



LAO PEOPLE'S DEMOCRATIC REPUBLIC  
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

MINISTRY OF PUBLIC WORKS AND TRANSPORT  
PROCUREMENT COMMITTEE

Date: 06 Aug 2024

**REQUEST FOR EXPRESS OF INTEREST**  
**National Project Administrative Assistant for Component 3.1**  
(Ref. No. ICS-064, Project ID No. P176088; IDA Credit No. 7102-LA)

The Ministry of Public Works and Transport; the Ministry of Agriculture and Forestry; the Ministry of Industry and Commerce; the Ministry of Public Security (MOPS); the Ministry of Health and Ministry of Finance of Lao PDR have received financial support from the International Development Association (IDA), a member of the World Bank Group to implement the Southeast Asia Regional Economic Corridor and Connectivity (SEARECC) project with a duration of six (6) years, starting from the 4th quarter of year 2022.

The scope of sub-component 3.1 is to enhance agricultural trade and improve the SPS Management system. Capacity development to support agricultural trade will focus on creating an enabling environment for agricultural trade activities. Key activities include financing technical assistance to review and improve business processes for cross-border trade of agricultural products by streamlining export and import permits, raising awareness of traders' compliance with SPS requirements, and simplifying the registration and scientific certification system of farm inputs.

The National Project Administrative Assistant will work under the overall supervision of Director General of Department of Agriculture of the Ministry of Agriculture and Forestry, with day-to-day supervision from the designated representative of Department of Agriculture and National Project Implementation and Operational Consultant under this sub-component 3.1, total estimated input for this assignment will be a full-time basis for 24 months with possibility of renewal based on satisfactory performance review and Project requirements. This first initial contract is expected to be started from September 2024.

The SEARECC Project Procurement Committee now invites eligible individual consultants to indicate their interest in providing the Services. Interested Consultant should provide information (CV, Expression of Interest, other supporting information, if any) demonstrating that s/he has the required qualifications and relevant experience to perform the Services. In order to qualify for this position, the candidates shall meet the following experience and competence requirements:

- Minimum bachelor's degree in Business Administration and Management, Agricultural sciences, Economics or other related fields;
- At least 3 years of experience in administrative support, preferably in a project management environment.
- Proficiency in Lao language and working knowledge of English at the level of meeting agendas' preparation, basic communication with international consultants involved in the project implementation.
- Proficient in the use of office software and internet applications.
- Willingness to travel to project provinces as needed.

The attention of interested consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" 4<sup>th</sup> edition of November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. A Consultant will be selected in accordance with the Competitive Selection of Individual Consultants method set out in the Procurement Regulations.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **21 Aug 2024, 16:00 o'clock Lao time** (submissions via email are also acceptable). **Only shortlisted candidates will be contacted.**

Email to: [proc.dpf.mpwt@gmail.com](mailto:proc.dpf.mpwt@gmail.com) with Cc: [ssouphanh@yahoo.com](mailto:ssouphanh@yahoo.com), [viengphet1@gmail.com](mailto:viengphet1@gmail.com), [visara.khamvongsa@gmail.com](mailto:visara.khamvongsa@gmail.com)

Yours sincerely,



**Mr. Sysouphanh Chansavat**

Chairman of Procurement Committee