



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity and Prosperity

Terms of Reference

Job Title: **Project Procurement Consultant**

Project Title: Enhancing Public Finance Management Through Information and Communication Technology and Skills (E-FITS) Project (P167534); and Public Finance Management Reform Grant (P167661)

Contracting Authority: Project Implementation Unit, Department of Fiscal Policy and Law
Ministry of Finance

Location: Ministry of Finance, Vientiane Capital

Duration: 12 months renewable (subject to satisfactory performance)

Start date: February, 2019

1. Background

The Government of Lao PDR (GoL) is strengthening the management of its public finances through establishing guiding principles and policies for improved public finance management (PFM). As part of its objective to strengthen the management of its public finances, the Ministry of Finance has prepared a comprehensive Public Finance Management Development Strategy to 2025 to improve policy consistency, efficiency, transparency and accountability in public expenditure and revenue management by strengthening institutional systems and capacity, as well as making progress towards meeting appropriate international financial management standards.

The GoL has received a EUR 1.5 million grant from the European Union to support in the implementation of MoF's Public Finance Management Development Strategy to 2025 by improving the legal framework and institutional capacity for budget preparation and execution, revenue management, and public procurement. Additionally, the GoL has requested a US\$20 million credit from the World Bank for the implementation of the Enhancing Public Finance Management through ICT and Skills (E-FITS) Project to contribute to the reliability, timeliness and transparency of financial reporting and to enhance public financial management skills.

The Project Implementation Unit (PIU) was established in December 2018. Under the oversight of the MoF's PFM Reform Secretariat, the PIU will be responsible for the implementation of the E-FITS Project (P167534) and the PFM Reform Grant (P167661). The PIU will be the central executing agency, responsible for overall implementation monitoring, fiduciary oversight, and provision of technical, procurement, and financial management support to MoF implementing departments responsible for the technical implementation of project / program components. Furthermore, the PIU will be responsible for the preparation of work plans and for the provision of logistics, administration and coordination across implementing departments.

2. Objective of the assignment

The Project Procurement Consultant will be a member of PIU to implement day-to-day procurement operations according to the Project Procurement Plans, Project Operation Manual, the WB and the Government procedures and policies related to procurement. The Project Procurement Consultant ensures that day to day

procurement management functions are carried out in effectively to facilitate effective project and grant management and implementation, assures the transparency of procurement activities as well as the strict obedience of project/grant procedure/regulation.

3. Scope of work

Specific duties and responsibilities include:

- Prepare Annual Procurement Plans in consultation with the concerned stakeholders;
- Assist the PIU in carrying out day-to-day procurement activities according to the procurement plan of the project and grant;
- Manage procurement file packages of Goods and consulting services for project and grant needs;
- Prepare Invitation for Bids (IFBs), request for quotations and bidding documents for procurement of goods;
- Manage recruitment process of the consultancy services, prepare TOR, Request for Express of Interest (REOI), prepare Request for Proposal (RFP) and advertise on the local newspapers and the MoF's website;
- Evaluate and prepare reports of Quotations and bids for procuring goods, and Expression of Interest (EOI), short-list and Technical Proposal and combine Technical and Financial Proposal for consultant selection;
- Manage and participate contractual activities of consultancy services and purchasing goods, including opening and contract award information;
- Participate in bid opening, evaluation process and other procurement related meetings, including the WB mission events;
- Assist and work closely with Project Bid Evaluation Committee (BEC) to ensure effective procurement activities according to the Procurement Plan and in line with applicable procurement rules;
- Prepare communications and coordination between the Ministry and the World Bank for procurement document clearance and other procurement related activities;
- Provide and on-the-job procurement training to project team and MoF implementing departments staff;
- Make relevant inputs into the procurement progress reports;
- Support PIU in development of an action plan to strengthen transparency and accountability in the procurement process (including complaint-handling mechanism, integrity pacts and sanctions procedures as per procurement rules of the Prime Minister's Procurement Decree/Law and the World Bank Regulations) and also work with the Institute for Finance Information Development to enhance and systematic disclosure of procurement related documents in the MoF website;
- Upload all procurement plan packages in STEP, update and monitoring tables and enter procurement information for post review contracts in STEP at least once a month;
- Revise PPSD when the additional major packages in the project and grant have been identified;
- Correspondence on all procurement issues with suppliers, consultants, bidders, project staff and other government and other staff involved in procurement activities;
- Supervise PIU on procurement arrangement; and
- Any other duties with relevant to the procurement activities that may be assigned by Head of PIU.

4. Reporting

The Project Procurement Consultant will report directly to the Head of PIU and will work closely with the Deputy of PIU, other project staff and the WB team.

5. Qualifications and Experience

- At least Bachelor degree in engineering, management, business administration, or related field; in public procurement will be an advantage;
- At least 5 years of professional experience in public procurement, experience with international donors supported projects will be an advantage;

- Fluent in English and Lao, with strong report-writing and oral presentation ability;
 - Capability to work successfully in a multi-disciplinary and cross-cultural environment with a large, diverse team;
 - Willingness and capacity to perform fieldwork, and in-country travel when required; and
 - Dynamic, ability to manage and control the work.
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Interested candidates should submit their CV and cover letter with the Job Title, no later than 01/02/2019, to:

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