



**Lao People's Democratic Republic**  
**Peace Independence Democracy Unity Prosperity**

Ministry of Natural Resources & Environment  
Department of Land  
Enhancing Systematic Land Registration Project (ESLRP)

No: **2972** /DOL, MoNRE

Vientiane Capital, Date: **06 JUN 2024**

**REQUEST FOR EXPRESSIONS OF INTEREST**  
(Project No. P169669)  
**(EXTENSION OF ADVERTISEMENT)**

The Ministry of Environment and Natural Resources (MONRE) has received financing from the World Bank toward the cost of the Enhancing Systematic Land Registration Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) of the following positions:

- 1. National LaoLandReg and Data Digitization Administrator**  
(Ref No. IC-20/C2.3 “Full-Time Individual” for 12 months)
- 2. Individual Consultant for Spontaneous Interpreter (Individual)**  
(Reference No. IC-24/C4 “Part-Time/Time-Based Contract” (30 working days))

The detailed Terms of Reference (TOR) for the assignments can be downloaded from the following [weblink: Ld.monre.gov.la](http://Ld.monre.gov.la) and <http://ppmd.mof.gov.la/>

The DOL now invites eligible individual consultants to indicate their interest in providing the Services. Interested Consultant should provide information demonstrating that s/he has the required qualifications and relevant experience to perform the Services.

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” July 2016, revised November 2017 and August 2018 (“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 e-mail) by **20 June 2024, 16:00 PM**. The Ministry of Natural Resources & Environment, Department of Land having its registered office at Chao Anou Road, Thongkankham Village, Chanthabouly District, Vientiane Capital. Only Short-listed candidates will be contacted.

**Contact Persons:**

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2. Mr. Phonetip Nokeo, Deputy Project Manager, Tel: +856 2059999954, E-mail: [phnokeo@gmail.com](mailto:phnokeo@gmail.com)
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Director General

**Khitlaxay KOKMILA**

**Enhancing Systematic Land Registration Project  
(P169669)**

**Terms of Reference**

**LaoLandReg and Data Digitization Administrator (Individual)**

**Full-Time/Time-Based Contract**

**Reference No. IC-20/C2.3 (12 months)**

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**1. Background**

The World Bank (WB) and the Swiss Agency for Development and Cooperation (SDC) are providing US\$ 31.4 million of funding for the Enhancing Systematic Land Registration Project (ESLRP), aiming to support the GoL in improving tenure security and land administration services in selected areas. The ESLRP has four main components: 1) scaling up systematic land registration, 2) modernization of the land administration and service delivery, 3) enhancement of the policy and legal framework and 4) project management. The first component aims to produce approximately 650,000 land titles or use certificates in mainly rural Laos by 2025, resolve land disputes during the process and expand the geodetic network. The second component will make services more accessible to the public, re-engineer and simplify business processes, pilot land administration service centers, digitize and archive existing paper land records and rollout a digital land information system. The third component will finance preparations of regulations and studies following the new Land Law, while the fourth component covers project management.


**2. Objective and the scope of the Work**

The Department of Lands (DoL) holds an important volume of land files and cadastral maps in its archives. The analogue documents are stored in 18 provinces (PoNRE) archives throughout Lao PDR. The total number of document pages is in excess of 30 million. District cadastral authorities (148 DoNRE) also have land titles and cadastral archives. Each Land Office in Lao PDR manages its own paper archive of applications, decisions and supporting documents for each registration.

DoL is transitioning to an electronic land administration system, LaoLandReg. DoL will begin with the digitalization of all records in Vientiane Capital City (VCC) and the roll out scanning and digitalization of records to remaining provinces. This requires converting all physical items (spatial and non-spatial analogue data) into an electronic representation that can be accessed and stored electronically. DoL is hiring a consultant to scan, georeference, digitize and integrate document metadata, textual data, land cadastral maps and plot plans into LaoLandReg.

Although the LaoLandReg database allows for a digital processing and storage of textual information and geometry data, the land records, like forms, land titles and the register are kept in a hardcopy filing system. This is because hard copy documents are the ones that are legally binding and not the digital one. The objective is to take the steps towards a fully digital cadastre and record keeping system; however, it is important to note that the digital data should be the one that is legally binding, and any printout will then only be considered as a copy. It will still be necessary to produce a hardcopy of the land title for the deed holder. Moreover, the current hardcopy data management system could be reduced with the existence of a full digital system. Indeed, it is expected that the costs coming with a fully digital system are considerably lower while also improving secure storage.

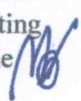
DoL is currently rolling out LaoLandReg v.7.2. The successful roll out of this version to all PONRES and DONREs depends on a smooth transition to digitised record keeping and automated land administration processes, including ensuring common procedures at DoL, PoNRE and DoNRE levels.



## 1. Specific tasks

- Support ICT Coordinator to implement/enforce Document Management and Digital Archive Strategy by working in details with DoL ICT and Data Management specialists.
- Support ICT Coordinator and DoL with reporting based on LaoLandReg data by applying data queries and existing reporting functions as well as creating new data queries as requested by DoL.
- Working with DoL ICT and Data management staff in management, monitoring, support and development of DoL's Digital Data Management system, procedures, manuals and training;
- Support the implementation of scanning and digitization, including preparing for and overseeing the scanning and digitization consultant and workplan, including
  - Agree on work procedures and establish SOP with the scanning and digitization contractor
  - Support DoL with coordination and technical support with DONREs and PONREs to compile all existing land records and digital cadastral data from their respective districts in a single province database and provided to the consultant
  - Support DoL with checking and cleaning the compiled province database by applying existing SOPs on data cleaning as well as reviewing and improving existing procedures wherever needed.
  - Work with DoL to integrate external datasets such as land value zones, land price lists, state land reserves or land use zones and village boundaries to the LaoLandReg database by following the existing SOPs
  - Work with DoL to assure any paper document updates or in the production database are submitted to the scanning and digitization contractor
  - Coordinate with PONRE on the nomination of a DONRE and PONRE representative, and related presence of these representatives during scanning operations to ensure safety of records
  - Help to resolve any issues that may arise and remove constraints to maintaining the agreed workplan for scanning and digitization
  - Work with PONREs to provide office space within its premises to the contractor.
- Working with DoL ICT staff in the LaoLandReg v.7.2 roll out and modernization.
  - Strengthen the master trainers/technical backstopper at national level with their duties to coach and support technical backstopper at province level to provide all necessary support to front-end system user at PONREs and DONREs.
  - Help coordinate resolution of issues during data entry to LaoLandReg DB by the scanning and digitization contractor at the software level.
  - Collecting comments from DoL, DONREs and PONREs on the improvement of LaoLandReg functionalities and the development of new functionalities for the implementation of digital and automated data processing solutions.
  - Provide capacity building to DoL LaoLandReg admins on back-end database maintenance.
  - Provide capacity building to DoL and PONRE master trainer/technical backstopper on all front-end registration work procedures handled in LaoLandReg and QGIS
  - Provide support to DONRE staff by strengthening the organization technical backstopping procedures by coaching national and subnational technical backstopper on the job on site or through remote support.

## 2. Deliverables

- Scanning and Digitalization Equipment Inventory.
  - Digitalization equipment inventory list/database for all DoL, PONRE, DONRE equipment with specific information including hardware specifications, operating system installed, software installed, end-point security installed, patch #, and online 

- Digital data management Standard Operation Procedure, manual, training to DOL, and enforcement
  - System monitoring routine report – daily, weekly, monthly
  - Change request form procedure – adhoc
  - HelpDesk Procedure and recommended software
  - Remote Support Procedure and recommended software
  - Manuals and training materials
- LaoLandReg v.7.2 roll out progress report.
  - Monthly monitoring and analysis of the deployment of LaoLandReg v.7.2. in PONREs and DONREs
  - Summarised comments from DOL, DONREs and PONREs on the improvement of LaoLandReg functionalities and the development of new functionalities for the implementation of digital and automated data processing solutions

### 3. Selection Criteria

- Graduate level or equivalent professional qualification in data management, information technology or other related field or significant relevant project and programme management experience;
- Experience in Land administration, Data management and Digitalization and related ICT systems – including cadastral databases and GIS solutions
- Significant knowledge of complex DMS systems interfaces and impact;
- Experience in risk identification, mitigation, and management
- Excellent written and verbal communication skills in English and ability to present information verbally and in writing to a wide range of audiences, internal and external. Knowledge of the Lao language would be an advantage
- Excellent IT skills, demonstrating a significant degree of IT and project literacy ideally developed through project delivery on complex, high-profile IT projects.
- Excellent interpersonal skills with the ability to gain the respect of multi-professional teams, enthuse and motivate individuals and teams
- Experience in IDMS and CT projects in Lao PDR is preferred.
- Excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe.
- Shows initiative and takes appropriate action without needing direction and instruction from others but within the remit of the role
- Excellent team working skills, working together to deliver results
- Excellent change management skills to ensure change is embedded within the business

### 4. Duration of the assignment and the location

The contract is a **full-time one year contract**, with possible extension. The consultant will work in DoL or home office and, travel to project provinces as needed. DoL will provide office space, including office furniture and internet connection for the expert. The expert should use his/her own computers.

The DoL will provide the expert with all available data and relevant technical, environmental and information for the project.

**Director General**



**Virana SONNASINH**