

**MINISTRY OF INDUSTRY AND COMMERCE
DEPARTMENT OF SME PROMOTION**

**MSME ACCESS TO FINANCE EMERGENCY SUPPORT AND RECOVERY PROJECT
(MSME A2F-ESR PROJECT) IN LAO PDR [P174169]**

TERMS OF REFERENCE

FULL-TIME NATIONAL CONSULTANT

**FOR PARTIAL CREDIT GUARANTEE FACILITY (PCGF) COORDINATOR FOR
THE BANK OF LAO PDR (BOL)**

(REF: LA-DOSMEP-2.4-CS-INDV)

1. Background.

The Government of Lao PDR received financing from the World Bank Group's International Development Association (IDA) for a proposed project to assist Micro, Small and Medium Enterprises (MSMEs) and the Financial Sector, specifically Participating Financial Institutions (PFIs). The proposed project's development objective is to provide long-term funding sources for banks to provide long-term credit to MSMEs to overcome the impact of the COVID 19 Pandemic. Negative impacts of the global COVID-19 pandemic are expected to exacerbate Lao PDR's weak fundamentals and lead to a deterioration in the macroeconomic situation, including the MSMEs and Financial sectors. The proposed project aims to strengthen the capacity of financial institutions and MSMEs to sustain operations and recover from the COVID-19 emergency. The proposed project is to support the recovery and growth of privately-owned MSMEs by increasing the supply of long-term finance provided by commercial banks and by strengthening the capability of Department of SME Promotion (DOSMEP) to formulate and implement public policies that promote access to finance for MSMEs and strengthen the banking sector to recover from the effects of the COVID 19 Pandemic.

The project includes three components: (i) Emergency and Recovery Line of Credit to MSMEs; (ii) Strengthening BOL Capacity to Supervise a PCG Facility; (iii) Technical Assistance (TA) and Project Management which to notably support capacity building of MSMEs, PFIs and DOSMEP. Particularly, a subcomponent of TA is to strengthen DOSMEP's overall capacity, but also to support DOSMEP to formulate and improve the SME development strategy, relevant legislation by engaging consultants. The proposed project will be managed DOSMEP. The required service is full time national consultant to be managed and selected by DOSMEP and BOL in accordance with the "World Bank Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017 and August 2018 edition. As a result, DOSMEP intends to recruit an experienced national consultant to support BOL strengthen its capacity to supervise and monitor the PCG facility (PCG Fund), in line with the Principles for Public Credit Guarantee Schemes for SMEs." with respect to Component 2.

2. Objective of the Assignment

As part of the Component 2 above, DOSMEP and BOL is seeking an experienced full time National Consultant to fill the position of the coordinator for the technical assistance activities to be provided to the BOL for the supervision and monitoring of the PCGF in the above Project. The Consultant will assist BOL's Credit Guarantee team in managing, coordinating and implementing the BOL's technical assistance activities.

3. Scope of Work

The consultant will be expected to work closely with BOL, DOSMEP and other relevant stakeholders to manage and coordinate Component 2 “Strengthening BOL Capacity to Supervise PCG Facility”. Specific responsibilities would be as follows:

- Work closely with other consultants designing the CGF (and legislation) to develop reporting templates for the CGF, and a monitoring system, consistent with CGF legal framework to be developed under other consultancies;
- Train relevant BOL staff on the use of the monitoring system;
- Be the liaison person for the BOL, between BOL, DOSMEP, relevant consultants and stakeholders for all related activities under Component 2;
- Assists the BOL to undertake operational management of the activities in accordance with the project documents, both WB and Government policies and procedures;
- Ensure that the deliverables of the international consultant selected to provide TA to the BOL is done on time, based on the TORs;
- Assist in arranging all the logistics (selection of venues, catering, event organization, transport arrangements, invitation of program participants, arrangements for interpreters, etc.) for the implementation of the training/capacity building programs for BOL;
- Ensure that professional interpreters are available when required (e.g stakeholder meetings, workshops, etc.);
- With the assistance of the PMU, organize relevant virtual meetings/workshops with the BOL, MOF, Commercial Banks, Lao Business Associations and other stakeholders for the IC as and when requested.
- Attend all relevant meetings and maintain minutes of such meetings to be submitted to the BOL PCGF Team, DOSMEP and World Bank as required;
- Prepare reports, summary of implementation activities and contribute to the preparation of quarterly project reports in collaboration with the PMU;
- Keep records in cooperation of the BOL PCGF Team, of all documents related to TA provided under Component 2;
- Assist other consultants (to be selected under separate ToRs) as required, in collecting data for the provision of TA to BOL under Component 2; and
- Any other tasks as requested by the PCGF Team of the BOL.

4. Institutional Arrangements and Client’s inputs

The selected Local Consultant will work under the overall supervision of BOL PCGF Team Leader and with DOSMEP. The selected Consultant will also be required to work in close collaboration with other relevant stakeholders involved in the MOF, PFIs, World Bank Team- Laos, Commercial Banks, and SMEs, etc. as required. DOSMEP/BOL will also provide the selected Consultant with office space and furniture, including internet access for work purposes. Contractual arrangement will be managed by DOSMEP, Ministry of Industry and Commerce.

5. Reporting and Duration of the Assignment

The consultant will work under the day-to-day supervision of the Team Leader of the PCGF Team of the BOL and in close coordination of the Project Manager of the PMU. The assignment will be full time basis, in the period 24 months including the 6 months probations. The assignment to be extended if required. Details of the deliverables will be specified in the contract to be signed between the consultant and

DOSMEP. The contract will be valid for a period of two years including a six-month probation period and can be extended if required by BOL in agreement with DOSMEP.

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

7. Qualifications and Experience Requirements

To be considered for the position, candidates should have the following qualification and requirements:

- Minimum under-graduate degree in management, economics, finance, banking or a relevant discipline.
- At least 5 years of experience in financial sector, preferably with commercial banks
- In-depth understanding of the financial/banking sector.
- Knowledge of PCGFs will be an advantage.
- Working experience with MSMEs will be an advantage.
- Experience in designing, managing and implementing complex assignments.
- Excellent (English) verbal and written communication skills.
- Advanced experience of Microsoft Excel/Word/Power Point or similar programs.
- Excellent work planning, organization sense, reporting, interpersonal and team working skills.