



People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Planning and Investment
Lao Statistics Bureau
Cabinet of Lao Statistics Bureau

No **736** /CAB1.3
Vientiane Capital, Date **08** May 2023

LAOSTAT - Strengthening the National Statistical System Project
The Lao Statistics Bureau

Term of Reference - Procurement Consultant

1. BACKGROUND

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 **Procurement Consultant** to assist LAOSTAT II in managing and implementing procurement activities.

2. SCOPE OF WORK:

Key responsibilities of the assignment include:

- Assist and advise the project team at all stages of procurement to ensure that the correct procedures are followed;
- Prepare bid advertisements, bidding documents, evaluation reports, requests for proposals and evaluation reports for consulting services, draft contracts following procedures of relevant international funding agency
- Take lead in resolve any procurement-related issues, including complaints from contractors, suppliers, consultants;
- Review and advise all correspondence with bidders/consultants during procurement process;
- Providing advice and support to LAOSTAT/NICT on procurement related activities;
- Transfer of knowledge and in-house procurement capacity building.

3. QUALIFICATIONS/SELECTION CRITERIA

- At least a Master's degree in relevant field: such as with a major in a relevant discipline (e.g. Business Administration, Engineering, Commerce, or Law);

- At least, ten (10) years or more in relevant professional experiences with international or WB procurement procedures
- Good interpersonal skills with the ability for assertive communication and to function effectively and collaboratively in a group and in multicultural team environment;
- Computer Skills in MS Office such as Word, Excel and have excellent Web Research and Navigation;
- Fluent and Strong Written and Spoken in English.

4. DURATION OF ASSIGNMENT:

- Duty station: LAOSTAT office at LSB;
- The assignment is initially for two (2) years renewable annually based on performance;
- The first evaluation will be done after three (3) months before confirmation of the first two (2) years contract;

Contact person:

Lao Statistics Bureau
Ministry of Planning and Investment
Dongnasok Village, Sikhottabong District, Vientiane Capital, Lao PDR
Tel/Fax: 021 214740, 021 212022
email: tthip_keosouvanh_lsb@hotmail.com and vienglikid@hotmail.com,
lsbadmin@etllao.com

Yours sincerely,



Mr. Fongsamout KHAMVALVONGSA
Director General,
Cabinet of Lao Statistics Bureau,
Lao Statistics Bureau,
Ministry of Planning and Investment,
Lao PDR

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. The CV, Expression of Interest, other supporting information can be delivered to the address below (in person, or by mail, or by fax, or by e-mail by 09 MAY 2023-08 JUNE 2023, 08:00 -16:00 AM 0'clock Lao time (submissions via email are also acceptable), Only shortlisted candidates will be contacted.