Lao PDR (GoL) Procurement Regulations.

C. Scope of the Assignment

The Senior Procurement Consultant will work under the guidance of the Executive Director/Deputy Executive Director, in conjunction with the wider EFFand the Sub-Implementing Agency (SIAs) in the implementation and oversight of all procurement activities and ensure the timely and proper delivery of the products and services that are being procured. He/She will be

[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.

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responsible for the overall procurement of **Component 1** of PWMP Project which include, but are not limited to, the following:

- Assist the EFF and SIAs in the updating, review, and clearance of the Project Procurement Strategy for Development (PPSD), Project Procurement Plan and the development of the Annual Procurement Plan.
- Assist the EFF in following up with concerning SIAs, development partners, and the World Bank so that the procurement plans are approved in a timely manner.
- Assist the EFF and SIAs in preparing, reviewing, and obtaining draft bidding documents and Requests for Proposals for all procurement. Guiding and managing the processes of advertising, bid receipt and opening following the agreed procurement procedures.
- Assist the EFF and SIAs in day-to-day procurement activities according to the EFF procurement plan and the World Bank Procurement Regulations.
- Assist the EFF with coordination with the World Bank, national and local governments, contractors, and consultants regarding all relevant procurement matters.
- Carry out procurement according to the guidelines specified in the Procurement Manual, managing the procurement packages of goods, works, non-consultant services and consulting services at the EFF and SIAs. Ensure that the technical specification of goods, Terms of Reference, and other documents meet the EFF and SIAs requirements.
- Review and clear all correspondence with Bidders during the procurement processes. Assist in managing the contractual activities of consultancy services, goods, works, non-consultant services and consulting services at the EFF, including managing procurement proceedings, the timely reply to inquiries from interested bidders, arranging advertisement for Invitation, REOI, bid/proposal opening, contract negotiation etc. Carry out all activities related to contracting, including negotiation, signing, publishing, contract award notice, and performance contract.
- Participate as a permanent member of the Evaluation Committees, providing guidance to other members on procurement aspects in the evaluation of bids or consulting proposals, including the review and clearance of all bid evaluation reports before approval.
- Prepare, review and obtain clearance of all draft contracts prior to contract signing, including following up with government partners and the World Bank (if required) in order to have bid evaluation reports approved in a timely manner.
- Manage the Procurement filling/record and tracking form system in a systematic and retrievable manner.
- Ensure an accurate and well-managed Assets Inventory record for the Project, in coordination with both EFFand SIAs.
- Help the EFF to launch and monitor the implementation of a plan to increase transparency and accountability in the procurement process.
- Monitor and report on the procurement implementation progress/status to the EFF Executive Leadership Team, management, and the World Bank, as required.
- Provide training (formal and on-the-job) to Procurement staff assigned to EFF and SIAs.
- Conduct regular meetings with SIAs, coordinate and lead the procurement functions, update the status of procurement packages and follow up for further actions.
- Prepare relevant inputs into the procurement progress reports, making summary points to clarify the bidder and other members of the committee in conformity with the World Bank regulations and procurement law.
- Carry out all activities related to contracting, including negotiation, signing, publishing, contract award notice, administer and manage the performance of all contracts in accordance with the contract provisions.
- Support the EFF in handling procurement-related complaints/grievances and establishing and maintaining the procurement filing system within the EFF.

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- Prepare and update procurement contract monitoring and tracking table for all procurement activities.
- Assist the EFF with STEP (Systematic Tracking of Exchanges in Procurement)\ management and submissions.
- Assist on issues related to procurement, such as budget planning, annual work plans and budgets (AWBP), procurement follow-up (e.g., with MAE/EFF and the World Bank), improve the overall approval process and update the contract monitoring processes.
- Preparation of procurement related training materials.
- Perform any other duties that may be assigned.

D. Key Outputs

- Updated PPSD and Procurement Plan as per the World Bank's Procurement Regulations and cleared by the World Bank.
- The EFF Procurement Plan is fully and timely implemented in compliance with the World Bank procedures, regulations, and agreements.
- Procurement documents properly prepared following the World Bank's standard procurement documents and fully uploaded in the World Bank's STEP system.
- Update the Procurement Plan implementation/procurement status/procurement progress report on a monthly basis.
- The Project Procurement Plan and tracking form are acceptable to the EFF and World Bank.
- Provide administration, including procurement services, in line with the agreement with the Government of Lao PDR and/or fund owners.
- Coordinate with other EFF staff/units as required.
- Provide training and supervision to the EFF procurement staff.
- Procurement related training materials

E. General principles

All EFFstaff 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 supervisors.

F. Reporting

The consultant will work under the supervision and guidance of, and report to, the Deputy Executive Director of the EFF.

G. Duration

The total estimated input for this assignment is full-time for 18 months with the possibility of renewal based on satisfactory performance review and Project requirements. The consultant's performance shall be subject to annual review by and the continuation of the consultant's services for the next year shall be subject to the consultant's satisfactory performance. This assignment is expected to start in January 2026 to June 2027. The assignment will commence under a 3-month probation period.

H. Qualifications and Experience

Candidates should Leading national or large-scale procurement reform efforts and/or providing strategic advice on procurement policy and institutional frameworks. Managing large and complex

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procurement assignments. Experience in the development and implementation of Procurement MIS and/or e-GP systems. Developing and delivering training programs, mentoring, and capacity development of procurement professionals. They are also expected to be experienced in and comfortable working with public institutions involved in the PWMP. Specific experience and qualifications include:

- Master's degree in Procurement, Supply Chain Management, Business Administration, or related fields.
- Expertise in international procurement standards and contract management (World Bank, ADB, UN, etc.), and Lao PDR Public Procurement Law.
- Extensive experience in procurement reform, policy development, or e-GP system establishment and management
- Strong leadership skills and ability to manage multi-disciplinary teams and capacity-building programs
- 7 or more years of experience in public procurement, with substantial experience in large-scale or complex procurement operations, ideally in an international development context. Familiarity / involvement with/in projects funded by international development organizations (e.g., World Bank, ADB, UN, JICA, KFW, etc.), and Lao PDR Public Procurement Law.
- Excellent proficiency in written and spoken communication in English.
- Advanced Computer skills in Word, Excel, PowerPoint, etc.
- Solid interpersonal skills, flexibility and willingness to work as part of a team.

I. 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.

J. 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.

K. Source of Information

Environment and Forest Protection Fund,
2nd floor, MAE Building (#100), Sidamdouan Road, POBox: 7647, Vientiane
Tel: (856-21)252739; Fax: (856-21)252741;
Website: http://www.laoeff.org.la