



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity and Prosperity

Terms of Reference

Job Title:	Project Coordinator Consultant
Project Title:	Lao PDR Financial Sector Safety Net Strengthening Project (FSNP) Project No. P169194
Contracting Authority:	Project Implementation Unit (PIU), Deposit Protection Office, Bank of the Lao PDR
Location:	Deposit Protection Office, Vientiane Capital
Duration:	12 months renewable (subject to satisfactory performance)

1. Background

The Government of Lao PDR has received funding from the World Bank Group for the Financial Sector Safety Net Strengthening Project (US\$35 million). The objective of the Project is to strengthen the financial and institutional capacity of the Deposit Protection Office (DPO) to fulfil its deposit insurance mandate.

The project is part of a broader strategy to strengthen the overall financial safety net, through strengthening the supervision and resolution of deposit-taking financial institutions, as well as the mechanism for timely payouts of depositors in the case of bank failures. In light of the existing vulnerabilities in the banking sector, it is imperative to bolster the DPO's financial and institutional capacity with World Bank (WB) support. As demonstrated by the lessons from the global financial crisis, the establishment of a credible deposit insurance system is critical for financial sector stability, including maintaining public confidence and protecting less sophisticated and small depositors.

The Project includes two components: (i) Capitalization of Deposit Protection Office Equity Fund using Performance-based Condition (PBCs)¹, whereby the WB funds are disbursed in tranches based upon verification of achievement of the pre-agreed PBCs.; and (ii) Institutional capacity building for DPO and project management so DPO is empowered to perform its legally-mandated function (deposit payout), as evidenced by progress towards compliance with International Association of Deposit Insurers (IADI) Core Principles.

The Project is implemented by the DPO. Other agencies involved in project implementation include Bank of the Lao PDR (BOL) and Ministry of Finance (MOF). Detailed information on the project can be found in the Project Appraisal Document (PAD) and other project documents which are available on BOL or the WB website.

2. Assignment objectives

DPO is seeking a dynamic and experienced full-time national consultant to fill the position of Project Coordinator to assist DPO in the management and coordination of technical activities of the

¹ Formerly referred to as IPF with Disbursement-Linked Indicators.

Financial Sector Safety Net Strengthening Project. The consultant will be selected by DPO in accordance with the World Bank Procurement Guidelines.

3. Scope of work

The Project Coordinator's scope of work will include, but not limited to the following:

1. Support the Project Director in coordinating with key officials within DPO and other government stakeholders to ensure that agreed actions and next steps of the project are carried out based on agreed timelines;
2. Follow up on implementation of activities and PBCs to ensure that both components are implemented as planned.
3. Ensure that the Project Operation Manual is followed and keep up to date timely approved by WB and project Steering Committee.
4. Ensure continuous compliance of the legal covenants in the financing agreement between IDA and GoL
5. Coordinate and assist in the preparation of progress reports (semi-annual and annual) on status and issues that may arise during the course of implementation and facilitate information sharing as well as coordinate activities amongst project stakeholders.
6. Document and prepares minutes of the meeting and documenting other meetings required by the project.
7. Assist PIU-DPO in undertaking the essential administrative and management requirements such as draft workplans and budgets, communication to implement the project on time, within budgets, and in accordance with the policies and procedures of the government and World Bank (WB).
8. Assist in the procurement process of hiring individual consultants, consulting firms and project staff and goods procurement;
9. Assist the Project Director to ensure that there are adequate annual budget allocations for project activities;
10. Assist the Project Director to manage the secretariat of the Steering Committee, convene and facilitate Steering Committee meetings and circulate minutes of the meetings;
11. Coordinate with Safeguard focal person of DPO to ensure full compliance with World Bank's safeguard requirements (including preparation of safeguard monitoring, and recording keeping of grievances for possible review by the World Bank);
12. Assist the PIU-DPO in arranging missions and mid-term review of component/ project activities.
13. Report regularly to DPO management and World Bank on technical aspects of project.
14. Transfer of knowledge to PIU-DPO staff
15. Other assigned duties as required by the Project Director.

4. Duration and reporting

This will be a full-time position for a period of 12 months, with the possibility of extension. The Consultant will work under the day-to-day supervision and report to the Project Director/Project Manager. The workplace will be at the Deposit Protection Office.

5. Confidentiality and conflict of interest

The consultant undertakes to comply with the World Bank's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentially. The consultant shall maintain confidentially on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by DPO.

Any draft reports and other documents produced by the consultant will be discussed and cleared with DPO before their final issue.

6. Experience and qualifications

The following experiences and qualifications of the consultant are desirable:

- At least a bachelor's degree on management or similar fields;
- At least 5 years' experience in office administration in Lao PDR;
- At least 3 years' experience on project coordination on externally-assisted projects. Experience on WB-funded projects will be highly regarded. Experience in the financial sector will be an added advantage;
- Work experience with the Government of Lao PDR is an advantage;
- Fluent in spoken and written English and Lao, with strong communications and presentation skills; and
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word, PowerPoint).