



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

## Terms of Reference

Job Title:	<b>Project Procurement Consultant</b>
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)<sup>1</sup>, 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.

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<sup>1</sup> Formerly referred to as IPF with Disbursement-Linked Indicators.

## 2. Objective of the assignment

The Project Procurement Consultant will be a member of PIU-DPO to implement day-to-day procurement operations according to the Project Procurement Plans, Project Operation Manual, the WB and the Government procedures and policies related to procurement. The Project Procurement Consultant should ensure that day to day procurement management functions are carried out in effectively transparency, and accountability.

## 3. Scope of work

Specific duties and responsibilities include:

- Prepare Annual Procurement Plans in consultation with the concerned stakeholders;
- Assist the PIU-DPO in carrying out day-to-day procurement activities according to the procurement plan of the project;
- Manage procurement file packages of goods and consulting services for project;
- Prepare Invitation for Bids (IFBs), request for quotations and bidding documents for procurement of goods;
- Manage recruitment process of the consultancy services, prepare TOR, Request for Express of Interest (REOI), prepare Request for Proposal (RFP) and advertise on the local newspapers and the BOL, DPO, United Nations Development Business (UNDB) and WB website;
- Evaluate and prepare reports of Quotations and bids for procuring goods, and Expression of Interest (EOI), short-list and Technical Proposal and combine Technical and Financial Proposal for consultant selection;
- Manage and participate contractual activities of consultancy services and purchasing goods, including opening and contract award information;
- Participate in bid opening, evaluation process and other procurement related meetings, including the WB mission events;
- Assist and work closely with Project Procurement Evaluation Committee (PEC) to ensure effective procurement activities according to the Procurement Plan and in line with applicable procurement rules;
- Make communications and coordination between the Deposit Protection Office and the WB for procurement document clearance and other procurement related activities;
- Provide and on-the-job procurement training to PIU-DPO;
- Make relevant inputs into the procurement progress reports;
- Support PIU-DPO in development of an action plan to strengthen transparency and accountability in the procurement process (including complaint-handling mechanism, integrity pacts and sanctions procedures as per procurement rules of the Prime Minister's Procurement Decree/Law and the WB Regulations) and also work with the IT department of BOL to enhance and systematic disclosure of procurement related documents in the DPO website;
- Upload all procurement plan packages in Systematic Tracking of Exchanges in Procurement (STEP), update and monitoring tables and enter procurement information for post review contracts in STEP at least once a month;
- Revise Project Procurement Strategy for Development (PPSD) when the additional major packages in the project have been identified;
- Correspondence on all procurement issues with suppliers, consultants, bidders, project staff and other government and other staff involved in procurement activities;
- Supervise PIU-DPO on procurement arrangement;
- Transfer of knowledge to PIU-DPO staff and
- Any other duties with relevant to the procurement activities that may be assigned by Head of PIU.

#### **4. Reporting**

The Project Procurement Consultant will report directly to the Head of PIU and will work closely with the Deputy of PIU, other project staff and the WB team.

#### **5. Qualifications and Experiences**

- At least Bachelor degree in finance, banking, management, business administration, or related field;
- At least 5 years of professional experience in public procurement, private sector, experience with international donors supported projects;
- Fluent in English and Lao, with strong report-writing and oral presentation ability;
- Capability to work successfully in a multi-disciplinary and cross-cultural environment with a large, and diverse team;
- Willingness and capacity to perform fieldwork, and in-country travel when required; and
- Dynamic, ability to manage and control the work.