



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Public Works and Transport
Department of Waterways

No. 23069/DOW
Vientiane Capital, Date: 22 sep 2026

Lao PDR Southeast Asia Disaster Risk Management Project II (SEADRM II)
(Project No: P510690; IDA-8027-LA)
Component 1: Integrated Urban Flood Risk Management

REQUEST FOR EXPRESSIONS OF INTEREST
FINANCIAL ASSISTANT (Full Time)
For PROJECT MANAGEMENT UNIT OFFICE Component 1, SEADRM-II Project

1. BACKGROUND: The Government of the Lao PDR has received financing from the International Development Association (IDA) of the World Bank for the Southeast Asia Disaster Risk Management Project II (SEA DRM-II). Building on the achievements of the first phase, SEA DRM-II aims to further strengthen the Lao PDR's resilience to climate-related hazards. The project's objective is to improve the country's capacity to manage flood risks in target areas and enhance the efficiency of disaster risk financing and meteorological services. A total project cost of approximately US\$60 million, of which US\$46 million is specifically allocated to Component 1.

To ensure effective financial management and compliance with World Bank and Lao PDR regulations, DOW is seeking a full-time Financial Assistant to provide financial administration, accounting, reporting, and audit support under the supervision of the National Project Finance Manager and the National Project Coordinator.

2. OBJECTIVE OF THE ASSIGNMENT: The Financial Assistant will support the PMU office in maintaining accurate financial records, preparing reports, and ensuring compliance with financial management guidelines. This role contributes to transparent financial operations, timely reporting, and audit readiness, thereby strengthening accountability and supporting smooth project implementation.

3. DURATION OF THE ASSIGNMENT AND TIME FRAME: This is a full-time position with a contract duration of 14,5 months with possibility of renewal based on satisfactory performance review and Project requirements, this assignment expected to be start from 15 October 2026 to 15 December 2027 and the Financial Assistant will be based at DOW's project office in Vientiane Capital, Lao PDR, reporting directly to the Project Assistant and working under the supervision of the National Project Coordinator (CMU-DOW).

4. THE DETAILED SERVICES AND QUALIFICATION REQUIREMENTS is provided in Terms of Reference (TOR) that can be obtained from the point of contact below, and can be downloaded on www.mpwt.gov.la. This position will be selected in accordance with the procedures of Individual Consultants (IC) method set out in the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, revised November 2017 and August 2018.

Interested candidates may obtain further information at the address below during office hours, from 8:30 AM to 16:30 PM on working days.

5. EXPRESSIONS OF INTEREST MUST BE DELIVERED:

No later than **4:00 PM** on **[02 October 2026]** on the address below (in person, or by fax, or by e-mail).

Ministry of Public Works and Transport (MPWT), Department of Waterways (DOW),
Project Coordinator, Tel: +856-21-452423; moukmany.not@gmail.com, cc: marypdmv@gmail.com;
Attention: Ms. Moukmany Vannasy, National Project Coordinator, Department of Waterways.

Director General
Department of Waterways



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Ministry of Public Works and Transport, Department of Waterways (MPWT-DOW)
Lao PDR Southeast Asia Disaster Risk Management Project II (SEADRM II)
Component 1: Integrated Urban Flood Risk Management
(Project No: P510690; IDA-8027-LA)

TERMS OF REFERENCE
FINANCIAL ASSISTANT FOR PROJECT MANAGEMENT UNIT OFFICE
REFERENCE NO.

I. BACKGROUND

The Government of the Lao PDR has received financing from the International Development Association (IDA) of the World Bank for the Southeast Asia Disaster Risk Management Project II (SEA DRM-II). Building on the achievements of the first phase, SEA DRM-II aims to further strengthen the Lao PDR's resilience to climate-related hazards. The project's objective is to improve the country's capacity to manage flood risks in target areas and enhance the efficiency of disaster risk financing and meteorological services. A total project cost of approximately US\$60 million, of which US\$46 million is specifically allocated to Component 1.

Component 1: Integrated Urban Flood Risk Management (US\$46.0 million): Implemented by Department of Waterways, MPWT, this component will finance structural and non-structural investments to strengthen flood protection and reduce the exposure of communities, assets, and livelihoods to fluvial and pluvial flooding in key urban areas in Laos. In structural investments, this component will finance flood protection infrastructure in Muang Xay, Luang Prabang and Paksan cities that are prioritized based on their exposure to flooding, economic importance, and feasibility based on technical and scoping studies; and priority unmet needs in DOW's 2021-2025 investment plan. In non-structural investments to strengthen urban resilience, this component will cover Vientiane Capital and Luang Namtha provinces. The investments have been selected based on their potential flood protection benefits in alignment with flood risk reduction priorities of DOW and the respective DPWTs, and are informed by hydrological modelling, technical assessments, and stakeholder consultations. The component will be implemented by DOW of MPWT and comprises the following three sub-components: SC1.1. Riverbank protection and flood risk management (US\$40.0 million); SC1.2. Strengthening urban resilience (US\$4.0 million); and SC1.3. Project management (US\$2.0 million).

II. Objective of the Assignment

The Project Development Objective (PDO) is to enhance flood resilience in target areas of Lao PDR and strengthen the Government's capacity for hydrometeorological service delivery and post-disaster response financing. The achievement of the PDO will be measured by through three distinct outcomes with corresponding results indicators: (a). Enhance flood resilience in target areas; (b). Strengthen the capacity for hydrometeorological services; and (c). Strengthen the capacity for financing post-disaster response.

The project is expected to directly benefit approximately 48,000 people through investments in flood protection infrastructure in key urban areas and potentially up to 5 million people through post-disaster financial support. The project will strengthen the capacity of personnel in its implementing agencies (e.g., Department of Waterways (DOW), Department of Meteorology and Hydrology (DMH), Financial Regulatory Department (FRD), and Department of Planning (DOP)) as well as in the relevant national,

provincial and district/city-level departments in target areas on climate and disaster-risk informed planning and infrastructure design, hydromet station operations, and early warning communication. Project activities will be designed to reflect feedback received during stakeholder consultations and ensure that the voices and needs of people of all ages, abilities and genders are addressed.

III. DUTIES AND RESPONSIBILITIES

To achieve the above objectives, the Financial Assistant will undertake the following responsibilities:

1. Financial Administration

- Assist in planning, organizing, and implementing financial systems and procedures.
- Maintain accurate and up to date financial records in accounting software.
- Support preparation of budgets, financial projections, and cash flow forecasts.

2. Accounting and Reporting

- Record, classify, and summarize project financial transactions.
- Perform monthly bank reconciliations for designated and component accounts.
- Prepare financial reports (monthly, quarterly, and annual) for submission to CMU-DOW and the World Bank.
- Assist in preparation of withdrawal applications and replenishment of accounts.

3. Payment and Procurement Support

- Review invoices and bills, prepare payment vouchers, and ensure timely disbursement.
- Maintain registers for cash advances, contracts, and purchase orders.
- Support procurement related financial documentation and filing.

4. Audit and Compliance

- Assist in preparation for internal and external audits.
- Ensure compliance with World Bank financial management guidelines and Lao PDR regulations.
- Maintain systematic filing of financial and supporting documents for post-review and audit purposes.

5. Coordination and Communication

- Liaise with CMU-DOW, DOF-MPWT, provincial PIUs, and stakeholders on financial matters.
- Provide accurate financial updates to the National Project Coordinator and Finance Manager.

IV. Deliverables

- Monthly and quarterly financial reports submitted to the National Project Finance Manager (Department of planning and finance/MPWT) and National Project Coordinator (CMU-DOW).
- Updated financial records, reconciliations, and registers.
- Audit ready documentation and compliance reports.

V. Duration and Management

This is a full-time position for 14, 5 months, renewable annually based on performance and project needs. The Financial Assistant will report Directly to Financial Management Consultant (DOW) and National Project Coordinator (CMU-DOW).

VI. QUALIFICATIONS

- Diploma or Bachelor's degree in Accounting, Finance, or Business Administration.
- Minimum 3–5 years of relevant experience in financial administration or accounting.
- Experience with donor-funded projects is an advantage.
- Strong knowledge of accounting software and Microsoft Office (Word, Excel, PowerPoint).
- Good command of spoken and written English.
- Familiarity with International Financial Reporting Standards (IFRS) and Lao PDR financial regulations
- Demonstrated ability to prepare financial reports, perform reconciliations, and support audit processes.
- Strong organizational skills, attention to detail, and ability to work in a team-oriented environment.
- Effective communication and interpersonal skills to liaise with government agencies, project stakeholders, and donor representatives.
- Proven ability to work independently and collaboratively in a team-oriented environment.
- Commitment to transparency, accountability, and confidentiality in handling financial data.
- Adherence to the World Bank's Anti-Corruption Guidelines and conflict of interest provisions.

VII. Ethics, Integrity, and Safeguards

- Adherence to the World Bank's Anti-Corruption Guidelines and conflict of interest provisions.
- Respect for confidentiality of project documents and data.
- Commitment to inclusion, environmental and social standards, and grievance redress mechanisms.

VIII. Inputs and Facilities

- The CMU1 will provide office space, internet, access to documents, and logistical support.
- Travel to project sites and stakeholders as needed, reimbursable per CMU1 policies.