



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

MINISTRY OF PUBLIC WORKS AND TRANSPORT
DEPARTMENT OF ROADS

Ref. No. 00983 / DOR
Date: 12 Jan 2024

REQUEST FOR EXPRESS OF INTEREST
NATIONAL PROJECT ADMINISTRATIVE ASSISTANT FOR COMPONENT 2
(Ref. No. ICS-059, Project ID No. P176088; IDA Credit No. 7102-LA)

The Ministry of Public Works and Transport (MPWT); Ministry of Agriculture and Forestry (MAF); Ministry of Industry and Commerce (MOIC); Ministry of Public Security (MOPS); Ministry of Planning and Investment (MPI), Ministry of Health (MOH) and Ministry of Finance (MOF) of Lao PDR had received financial support from the World Bank's (WB) International Development Association (IDA) to implement the Southeast Asia Regional Economic Corridor and Connectivity (SEARECC) with a project duration of six (6) years starting from middle of year 2022, and intends to apply part of the proceeds for consulting services.

The proposed of SEARECC seeks to improve the domestic and regional transport connectivity and logistics facilities, with associated policy reforms for increased economic activities along selected transport corridors in Northern Lao PDR. The project scope includes improvement of transport connectivity and logistics services in Lao PDR, trade facilitation, border crossing control management, and agriculture trade along the NR2 corridor and five provinces in the corridor catchment area. National Road 2 (NR2), 295 km long and a part of ASEAN highway No. 13. SEARECC consists of five (5) components as follow : (1) Lao PDR and Regional Connectivity Enhancement, (2) Logistics Services Development and Vorder-Crossing Management, (3) Strengthening Institutional Capacity and Regulatory Framework in Agriculture, Transport, and Investment Planning, (4) Project Management and (5) Contingency Emergency Response.

The Project Administrative Assistant will support Sub-Component 2.1 and 2.2 for facilitating the sub-component administration and management at both national and provincial levels of the SEARECC project with the Department of Transport (DOT) of MPWT as lead agency for Component 2. The consultant will work under the overall supervision of CMU, Deputy Director or assigned personnel of Division of Freights and Logistics, Department of Transport, Ministry of Public Works and Transport in Vientiane Capital, and will be based at Department of Transport.

The total estimated inputs for this assignment is full-time (time-based) for 24 months with possibility of renewal based on satisfactory performance review and Project requirements. This assignment expected to start between February 2024 to January 2026.


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, Management, Finance or equivalent
- At least 2 years of relevant work experience in an administrative or clerical role on donor-supported project/programs
- Familiarity with and experience in government institutions and procedures would be an advantage
- Excellent secretarial skills and organizational capacity
- Proficiency in the use of information technology and good computer skills, particularly in the use of MS Office (MS Word, MS Excel, etc.)
- Good command on both written and spoken in both Lao and English languages.

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" 4th 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 29 Jan 2024 16:00 o'clock Lao time (submissions via email are also acceptable). Only shortlisted candidates will be contacted.

Department Planning and Finance, Ministry of Public Works and Transport
Lanexang Avenue, Phonxai Village, Saysettha District, Vientiane Capital, Lao PDR.

Attention : Ms. Vanh Dilaphanh
Director General of Department of Planning and Finance (DPF - MPWT)
Email: proc.dpf.mpwt@gmail.com with Cc : k_litta@yahoo.com, dilaphanhnana@yahoo.com, 
xaysomnuk.s@gmail.com, bounta_ov@yahoo.com, visara.khamvongsa@gmail.com

Yours sincerely,



Mr. Litta Khattiya
Director General, Department of Roads (MPWT)