



**Lao People's Democratic Republic**  
**Peace Independence Democracy Unity Prosperity**

Ministry of Public Works and Transport  
Department of Water Supply

No. 77.../DWS  
Vientiane, 07 FEB 2023

**REQUEST OF EXPRESSIONS OF INTEREST**  
**(For Individual Consultants)**  
**National Project Coordinator (C3/CS/05 (4))**

The Ministry of Public Works and Transport (MPWT) and Ministry of Health (MOH) of Lao PDR have received financing support from the World Bank's (WB) through International Development Association (IDA) to implement the Scaling-Up Water Supply, Sanitation and Hygiene Project (SWSSHP or 'the Project') under IDA Cr.6375-LA (WB Ref#. P164901). The project's Date of Effectiveness is 28 June 2019 with a project duration of 5 years until May 2024. The WB has approved a credit of approximately USD 25 million (SDR 18 million) for the project. The Project Development Objective ("PDO") is to provide access to improved water supply, sanitation and hygiene services in selected areas identified for nutrition convergence, and strengthen capacity of select institutions to improve service delivery.

The objective of the Project Coordinator's assignment is to assist the Project Management Unit (PMU), Finance Manager, Project Procurement Consultant under MPWT and the Project Implementation Units (PIU) in the 4 provinces on overall coordination and administration functions and activities of the Project under Component 1 (Delivery of Infrastructure and Sustainability of Water Supply and Sanitation), and Component 3 (Implementation Support and Sector Development), and Component 4 (Contingent Emergency Response, if initiated).

**Experience and Qualification required:**

1. At least a bachelor's degree on management or similar fields
2. At least 5 years' experience in office administration or similar position
3. At least experience working with major donor funded projects, particularly with World Bank funded projects, will be an advantage
4. Good knowledge of spoken and written English and Good communication skills
5. Good computer literacy in Microsoft office (e.g., Word, Excel, PowerPoint)

The total estimated inputs for this assignment are 12 months with annual renewal based on satisfactory performance review, this assignment expected to start by **April 2023** on awards.

The consultant will be selected under selection method for Individual Consultants, clause 7.34 to 7.37 of the *World Bank Procurement Regulations for IPF Borrowers, Goods, Works, Non-Consulting and Consulting Services dated July 2016, Revised November 2017, August 2018 and Fourth Edition of November 2020*.

Interested eligible individual consultants may obtain further information and full Terms of Reference at the address below during office hours 08:00-16:00 hours, Monday to Friday.

**Expression of Interested along with CV (including affixed recent photo/date of birth/current permanent residence)** must be submitted no later than **6 March 2023** via email to the address below:

Att.: Ms. Sompathana Dethoudom

Project Manager; Project Management Unit

Scaling-Up Water Supply, Sanitation and Hygiene Project

Department of Water Supply, Ministry of Public Works and Transport

Lane-xang Avenue, Vientiane Capital, Lao PDR; Tel./Fax: (856 21) 452 167

Email: mimidethoudom@gmail.com and copy to: chanthaseum2018@yahoo.com and chitjohn@yahoo.com

**Signed:**



**Vanhsaveng OUTTHACHACK**

**For**

**Director General**

**Department of Water Supply**

**Ministry of Public Works and Transport**



**Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity**

Department of Water Supply, Ministry of Public Works and Transport (DWS-MPWT)  
Scaling-Up Water Supply, Sanitation and Hygiene Project (WSSH Project)  
(Project ID No: P164901; IDA Credit No. 6375-LA)

**Terms of Reference  
National Project Coordinator  
Ref. No. C3/CS/05(4)**

**Background**

The Ministry of Public Works and Transport (MPWT) and Ministry of Health (MoH) of Lao PDR have received financing support from the World Bank's (WB) through International Development Association (IDA) to implement the Scaling-Up Water Supply, Sanitation and Hygiene Project (SWSSHP or 'the Project') under IDA Cr. 6375-LA (WB Ref#. P164901). The project's Date of Effectiveness is 28 June 2019 with a project duration of 5 years until May 2024. The WB has approved a credit of approximately USD 25 million (SDR 18 million) for the project.

The Project Development Objective ("PDO") is "To provide access to improved water supply, sanitation and hygiene services in selected areas identified for nutrition convergence, and strengthen capacity of select institutions to improve service delivery."

The WB has approved a credit of Special Drawing Rights (SDR) 18 million (approximately US\$25 million), which on the date of signing (09 May 2019) had a budget breakdown as shown below.

SWSSHP consists of four components, two of which fall under the responsibility of this consultancy through the corresponding responsibility of MPWT's Department of Water Supply (DWS):

- Component 1: Delivery of Infrastructure and Sustainability of Water Supply and Sanitation: (Cost approx. US \$22.00 Million);
- Component 3: Implementation Support and Sector Development: (Cost approx. US \$2.40 Million).

A separate component under the responsibility of the Ministry of Health will have its own project component coordinator with the Component Management Unit (CMU) for Component 2, requiring liaison between components:

- Component 2: Sustainability of Community Water Supply, Sanitation and Hygiene Support: (Cost approx. \$1.50 M) [responsibility of MoH, Department of Hygiene and Health Promotion (DHHP)].

In the case of a national emergency, the Component 4 may be initiated, which would mean some responsibilities for this:

- Component 4: Contingent Emergency Response (no budget allocation at project effectiveness).

Component 1 and Component 3 are under the responsibility of MPWT and constitute 94% of project funding; whilst Component 2 is under the responsibility of MoH and constitutes 6% of the project

funding. Each ministry will have its own separate financial management and accounting system within the overall project framework.

The SWSSHP is taking place in 4 northern provinces, covering 12 districts, as follows:

| <b>Province</b> | <b>District</b>                |
|-----------------|--------------------------------|
| Phongsaly:      | Mai; Khua; Samphan; Bountai    |
| Oudomxay:       | La; Namor                      |
| Huaphan:        | Huameuang; XamTai; Kouan; Xone |
| Xiengkhuang:    | Kham; Nonghet                  |

### **Objective of the Assignment**

The Project Coordinator consulting services (the 'Services') under this TOR are for the Project Management Unit (PMU), DWS, MPWT under Components 1 and 3 (and Component 4, if initiated).

### **Scope of Work of the National Project Coordinator (Administrative Officer):**

The tasks of the **National Project Coordinator (Administrative Officer)** will include, but not limited to, assisting the PMU, Finance Manager, Project Procurement Consultant and the Project Implementation Units (PIU) in the 4 provinces on overall coordination and administration functions and activities of the Project. The Consultant will report to the Manager of the PMU. The following tasks are assigned:

- 1) Follow up on implementation of activities and report preparation in the provinces to ensure that Component 1 and 3 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) Lead in the organization of national and international meetings, workshops, conferences, communication related brainstorming meetings, product documentations, publishing SWSSHP annual reports, financial reports, other project related documents production and dissemination, key messages creation together with PMU management Team.
- 4) Document and prepares minutes of the meeting and documenting other meetings required by the project.
- 5) Assist PMU in undertaking the essential administrative and management requirements such as draft workplan and budget, communication to implement the project on time, within budget, and in accordance with the policies and procedures of the government and World Bank (WB).
- 6) Assist the PMU in arranging field missions and mid-term review of component / project activities.
- 7) Maintain office records in hard copy and electronic copy in an efficient filing system, including back-up storage in case of computer viruses.
- 8) Establish and maintain the project's filing Name and Coding system in Lao and English languages.
- 9) Coordinate with other projects and counterparts supporting nutrition convergence to ensure the synergy.
- 10) Assist in drafting, editing, preparation of project implementation report and finalizing all relevant documents (mainly in Lao version) requesting for PMU/DWS review and signature.
- 11) Other activities as requested by the Director General of the Department of Water Supply or their nominee, and the PMU Manager.

### **Output Reporting Requirements:**

- 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.

**Place of Assignment:**

The consultant will work with the Department of Water Supply (DWS), Ministry of Public Works and Transport (as Client) and report to the Director General of the DWS, MPWT.

**Deliverables:**

The Consultant will report on a monthly and quarterly basis to the project director with copies and documentation to the project manager, component managers. The Consultant will work under supervision of the Project Director and the Project Manager.

**Term of Engagement:**

The total estimated inputs for this assignment are 12 months with annual renewal based on satisfactory performance review and Project requirements., this assignment expected to be start between January 2022 to January 2023.

**Qualifications:**

The following experience and qualifications of the consultant are desirable:

- At least a bachelor's degree on management or similar fields
- At least 5 years' experience in office administration or similar position
- At least experience working with major donor funded projects, particularly with World Bank funded projects, will be an advantage
- Good knowledge of spoken and written English and Good communication skills
- Good computer literacy in Microsoft office (e.g., Word, Excel, PowerPoint)