



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

**Ministry of Industry and Commerce**  
**Department of SME Promotion**

**MSME Access to Finance Emergency Support and Recovery Project - MSME A2F-ESR**  
**Project no. P174169**

**REQUEST FOR EXPRESS OF INTEREST (INDIVIDUAL CANDIDATE)**  
**Full-time National Project Administration Assistant**

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 the 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 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. The proposed Project will be managed by Department of SME Promotion (DOSMEP). The required service is for a full-time national candidate to be selected by DOSMEP in accordance with the "World Bank Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017 and August 2018 edition".

As part of Component 3 above, DOSMEP is seeking a dynamic and experienced full-time national candidate to fill the position of Project Administrative Assistant (PAA) to assist DOSMEP in the administration of project-related activities. The principal objective of the Candidate's services is to support the DOSMEP in the general administrative work of the DOSMEP and Project. The assignment will be full-time basis, in the period 24 months including the 6 months probations and can be extended by DOSMEP as required, based on performance and project needs. Full TOR can be accessed at the DOSMEP's website: <http://dosmep.org/vacancies/>

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

- Minimum Bachelor's Degree in Business Administration, Management, Finance, or a related field.

- At least 3 years of relevant work experience as a project administrative assistant, which includes managing and coordinating workshops and training;
- Working experience with development programs or projects in collaboration with the Government and international communities and/or foreign aid project operations is an advantage;
- Competency in using computer literacy, and knowledge of Microsoft Office Package (Excel, Word, PowerPoint) and internet;
- Excellent communication skills, including speaking and writing in both English and Lao languages.

The required service is for a full-time national candidate 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 candidate 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 to the address below or no later than **June 2, 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**

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

**TERMS OF REFERENCE**

**Project Administrative Assistant**

**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 the 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 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. The proposed Project will be managed by Department of SME Promotion (DOSMEP). The required service is for a full-time national candidate to be selected by DOSMEP in accordance with the "World Bank Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017 and August 2018 edition".

**2. ASSIGNMENT OBJECTIVES**

DOSMEP is seeking a dynamic and experienced full-time national candidate to fill the position of Project Administrative Assistant (PAA) to assist DOSMEP in the administration of project-related activities. The principal objective of the Candidate's services is to support DOSMEP in the general administrative work of the DOSMEP and Project (see the candidate's responsibilities below).

**3. CANDIDATE'S RESPONSIBILITIES**

Project Administration's Assistant's scope of work shall be comprised of, but not limited to, the following tasks and responsibilities:

- Support, manage and monitor the administrative functions of the PMU;
- Assist in the preparation, logistical support, and budget planning for seminars, workshops, meetings, and consultations, including preparation of relevant documentation;
- Assist and support visiting consultants and missions (by arranging appointments, hotel accommodations and other travel);
- Perform day-to-day activities, office management activities and manage all Filing, copying and scanning of project documents;
- Manage the project in-out documents including General Division documents and Process incoming and outgoing mail, as well as internal correspondence;
- Liaise with all relevant ministries and departments, including implementing agencies (IAs) and other relevant agencies associated with the project;
- Ensure that office supplies such as stationery, equipment and other supplies are ordered in a timely manner to be available for use by the project uninterruptedly;
- Assist in maintaining records of office asset inventory, including IA's asset inventory;
- Assist in preparing and organizing visa applications, meeting as well as other logistics needed for consultants, PMU and MOIC staff as required;
- Draft the minutes of the DOSMEP and Project's internal meeting;
- Perform other tasks as requested by the Project Director.

#### **4. INSTITUTIONAL ARRANGEMENTS AND CLIENT'S INPUTS**

The selected National Candidate will work under the overall supervision of the Project Manager of the PMU at DOSMEP. The selected candidate will also be required to work in close collaboration with other relevant stakeholders involved in the Project, especially the MOF, PFIs, World Bank Team- Laos, and MSMEs, etc. as required. DOSMEP will also provide the selected Candidate with office space and furniture, including internet access for work purposes. The contractual arrangement will be managed by DOSMEP, Ministry of Industry and Commerce.

#### **5. KEY PERFORMANCE INDICATORS**

The following performance indicators shall be the basis for performance assessment of the Candidate:

- Efficient and timely organization of the Project administrative activities and events;
- Asset register is updated regularly;
- Efficient filing system is organized and maintained for Project documents;
- Regular project draft progress summary reports are prepared and submitted to management.

#### **6. REPORTING AND DURATION OF THE ASSIGNMENT**

The selected Administrative Assistant will report to the Project Director and will work under the day-to-day supervision of the Project Manager. The services are initially required for a period of 24 months (including the 6 months probations) starting as soon as possible on a full-time basis working at DOSMEP, with possibility of extension over the duration of the project, depending on the need and availability of funds. Contract extensions shall be subject to satisfactory performance.

## **7. CONFIDENTIALITY AND CONFLICT OF INTEREST**

Project Administrative Assistant undertakes to comply with the World Bank's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. He/she 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 Administrative Assistant will be discussed and cleared by DOSMEP before their final issue.

## **8. KEY QUALIFICATIONS**

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

- Minimum Bachelor's Degree in Business Administration, Management, Finance, or a related field.
- At least 3 years of relevant work experience as a project administrative assistant, which includes managing and coordinating workshops and training;
- Working experience with development programs or projects in collaboration with the Government and international communities and/or foreign aid project operations is an advantage;
- Competency in using computer literacy, and knowledge of Microsoft Office Package (Excel, Word, PowerPoint) and internet;
- Excellent communication skills, including speaking and writing in both English and Lao languages.

## **9. PAYMENT PROCEDURE:**

The client shall pay the Project Administrative Assistant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day and standard twenty-two working days per month in accordance with the rates agreed in the Contract.