

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

TERMS OF REFERENCE

International Consultant

**To Develop and Coordinate Technical Assistance to be Provided by the BDS Providers to MSMEs
(REF No. LA-DOSMEP-3.2.2.1-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 SME and Financial sectors. The proposed project's aims are to strengthen the capacity of financial institutions and MSMEs to sustain operations and recover from the COVID-19 emergency. The proposed project is expected 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 proposed Project is expected to include three components: (i) Emergency and Recovery Line of Credit to MSMEs; (ii) Strengthening BOL Capacity to Supervise PCG Facility; (iii) Technical Assistance and Project Management. This project is being implemented and managed by the DOSMEP. The required services are Part-time International Consultant to be managed and selected by Department of SME Promotion (DOSMEP) in accordance with the "World Bank Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017 and August 2018 edition".

2. Objective of the Assignment

As part of the Component 3 above, DOSMEP is looking for an experienced International Consultant for this assignment. The selected consultant will assist the Project Director and Project Manager in developing a TA program for the selected Business Development Service (BDS) providers to provide TA to selected MSMEs under MSME A2F-ESR.

3. Scope of Work

The consultant will be required to work closely with the PMU to:

- To review the "Rapid Assessment Report on TA Requirements of MSMEs", to be prepared by the Project's International M&E Specialist/Consultant;
- Design a TA Program to be delivered by selected BDS Providers to MSMEs. Based on the above report, The TA Program will consist of: (i) An action plan on the delivery of TA to MSMEs; (ii) Training Materials for the BDS Providers¹; and (iii) Conduct training sessions for the selected BDS Providers on the delivery of materials provide for TA to MSMEs;
- Assist DOSMEP in the selection of BDS providers to participate under the project to provide TA to MSMEs;

¹ The selected consultant should utilize the training materials developed by the ILO under the A2F Project and customize those materials for this assignment.

- Work closely with PMU team and M&E Specialist to develop a BDS Providers Evaluation System with Scorecards to be completed by MSMEs that receive TA from BDS providers;
- Identify and prioritize any additional TA required to strengthen the capacity of BDS Providers to be funded under the Project's TA program;
- Support coordination meetings between the PMU, BDS Providers, PFIs and MSMEs if required;
- Brief report on the TA provided and any lessons learned; and
- Any other services as requested by the Project Director and Project Manager.

4. Deliverables:

No	Description of Deliverables	Deliverables	Date
1	Action plan for the delivery of TA to MSMEs	Action Plan	Within 3 weeks of signing of the contract
2.	Assist DOSMEP in selecting BDS Providers for the delivery of TA to MSMEs	List of Selected BDS Providers	Within 3 weeks of the acceptance of the Action Plan by DOSMEP
3	Training materials for the provision of TA by the BDS providers to MSMEs, based on and the training materials developed by the ILO under the A2F Project and customized for this assignment	Training Materials	Within 3 weeks of the selection of BDS Providers
4	Conduct training sessions for the selected BDS Providers on the delivery of materials provide for TA to MSMEs	Training Sessions	Within 2 weeks of the Acceptance of Training Materials
5	Develop a BDS Providers Evaluation System with Scorecards to be completed by MSMEs that receive TA from BDS providers	Evaluation system and Score Cards	Within 1 week of completion of the training Program for the BDS Providers
6	Identify and prioritize any additional TA required to strengthen the capacity of BDS Providers	Report on additional TA requirements	Within two weeks of the provision of completion of the training sessions to the BDS Providers
7	Brief report on the TA provided and any lessons learned	Report on TA provided and lessons learned	Within 4 weeks of completion of the training sessions provided to the BDS Providers

5. Institutional Arrangements and Client's inputs

On the technical level, the selected consultant will work under the overall supervision of the Project Director and Manager of the PMU. The consultant will also be required to work in close collaboration with other key stakeholders involved, but not limited to, key Department in the MoIC, PFIs, WB Office in Laos, etc. The

DOSMEP will provide the consultant with access to documents relevant to the assignment and will assist in facilitating meetings with key counterparts. DOSMEP will also provide the consultant the services of interpreter on need-based basis and the training facilities

6. Duration of Assignment and Estimated Time Inputs

This will be a lump-sum assignment with an estimated time-input of up to 80 person days for 06-month assignment during November 2021 to April 2022, with possibility of extension over the duration of the project subject to satisfactory Performance, and depending on the need and availability of funds.

7. Confidentiality, Ethics and Conflict of Interest

The consultant undertakes to comply with the World Bank's 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 the DOSMEP. Any draft reports and other documents produced by the consultant will be discussed and cleared with the DOSMEP before their final issue.

8. Experience and Qualification Requirements

To be considered for the position, candidates shall have the following qualification:

- Minimum post-graduate degree qualification in management, economics, finance, public sector administration or a relevant discipline;
- At least 15 years of experience in handling similar or related trainings / development of training materials / assessments of MSME training requirements in developing countries; such experience in ASEAN will be an asset;
- Experience in designing, managing and implementing complex training programs;
- Knowledge of financial sector and MSME operations is desirable
- Excellent (English) verbal and written communication skills; knowledge of Lao language while not required, would be an advantage.

9. Payment Procedure:

Details of payments and deliverables will be discussed and stated in the contract to be signed between the Consultant and DOSMEP. DOSMEP will pay the consultant: (i) Fees based on the deliverable which will be defined in the payment milestone in the contract: and (ii) Reimbursables based on the actual expenditure as agreed in the contract.