



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Public Works and Transport
Department of Water Supply

No: 20549/DWS
Vientiane Capital, Date: 25 August 2026

Request for Expression of Interest (REOI)
Project Coordinator Assistant CS-16

1. Background

1. The Asian Development Bank (ADB) aims to support the Lao People's Democratic Republic (Lao PDR) to improve access to safe water supply and sanitation facilities across the country through the implementation of Loan 4511-LAO: Water Supply and Sanitation Improvement Sector Project (the Project). The Project will increase access to safely managed, reliable, affordable, and climate-resilient water supply and sanitation services.
2. The project will be managed by the Project Management Unit (PMU) under the Department of Water Supply (DWS) of the Ministry of Public Works and Transport (MPWT), who will be responsible for the day-to-day project management, supervision, and administration of the project. This will include reviewing project budget, overseeing financial management and accounting, procurement, supporting project preparation and conducting technical reviews, and ensuring social, gender and safeguard compliance. The PMU will be led by a project director who will be supported by deputy project directors.
3. The project will be financed by ADB through a \$48.3 million loan from ADB's ordinary capital resources. ADB will finance all investment costs, a portion of recurrent costs, contingencies, and financial charges during construction, inclusive of taxes and duties. Project implementation had commenced in February 2025 and to be closed on April 2032.
4. The DWS, MPWT now invites expressions of interest from nationals of Lao PDR for the provision of consulting services for the Project Coordinator Assistant (Administrative Clerk) of all Project-related activities. The total input is 60 person-months from Oct 2026 to Sept 2031.

The consultant should have, at a minimum, the following qualifications:

1. At least a bachelor's degree in civil engineering, water/environmental engineering, accounting, finance, management, business administration, or a related field is just as an advantage, but not mandatory.
2. One (1) to Three (3) years of relevant work experience as project coordinator assistant

or similar positions with organization or major international donors e.g. ADB etc. will be an advantage;

3. Good knowledge of spoken and written English and good communication skills;
4. Good computer literacy in Microsoft Office Package (Excel, Word, and Power Point);
5. Flexible and ability to work and deliver high-quality production on time.

The Expression of Interest (EOI) may be submitted electronically to the Project's official email address, Email: wssispdwsmplt.1@gmail.com; CC: souksamaymmnv@gmail.com; anonrajsaphonh@gmail.com or submit a hard copy to the address below no later than 2 October 2026. Address: Ministry of Public Works and Transport, Department of Water Supply (DWS), Water Supply and Sanitation Improvement Sector Project (WSSIP), DWS building, 5th Floor, Dongpalane Road, Phonsinuan Village, Sisatthanak District, Vientiane Capital, Tel: (+856) 20 28821881, 020 58549444, 020 2222 4746, Attention: Dr. Souksamay Manhmanyvong, Project Director.

Yours Sincerely,



Deputy Director General
Department of Water Supply
Ministry of Public Works and Transport