

## **REQUEST FOR EXPRESS OF INTEREST (INDIVIDUAL CONSULTANT)**

### **Ministry of Industry and Commerce MSME Access to Finance for Emergency Support and Recovery Project (MSME A2F-ESR), Project no. P174169**

#### **Part Time National Consultant to revise and Improve the Productivities Master Plan (REF No. LA-DOSMEP-3.3.18-CS-INDV)**

The Ministry of Industry and Commerce (MOIC) of Lao PDR received financing support from the World Bank Group's International Development Association (IDA) to implement MSME A2F-ESR Project (FY2021-2025), which will provide long-term funding sources for Financial Sector, specifically Participating Financial Institutions (PFIs) to provide long-term credit to Micro, Small and Medium Enterprises (MSMEs) to overcome the impact of the COVID-19 Pandemic. Department of SME Promotion (DOSMEP), Ministry of Industry and Commerce will be the Executing Agency (EA) for MSME A2F ESR Project. A project management team formed was under DOSMEP to provide overall project supervision, coordination and monitoring. The project has included 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.

As a result, under component 3 of the project, DOSMEP intends to recruit a qualified national consultant to support DOSMEP in reviewing and revising the National Productivity Master Plan to make it more appropriate as an official document, more comprehensible, and to be aligned to not only the 9th Five-Year National Socio-Economic Development Plan (2021-2025) but also to draw lessons from a regional context, especially best practices of neighboring countries. This Master Plan is also expected to foster an opportunity for the Lao government and stakeholders across the relevant line ministries and agencies to jointly contribute to enhanced competitiveness of Lao businesses through higher productivity, the improved adoption of new technologies, and an enabling environment for innovative products and services for the market.

The estimated input for this assignment is 75 working days within 6 months on a part-time basis. The assignment is to start as soon as possible but not later than May 2022. Full TOR can be accessed at the DOSMEP's website: <http://dosmep.org/vacancies/>

In order to qualify for this position, the candidates shall meet the following experience and competence requirements:

- University Degree in Economics, Business Administration, Public Policy Development, or other relevant disciplines.
- At least 10 years of experience with both public and/or private sectors in Laos, preferably related to planning drafting, industry and commerce plan/policies, economic policies, or private sector development.
- Having similar assignments performed in the past 5 years for Government or Donor funded projects will be an advantage.
- Good understanding of current economic development or other relevant issues faced by the Lao government will be an advantage.
- Proficiency and fluency in the English language.
- Excellent report writing, analytical, and presentation skills.
- Excellent interpersonal skills and willingness to work as part of a team

The Consultant will be selected in accordance with the "World Bank Procurement Regulations for IPF Borrowers", July 2016, revised November 2017 and August 2018, under Individual Consultants (IC) selection method. The attention of interested Consultants is drawn to Section III, paragraph 3.14, 3.16 and 3.17 of the said Regulations, setting forth the World Bank's policy on conflict of interest.

The MSME A2F-ESR now invites interested applicants to submit the express of interest and provide information indicating that you are qualified to perform the services (curriculum vitae with expressions of interest and references). Interested Applicants may obtain further information at the address below. Expressions of interest must be delivered application documents to the address below or no later than **April 20, 2022, 16:00 o'clock** (submissions via email are also acceptable). Only Short-listed candidates will be contacted.

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

**MICRO, SMALL AND MEDIUM ENTERPRISES ACCESS TO FINANCE-EMERGENCY  
SUPPORT AND RECOVERY PROJECT (MSME A2F-ESR) IN LAO PDR**

**TERMS OF REFERENCE**

**Part Time National Consultant to revise and Improve the Productivities Master Plan**

**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 small and medium enterprises (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 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 the 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 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 not only capabilities but also support DOSMEP to formulate and improve the SME development strategy, relevant legislation by engaging consultants. The proposed project will be managed by the Department of SME Promotion (DOSMEP). The required service is a part-time national consultant to be managed and selected by DOSMEP in accordance with the "World Bank Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017 and August 2018 edition.

In the period 2019-2021, DOSMEP in collaboration with the Asian Productivity Organization (APO) conducted a study on the National Productivity Master Plan of Lao PDR (NPMP), with a team of experts from Korea Development Institute (KDI) as the lead researcher. This document analyzed the current status of the country's productivity, expected future productivity targets as well as strategies and policy tools to achieve Lao national productivity goals. This includes plans for some relevant ministries, agencies, and other stakeholders in Lao PDR, to enhance Lao national productivity goals or targets for a ten-year timeframe, from FY2021 to FY2030. However, through joint consultation with the relevant departments, a review was carried out and it was found that the said document needed to be updated in some areas to reflect the proposals of the relevant authorities in the final development plan. The review will include, among other things, the expectations and relevance of the productivity promotion mechanism of Lao PDR, as proposed by the study in the first place.

As a result, under component 3 of the project, DOSMEP intends to recruit a qualified national consultant to support DOSMEP in reviewing and revising the National Productivity Master Plan to make it more appropriate as an official document, more comprehensible, and to be aligned to not only the 9th Five-Year National Socio-Economic Development Plan (2021-2025) but also to draw lessons from a regional context, especially best practices of neighboring countries. This Master Plan is also

expected to foster an opportunity for the Lao government and stakeholders across the relevant line ministries and agencies to jointly contribute to enhanced competitiveness of Lao businesses through higher productivity, the improved adoption of new technologies, and an enabling environment for innovative products and services for the market.

## 2. Objective of the Assignment

The selected consultant will work under the close supervision of DOSMEP and the task force to review and revise the study on the National Productivity Master Plan as proposed by the KDI expert team and revise the document based on the feedback relevant authorities as mentioned above. To this end, the consultant will coordinate with DOSMEP’s focal point person to work with the relevant ministries to revise the document. The consultant will also review and check for relevance and appropriateness of the proposed policies and strategies for productivity enhancement. The revision will include revising and enhancing the existing contents and introducing emerging areas corresponding to development trends as relevant. The methodologies will consist of data collection, modifications based on revised data, if any, and consultations with the relevant stakeholders.

## 3. Scope of Work

The scope of work for the consultant shall include, but not limited to, the followings:

- The Consultant will review the overall contents and structure of the Master Plan, which covers the infrastructure development for productivity, productivity in leading sectors, and institutional leadership for national productivity.
- Restructure the existing version of the Master Plan into a shorter format so as to make it into a policy or development plan, instead of a study;
- Reviewing the proposed targets, directions, strategies, and measures to ensure that they are up to date, reflecting the needs and actions to be taken by concerned ministries and agencies, in line with development trends;
- Reviewing the best practices of some selected neighboring countries in terms of productivity enhancement, especially their institutional arrangements;
- Recommending an establishment of a more suitable National Productivity Promotion/Enhancement Coordinating Mechanism and an Institutional Implementation Arrangement (National Committee).
- Assist DOSMEP in organizing stakeholder meetings and consultations.
- Prepare necessary supporting documents when submitting the National Productivity Master Plan for approval by the government.

## 4. Deliverables

The consultant will be expected to deliver the following outputs:

Outputs	Timeline
Kick off meetings with the DOSMEP working team and the consultant to review existing documents and the draft of the Master Plan.	One week after the signing of the contract in May 2022, too ambitious data maybe April.
Submission of the workplan by the consultant	One week after the kick-off meeting
Reviewing of documents and providing inputs to DOSMEP to	Three weeks after the

update and check data and information with relevant line ministries	submission of the workplan
Facilitate DOSMEP in requesting and obtaining updated and confirmed data and information from relevant line ministries and stakeholders and incorporating comments and feedback from them into the document	Two weeks after the first document review
Submitting the first draft of the Lao formalized version of the National Productivity Master Plan to DOSMEP and relevant line ministries and agencies	Three weeks after the incorporating of necessary feedback from the concerned line ministries
Consultation meeting with concerned parties	Two weeks after the submitting of the first draft of the National Productivity Plan
Consolidating and Incorporating comments and feedback from the consultation meeting on the documents	Two weeks after the consultation meeting
Finalizing the draft National Productivity Master Plan for DOSMEP	Four weeks after consolidating and incorporating comments and feedback
Assist DOSMEP in submitting the draft document to related line ministries and agencies for formal approval by their top management.	Two weeks after finalizing and submitting the pre-final draft
Consultation meeting with MOIC: Draft of the National Productivity Plan	Three weeks after being submitted to DOSMEP
Finalizing and submitting the final report to DOSMEP/MOIC for further submission to the government.	The final report will be submitting to DOSMEP/MOIC for further submission to the GOL by the middle of November 2022.

## 5. Duration of the Assignment

The estimated input for this assignment is 75 working days within 6 months on a part-time basis. The assignment is to start as soon as possible but not later than May 2022.

## **6. Institutional Arrangement and client's inputs**

The consultant will work under the direct supervision of the Director-General of DOSMEP, Ministry of Industry and Commerce, and report to the Director of Quality and Productivity Division (QPD) and DG of DOSMEP. The selected Consultant will also be required to work in close collaboration with other critical stakeholders that DOSMEP/QPD recommend once having the kick-off meeting with DOSMEP. DOSMEP will provide the consultant with access to documents relevant to the assignment and will support in facilitating meetings with key counterparts.

## **7. 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 confidentiality 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.

## **8. Qualifications and Experience Requirements**

The consultant shall have, at the minimum, the following qualification and experience criteria:

- University Degree in Economics, Business Administration, Public Policy Development, or other relevant disciplines.
- At least 10 years of experience with both public and/or private sectors in Laos, preferably related to planning drafting, industry and commerce plan/policies, economic policies, or private sector development.
- Having similar assignments performed in the past 5 years for Government or Donor funded projects will be an advantage.
- Good understanding of current economic development or other relevant issues faced by the Lao government will be an advantage.
- Proficiency and fluency in the English language.
- Excellent report writing, analytical, and presentation skills.
- Excellent interpersonal skills and willingness to work as part of a team.

## **9. Payment Procedure:**

Details of payments and deliverables will be stated in the contract to be signed between the Consultant and DOSMEP. DOSMEP will pay the consultant: (i) Fees based on the input and number of days certified by DOSMEP, at the agreed unit rate: and (ii) Reimbursables based on the actual expenditure as agreed in the contract.