

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANTS)
LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY
MINISTRY OF INDUSTRY AND COMMERCE
National Implementation Unit
Lao PDR – EU Assistance for Private Sector & Trade (LEAP) –
Building Opportunities for Sustainable Trade (BOOST) [C396]

Project Coordinator (Ref. No. BOOST-PC-01)

The Ministry of Industry and Commerce (“MOIC”), acting through its Permanent Secretary Office and the National Implementation Unit (“NIU”), serves as the Government coordinating body and focal point for the Lao PDR – EU Assistance for Private Sector & Trade (LEAP) – Building Opportunities for Sustainable Trade (BOOST) project (the “Project”), a 48-month initiative funded by the European Union and implemented by the International Trade Centre (“ITC”) under a Memorandum of Understanding (“MOU”) with the MOIC. In furtherance of the Project, the NIU hereby invites expressions of interest from suitably qualified national consultants for engagement as Project Coordinator.

The Project Coordinator shall serve as the primary technical focal point for the Project within the MOIC and shall be responsible for the day-to-day coordination and facilitation of Project activities requiring NIU involvement, including work planning, coordination with ITC, relevant MOIC departments and other line ministries, support to Project governance (Project Review Committee and Program Executive Committee meetings), monitoring and reporting, and compliance with the MOU and applicable EU communication and visibility requirements. The assignment shall be undertaken on a part-time basis with an estimated input of ten (10) working days per month over a period of forty-five (45) months, commencing from the date of contract signature, and shall be performed under the overall supervision of the NIU Manager, in close collaboration with the ITC Project Team Leader, at the National Implementation Unit, Permanent Secretary Office, Ministry of Industry and Commerce, Vientiane, Lao PDR. The full Terms of Reference (TOR) can be accessed via this URL: <https://tinyurl.com/9h7xb9ru>

Minimum Qualifications

Candidates shall possess the following qualifications, as set out in the Terms of Reference:

Education:

- Minimum of a master's degree in international trade, development economics, public policy, business administration, or a related field.

Experience:

- Minimum of 8 years of relevant professional experience in project management, coordination, or implementation support, preferably in trade and private sector development.
- Proven experience in coordinating complex projects involving multiple stakeholders, including government agencies, international organizations, and the private sector.
- Experience with donor-funded projects (e.g., EU, World Bank, UN agencies) is required. Prior experience with ITC projects is a strong asset.
- Demonstrated knowledge of Lao government policies and procedures, particularly in trade, industry, and private sector development.
- Experience in monitoring, evaluation, and reporting of development projects.

Skills and Competencies:

- Excellent communication skills, including fluency in both English and Lao languages (speaking and writing).
- Excellent analytical, organizational, and problem-solving skills.
- Strong interpersonal skills and ability to work effectively in a multicultural team environment.
- Proficiency in computer applications (Microsoft Office package: Word, Excel, PowerPoint).
- Ability to manage multiple tasks and deadlines, and work under pressure.
- Knowledge of project financial management and procurement processes is an asset.
- Understanding gender equality and environmental sustainability principles is an asset.

Submission of Expressions of Interest

Interested candidates shall submit a curriculum vitae, accompanied by a letter of expression of interest and professional references, demonstrating that they meet the qualifications set out above. Submissions shall be delivered to the address below no later than **16:00 hours (Vientiane time) on 8 October 2026**, by hand, by post, or by electronic mail. Only shortlisted candidates shall 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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