



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

SOUTHEAST ASIA REGIONAL ECONOMIC CORRIDOR AND CONNECTIVITY (SEARECC)
(PROJECT ID No. P176088; IDA CREDIT No. 7102-LA)

TERMS OF REFERENCE (TOR)
NATIONAL PROJECT IMPLEMENTATION AND OPERATION SUPPORT CONSULTANT
FOR COMPONENT 1, REFERENCE No. ICS-007

1. Background

The Ministry of Public Works and Transport (MPWT); Ministry of Agriculture and Forestry (MAF); Ministry of Industry and Commerce (MOIC); Ministry of Public Security (MOPS); Ministry of Planning and Investment (MPI), Ministry of Health (MOH) and Ministry of Finance (MOF) of Lao PDR have received financing support from the World Bank's (WB) International Development Association (IDA) to implement the Southeast Asia Regional Economic Corridor and Connectivity (SEARECC) with a project duration of six (6) years starting from 4th quarter of year 2022.

The Southeast Asia Regional Economic Corridor and Connectivity (SEARECC) seeks to improve the domestic and regional transport connectivity and logistics facilities, with associated policy reforms for increased economic activities along selected transport corridors in Northern Lao PDR. The project scope includes improvement of transport connectivity and logistics services in Lao PDR, trade facilitation, border crossing control management, and agriculture trade along the NR2 corridor and five provinces in the corridor catchment area: Phongsaly, Luangnamtha, Oudomxay, Xayabouly, and Luangprabang. NR2, 295 km long and a part of ASEAN highway no 13, consists of NR2-West (145 km) connecting with the Thai border at Huai Kone via NR4A and NR2-East (150 km) connecting with the Vietnamese border at Tay Trang, Dien Bien Phu province. As a major road corridor, it crosses the new Lao-China rail corridor in Muang Xai, creating the potential for multimodal transport connectivity for both north-south and east-west routes connecting Laos, Vietnam, Thailand, Myanmar, and China. The development of NR2 provides linkages to Thailand, Vietnam, and China, which can help achieve Lao PDR's aspiration to become a land-linked country. The proposed project will help to attract more investment, boost more cross-border trade, and generate more employment in the surrounding areas.

The Project Development Objective (PDO) are to improve regional and domestic trade and climate resilient transport connectivity along an East-West corridor in Southeast Asia, and to provide immediate and effective response in case of an Eligible Crisis or Emergency. The proposed PDO-level results indicators are:

- A. Improved regional and domestic transport connectivity
 - 1. Travel time along the selected sections of the NR2 corridor
 - 2. Number of people provided with improved, climate resilient road access
 - 3. Beneficiaries expressing satisfaction with transport connectivity (percentage)

B. Improved cross-border trade efficiency

4. Average cross-border processing time at selected Laos-Vietnam and Laos-Thailand border checkpoints
5. Time taken for SPS certification in agricultural trade

SEARECC consists of five (5) components as follow: (1) Lao PDR and Regional Connectivity Enhancement, (2) Logistics Services Development and Vordor-Crossing Management, (3) Strengthening Institutional Capacity and Regulatory Framework in Agriculture, Transport, and Investment Planning, (4) Project Management and (5) Contingency Emergency Response.

2. Objective of the Assignment

The National Project Implementation and Operational Support Consultant will support Component 1 of the SEARECC project with the Department of Roads (DOR) of MPWT as lead agency for Component 1.

The hiring and mobilization of National Project Implementation and Operational Support Consultant (NPIOSC-C1) for Component 1 with Procurement Reference No. ICS-007 is included in the SEARECC Procurement Plan for the first 18 months of project implementation.

3. Scope of Work

The scope and tasks of the Consultant will include, but not limited to, assisting the CMU of C1 of the Department of Roads; Department of Housing and Urban Planning (DHUP); Environmental and Disaster Prevention Division/ Public Works and Transport Training Institute (EDPD/PTI) and the provincial Department of Public Works and Transport (DPWT) in the 5 provinces on overall coordination and administration functions and activities of the Project. The following tasks are assigned:

1. Follow up on implementation of activities and report preparation in the provinces to ensure that Component 1 activities are implemented as planned and reports submitted with adequate information in a timely manner.
2. Assist and Coordinate in the preparation of progress reports (semi-annual and annual) on status and issues that may arise during the course of implementation and facilitate information sharing as well as coordinate activities amongst project stakeholders.
3. Facilitate the organization's of national and international meetings, workshops, conferences, communication related brainstorming meetings, documentations, preparation of monthly, quarterly and annual reports, other project related documents of Component 1.
4. Document and prepares minutes of the meeting and documenting other meetings required by Component 1.
5. Assist CMU-Component 1 in undertaking the essential administrative and management requirements such as draft workplan and budget, communication to implement the activities on time, within budget, and in accordance with the policies and procedures of the government and World Bank (WB).
6. Assist the CMU-C1 in preparing and implementing project activities, including planning, scheduling, procuring works, goods and services and budgeting.
7. Assist the CMU-Component 1 in arranging field missions and mid-term review of component 1 project activities.
8. Maintain office records in hard copy and electronic copy in an efficient filing system, including back-up storage in case of computer viruses.
9. Establish and maintain the project's filing Name and Coding system in Lao and English languages.
10. Coordinate with other departments of MPWT such as Department of Planning and Finance (DPF); Department of Housing and Urban Planning (DHUP); and the provincial Department of Public Works and Transport (DPWT) in the 5 provinces and other departments supporting Component 1 related to Procurement activities and Finance management.
11. Coordinate with the Environmental and Disaster Prevention Division/ Public Works and Transport

Training Institute (EDPD/PTI) related to Environmental and Social Framework (ESF) implementation and road safety.

12. Assist in drafting, editing, preparation of Component 1 implementation report and finalizing all relevant documents (in Lao version to English and vice versa) for submission to the PMU-DPF review.
13. Assisting the PMU in reviewing existing monitoring system and suggesting improvements on the monitoring system.
14. Other activities as requested by the Director General of the Department of Road or their nominee, and the PMU Manager.

4. Output Reporting Requirements:

The Consultant will be required to deliver the following tasks:

- Monthly reports, Quarterly reports, and Assignment Completion report.
- Field Mission reports, where applicable.
- Support to quality review of all project documents in Lao and English languages.

5. Duty Station and Duration of the Assignment

The consultant will work under the overall supervision of CMU, Director General of Department of Roads, Ministry of Public Works and Transport, with day-to-day supervision from the designated representative of Department of Transport, Ministry of Public Works and Transport.

The total estimated time input for this assignment 24 months worked on a full-time basis, with possibility of renewal based on satisfactory performance review and Project requirements., this assignment expected to be start between November 2022 to October 2024.

6. Consultant Selection Criteria

The following provision is suggested in regards to the qualifications and skills required. The Consultant should have, at a minimum the following criteria:

- At least a bachelor's degree in Civil Engineering, or additional degree in economics or business administration is preferential.
- At least 5 years of relevant work experience in similar assignments as Project Coordinator or similar positions with major donor funded projects, particularly with World Bank funded projects, will be an advantage.
- A similar assignment in infrastructure projects will be strong advantage.
- Experiences in road and bridge constructions, improvements and maintenances are preferable
- Knowledge, skills and experience in result-based planning, quality control, monitoring and evaluation and human resources management, ideally within the infrastructure sector.
- Good knowledge of spoken and written English and Good communication skills; Proficiency in Lao language is mandatory.
- Good computer literacy in Engineering software (e.g. AutoCAD/Sketchup, AirGIS) and Microsoft office (e.g., Word, Excel, PowerPoint)
- Willingness to travel as needed
- Flexibility and ability to work and deliver high-quality production time.