



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Public Works and Transport
Department of Waterways

No. 23070/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
PROJECT 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 the effective and efficient implementation of project activities, the CMU-DOW intends to engage a qualified Project Assistant to provide comprehensive support in administration, financial management, and logistics.

2. OBJECTIVE OF THE ASSIGNMENT: The project assistance will provide effective administrative, logistical, fiduciary, and executive support to CMU-DOW. She/he will ensure smooth coordination across technical, financial, procurement, and ESF activities, enabling efficient project implementation. Also the Project Assistant will work under the direct supervision of the Project Managers and work in close daily collaboration with National and International Technical Consultants. Fiduciary Specialists (Procurement & FM), Environmental and Social Framework (ESF) Specialists, and Provincial Implementation Units (PIUs).

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 project assistance 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.

L.S.

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
PROJECT ASSISTANT FOR COMPONENT MANAGEMENT UNIT 1.

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

1. Executive Administration & Document Control

- Maintain and update a systematically indexed filing system (physical and digital) for all project documents.
- Receive, log, and track correspondence; ensure timely routing and follow-up.
- Assist in administrative, financial, and procurement activities, including petty cash disbursement and voucher preparation.
- Photocopy and archive financial/procurement documents for audit propose.

2. Communications (written and oral)

- Record all incoming and outgoing communications (letters, memos, emails) with date/times stamps.
- Refer communications promptly to the concerned Project Team member and keep the Team Leader informed.
- Draft responses to incoming communications as requested.
- Coordinate timely response to internal and external communications.
- Alert Project Team members of delays in response.
- Answer office landline calls and direct them appropriately.
- Post and update announcements on the Project Team's notice board.
- Prepare logistics for video conferences between CMU/DOW and stakeholders.

3. Office supplies and materials

- Keep a master check list and inventory of all office supplies
- Ensure office equipment in functional and scheduled for maintenance.
- Inform DOW of shortages in supplies and coordinate procurement as needed.

4. Office equipment

- Maintain a checklist of office equipment.
- Ensure equipment is in good working condition and consumables (e.g., toner) are available.
- Coordinate repairs and maintenance services.
- Support procurement of additional equipment when required.

5. Meetings

- Organize and coordinate internal/external meetings.
- Maintain a logbook of meetings and disseminate updated information.
- Distribute project documents, including World Bank mission announcements, aide memories, and technical papers.

6. Preparation of Reports and Other Materials

- Assist in formatting reporting, presentations, and technical documents.
- Support reproduction, packaging, and dissemination of reports and materials.
- Maintain financial management documents in coordination with MPWT and DPWT offices.

7. International travel

- Coordinate with consortium firms for air tickets.

- Arrange transport, hotel bookings, and visa requirements.
- Inform DOW and Team Leader of travel schedules and changes.

8. Domestic travel

- Maintain schedule of travel and post on Project Team notice board
- Arrange air or bus travel
- Coordinate land transportation with DOW
- Coordinate hotel reservations with DOW
- Support the process of obtaining local travel permits for mission members, including national and international consultants/specialists

9. Others

- Regularly update and disseminate the “Checklist of Administrative Tasks” initiated by the Team Leader
- Arrange with DOW to provide/update an office Identification Card or “pass” for all members of the Project Team
- Maintain, update, and disseminate directory/list of contacts including all Project Team members, counterparts, Township level consultants, and others concerned with the SEA DEM Project. Include names, office name, office address, position, office phone number, cellular phone number, and email address.
- Ensure that Project Team members have an adequate supply of business cards and office supplies
- Maintain daily time records in coordination with DOW
- Coordinate efficient transport of Project Team members to and from office, hotel, bank, meeting venue, etc.
- Assist in Internet search as needed
- Assist Project Team to obtain documents (e.g., Decree, Act, office orders) in coordination with DOW
- Arrange with DOW on work of Project Team after 4:00 p.m. on office days, or on weekends, if required to achieve Project objectives
- Perform other secretarial tasks that may be requested by the TA Team members through the Project Team Leader

IV. QUALIFICATIONS

- Bachelor’s degree in Management, Business Administration, or related field.
- Minimum 4 years of experience as a project assistant or similar role with international donor-funded projects.
- Familiarity with World Bank or other donor procedures is an advantage.
- Good in English (spoken and written); knowledge of business English preferred.
- Proficient in MS Word, Excel, PowerPoint, and internet/email applications
- Strong organizational skills, team-oriented, proactive, and able to manage multiple tasks under pressure.

V. DURATION OF THE ASSIGNMENT

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 project assistance 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).

VI. 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.

VII. 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.