



LAO PEOPLE'S DEMOCRATIC REPUBLIC  
PEACE INDEPENDENCE DEMOCRATIC UNITY PROSPERITY

Ministry of Planning and Investment  
Lao Statistics Bureau  
Department of Cabinet

No 2452 /CAB  
Vientiane Capital, Date 13 October 2023

**REQUEST FOR EXPRESSIONS OF INTEREST FOR**

**Project Administrative Officer**

The Lao PDR has received a Loan under the project: "Lao PDR Strengthening the National Statistical System Project (LAOSTAT II)" financed by International Development Association (IDA), the World Bank for an amount equivalent to twenty-one million US dollar (US\$21 million) to improve the capacity of the Lao PDR Statistical System to produce and disseminate good quality statistics in a timely manner and to enhance use of key statistics, and in case of an Eligible Crisis or Emergency, respond promptly and effectively to it. The project is aligned closely with the Strategy of the Development of National Statistical System (2016 – 2025) and Vision 2030 which outlines key strategies for sustainable development of the Lao Statistical System. Lao PDR intends to use part of the proceeds of this loan for payments under a contract for a **Project Administrative Officer** to assist LAOSTAT II in managing and implementing procurement activities.

**SCOPE OF WORK:**

- Undertake budget planning for seminars, workshops, meetings and consultations, including preparation of relevant documentation in support of the implementation of project activities in accordance with the procedures and practices of the project;
- Assist with the day to day management, administrative work and coordination of projects under LAOSTAT
- Help coordinating with PIU
- Prepare in conjunction with relevant stakeholders project write up, budgets, work plan terms of references, and reports.
- Liaise with relevant donors on issue related to the project or the LAOSTAT
- Perform other tasks as requested by the LAOSTAT

**QUALIFICATIONS/SELECTION CRITERIA**

- University degree (Bachelor or equivalent) in business administration or management, economics and related discipline;
- At least 1 year experience in administration work
- Experience dealing with the government sector
- Familiarity with government and foreign aid project operations and procedures and technical cooperation projects would be asset.
- Proven knowledge of office procedures and office equipment;
- Candidate with English efficiency is needed
- Effective written/verbal communication skills (in English);
- Good administrative, interpersonal and team building skills;

- Ability to maintain self-control and complete tasks with frequent interruptions;
- Demonstrated capacity to take initiative and to be accountable for results;
- Computer literate (MS Office, Excel).

Interested Consultant should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services, such as an updated curriculum vitae indicating personal and technical skills, academic qualifications and experience in similar assignments. Consultants may obtain copies of the detailed Terms of Reference (TOR) in English from the address below during office hours **9:00 am to 4:00 pm** Monday through Friday.

Expressions of interest shall be delivered by e-mail by **27 October 2023** to the following:

Sithan Neue Village, Sikhottabong District, Vientiane Capital, Lao PDR

Tel/Fax: 021 214740, 021 212022

E mail: Keosouvanh\_lsb@hotmail.com

cc: [phaykham13@gmail.com](mailto:phaykham13@gmail.com); [pchanthasombath@gmail.com](mailto:pchanthasombath@gmail.com), [oudalonek@gmail.com](mailto:oudalonek@gmail.com)

Department of Cabinet



Fongsamout Khamvalvongsa  
Director General

Cabinet of Lao Statistics Bureau

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