

REQUEST FOR EXPRESSION OF INTEREST

Country: Lao People's Democratic Republic
Project: Global Partnership for Education III Project: Learning and Equity Acceleration Project (LEAP)
Sector: Education
Description: 01 Project Procurement Assistant for Global Partnership for Education III Funded: Credit No.: 6854-LA

The Ministry of Education and Sports is implementing the LEAP will support the operation of 245 CCDGs (245 villages), including 73 existing location and 172 new locations. Each CCDG will be operated by two trained caregivers five days a week for 12 months. Implementation of the CCDGs will include (a) provision of CCDG grants (for construction/repair of the CCDG shelters, annual operational grant, and subsistence for caregivers); (b) provision of training for caregivers; (c) provision of training for Provincial Education and Sports Services (PESS), District Education and Sports Bureau (DESB), School principals, and VEDCs; (d) provision of CCDG tool kits, including teaching and learning materials and age-appropriate toys and books; and (e) monitoring and support mechanisms.

Purpose: In the context of funding received Lao PDR strives to build its procurement capacity. The Procurement Assistant will work within the Project Coordination Office, under the supervision of the Project Director and work closely with the Department of Finance and collaboratively with- all implementation units of the project and all other internationally funded projects

Specific Key Tasks: Under the guidance of the Project Director Tasks will include but not be limited to the following:

- Working closely with the Project Procurement Officer on update the procurement plan for the Project as appropriate. Follow up with concerned government partners and the World Bank in order to have the procurement plans approved in a timely manner.
- Assists on prepare draft bidding documents, internal review and clearance; and submission to World Bank for Approval if required based on the method of procurement.
- Assists on guide and manage the processes of advertising, bid receipt and bid opening strictly in accordance with the agreed procurement procedures.
- Assists on guide and manage other activities required under procurement processes such as correspondence with bidders; and Other Project-related duties required by Project Management Office (Procurement Officer).

Expected Outcomes: Procurement of Goods Works and Services will be carried out in a timely manner in conformity with World Bank procurement guidelines and regulations; Quarterly, Semi-annual and other procurement tracking and progress reports will be produced as required; A complete report on all goods works and services procured during the project, together with the tracking information to be supplied as part of the Implementation Completion Report at the end of the project.

Duration of the Consultancy: The Project Procurement Assistant will be a full-time position for twelve months extendable depending on performance.

Qualifications and Experience Required:

- University degree or professional diploma;
- Familiarity with MOF Standard Procurement Manual for Externally Financed Project or/and World Bank/ADB Procurement Procedures and Guidelines;
- A minimum of 3 years of procurement experience with State/International organizations or with large scale projects under Ministry process.
- Experience with World Bank procurement preferable but not required;
- Computer skills in Word, Excel, etc.; and good communication skills including fluency in Lao and a basic English Proficiency; Punctuality, honesty, trustworthiness and good inter-personal skills.

The attention of interested Consultant is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. The Consultant will be selected based on Individual Consultants selection method set out in the Consultant Guidelines.

Interested eligible candidates in this position may obtain further information and the detailed TOR from the **Ministry of Education and Sports, Education Coordination Unit (ECU)** at the address below during office hours *08:00 to 16:00 hours* or by e-mail. Please submit CVs and a letter of interest by **11 to 25 January 2023** to the address below. Only short-listed individual candidates will be contacted for an interview.

To: Ministry of Education and Sports
Department of Planning
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