



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity



Ministry of Public Works and Transport
Department of Waterways

No. 21240/MPWT.DOW
Vientiane, Date: 31 Aug 2022

Lao PDR-Southeast Asia Disaster Risk Management Project (P160930)
Additional Finance_(P170945)
Component 1: Integrated Urban Flood Risk Management

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)
For
NATIONAL PROCUREMENT CONSULTANT**

Reference No. AF/C09-2

1. BACKGROUND: The Lao PDR Southeast Asia Disaster Risk Management Project with Additional Finance (Lao SEADRM Project) is financially supported by the World Bank, with the aim to mainstream disaster risk management in investment planning through technical assistance for institutional strengthening, systems improvements, and physical investments. The project became effective from October 2017 to December 2024 with an implementation period of 7 years.

The consultancy services described by this ToR are part of Component 1: Integrated Urban Flood Risk Management in Oudomxay, Luangprabang, Bolikhamxay and Vientiane Capital, which will be implemented by the Department of Waterways (DOW), Ministry of Public Works and Transport (MPWT).

2. OBJECTIVE OF THE ASSIGNMENT: As part of the implementation of the Lao SEADRM project, the Client, DOW is seeking to engage an Individual Consultant to support project procurement. The objectives of the National Procurement Consultant' services are to: 1) Assist the DOW in Preparation of Project Procurement Plan including the coordination and monitoring of procurement activities of DOW under the project; 2) Build up capacity of the DOW and Ministry staff in World Bank procurement procedures to build procurement capacity at these institutions; 3) Initiate and conduct all procurement processes for goods, works and consulting services required by the project-Component 1 under Original Finance (OF) and Additional Finance (AF), and 4) Ensure that the Bidding Committees do their work in accordance with procurement rules established in the Operational Manual.

3. DURATION OF THE ASSIGNMENT AND TIME FRAME: The assignment will require **12 months on full time contract** from **1st October 2022 to 30th September 2023** with the possibility of extension over the duration of the project. The Procurement Consultant will be based in Vientiane, Lao PDR.

4. BRIEF DESCRIPTION AND TASKS TO BE PERFORMED BY CONSULTANT: (i) Prepare project bid advertisements, bidding documents, evaluation reports, requests for proposals for consulting services, draft contracts and other procurement related documents; (ii) Update the procurement plan and tracking form every month; (iii) Assist in updating the annual work plan, progress reports and interim financial reports; (iv) Assist in preparing and oversee the delivery of a procurement capacity building plan

for the DOW staff; and (v) Be fully familiarized with the Project Procurement Strategy for Development (PPSD), Procurement Plan, and Project Operations Manual (POM).

5. EXPERIENCE AND QUALIFICATIONS: The National Procurement Consultant should have, at minimum criteria: University degree (Bachelor or equivalent) in engineering, management, economics, business administration or any related field; At least 5 years of relevant working experience in public procurement in Lao PDR; Familiarity with government and foreign aid project operations; Knowledge and experience of World Bank procurement procedures is highly desirable; Knowledge and experience of Procurement procedure especially for Civil works, method for Request for Bids (RFB) for Both International and National market approach, and the method of Quality and Cost Based Selection (QCBS) and Consultants' Qualification Selection (CQS) for consulting services; Excellent communication skills, including speaking and writing in both English and Lao languages; Good interpersonal skills and result orientation; and Excellent analytical and presentation skills.

6. 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

An Individual Consultant will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants Under IBDR Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011, revised in July 2014.

Interested Consultant Firms may obtain further information on working days at the address below during office hours; from 8:30 AM - 16:30 PM.

7. EXPRESSIONS OF INTEREST MUST BE DELIVERED:

No later than **4:00 PM** on **16 September 2022** 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 *Handwritten signature*

Handwritten signature **Director General**
Department of Waterways



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LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Public Works and Transport (MPWT)
Department of Waterways (DOW)

TERMS OF REFERENCE
NATIONAL PROCUREMENT CONSULTANT

Reference No. AF/C09-2

Lao PDR Southeast Asia Disaster Risk Management Project
(Lao PDR DRM Project_P160930)
And Additional Finance_P170945
Component 1. Integrated Urban Flood Risk Management

Vientiane, August 2022

BACKGROUND

1. The Lao People's Democratic Republic (Lao PDR) South East Asia Disaster Risk Management Project (Lao SEADRM) is being implemented with financing from the International Development Association (IDA), World Bank (WB), with the aim to mainstream disaster risk management in investment planning through technical assistance for institutional strengthening, systems improvements, and physical investments to reduce the risk of flooding and enhance disaster risk financing capacity of Lao PDR. The Project was approved and signed Financing Agreement between Lao PDR and IDA, World Bank, on 30 August 2017 and became effective on 11 October, 2017 to 2022, with a commitment amount of US\$30 million of which US\$13.5 million have been allocated to Component 1 for investment in Muang Xay of Oudomxay (ODX) Province.

2. In 2018, Lao PDR experienced widespread floods, which significantly impacted its people and economy. The Additional Financing (AF) was approved and signed Financing Agreement on 28 January 2020 and became effective on 20 March, 2020 to 2024. To help reduce the financing gap and augment the response efforts, AF of about \$25 million have been allocated for Component 1 to implement similar activities in 2 additional provinces of Luang Prabang (LPB) and Bolikhamxay (BKX), and Vientiane Capital for flood risk management strategies for future investments.

3. The consultancy services described by this ToR are part of Component 1: Integrated Urban Flood Risk Management in Oudomxay, Luangprabang, Bolikhamxay and Vientiane Capital, which will be implemented by the Department of Waterways (DOW), Ministry of Public Works and Transport (MPWT). As part of the implementation of the Lao SEADRM project, the Client, DOW is seeking to engage an Individual Consultant to support project procurement.

OBJECTIVE OF THE ASSIGNMENT

4. The objectives of the National Procurement Consultant' services are to:

- 1) Assist the DOW in Preparation of Project Procurement Plan including the coordination and monitoring of procurement activities of DOW under the project.
- 2) Build up capacity of the DOW and Ministry staff in World Bank procurement procedures to build procurement capacity at these institutions.
- 3) Initiate and conduct all procurement processes for goods, works and consulting services required by the project-Component 1 under Original Finance (OF) and Additional Finance (AF).
- 4) Ensure that the Bidding Committees do their work in accordance with the World Bank procurement procedures and rules established in the Project Operations Manual (POM).

DETAILED SCOPE OF WORK

5. The National Procurement Consultant's duties and responsibilities include, but are not limited to, the following:

- 1) Supports DOW in procurement processes in order to achieve overall Project objectives;. Ensure that all procurement activities are carried out in accordance with the procurement plan and timeline specified in the roadmap in the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) System.

- 2) Assists DOW in preparing and submitting various procurement notices (such as Request for Expression of Interest, Request for Quotation/Bid/Proposal, etc.) and Terms of Reference (TOR) for the procurement of consulting services, as well as bidding documents for the procurement of goods, works for the purposes of implementing Component 1 of the Project; design criteria and documents to evaluate bids/proposals; and draft and submit procurement-related documents to the World Bank for review and approval subject to prior review contracts, in compliance with the Project Procurement Strategy for Development (PPSD), Procurement Plan, and the POM. All TORs and packages subject to prior review and technical prior review shall be sent to the World Bank for review and/or no objection;
- 3) Sends the procurement information to ICT for posting on the MPWT's website;
- 4) Maintains correspondence with bidders, provides necessary clarifications cooperating with certain DOW and DOF staff and other internal agencies;
- 5) Participates in bid opening procedure and prepares minutes of bids opening, and share the minutes with the World Bank and all bidders;
- 6) Keeps a record of firms who purchase the bidding documents;
- 7) Receives bids and proposals and ensure that they are kept confidential until bid opening or opening of proposals;
- 8) Participates in evaluation of bids, summarize strengths and weaknesses of consultants and clarifies evaluation procedure for the bidding committee;
- 9) Finalizes reports of evaluation of bids or proposals based on the evaluation/scoring completed by the Evaluation Committee;
- 10) For contracts subject to prior/technical prior review, submits bidding documents/request for proposals, bids evaluation report and technical proposals evaluation report for Bank's review and no objection via STEP/offline.
- 11) Sends notification of contract award to all bidders;
- 12) For consulting contracts subject to prior review, submits draft negotiated contracts to the Bank for review and no objection via STEP;
- 13) Ensures that the signed contracts are sent to the Bank promptly via STEP, to provide for funds withdrawal;
- 14) Monitoring financial disbursement under the signed contracts activities;
- 15) Cooperates with Finance Staff regarding Project disbursements;
- 16) Prepares draft contract amendments if deemed appropriate for the Bank's review and no objection;
- 17) Assist DOW staff in using STEP and Regularly upload procurement documents into STEP for the World Bank's review and Approval; ensures no more than two red flags are shown in the STEP to obtain a procurement performance rating of "Satisfactory".
- 18) Keeps all procurement documents on file per package as listed in the procurement plan, including copies of RFQ, RFP, bids, proposals, expressions of interest (EOI), combined technical and financial evaluation report, all other evaluation reports, and signed contract;

- 19) Provides procurements documents to the Bank during post review and audit;
- 20) Update the Procurement Plan and STEP on a regular basis to reflect any changes to deadlines for contracting procurement of goods, works and consulting services;
- 21) Establish and maintain a database at the DOW of expressions of interest received from prospective consultants with the aim of inviting them for future bidding;
- 22) Communicate with selected consultants for evidence or supporting document/signed contracts of the consultant's recent similar experiences or clarifications, participate in contract negotiations as an observer and prepare Minutes of Contract Negotiations.
- 23) Submit draft negotiated contracts for approval and signature by authorized representatives of line Ministries and Project Director and then submit them to the World Bank for prior approval;
- 24) Assist DOW on monitoring and manage the signed contract to ensure the efficient performance service under the contract conditions;
- 25) Train DOW and Ministry staff on World Bank procurement procedures to build procurement capacity at these institutions;
- 26) Take part in the World Bank's verification missions and collaborate with auditors during mandatory audit of reports;
- 27) Perform other duties in support of Project implementation as required by the Project Director;
- 28) Take part in the development, improvement, and implementation of the Project Operational Manual.
- 29) Any other procurement-related tasks that may be assigned by the Project Director/Manager.

MANAGEMENT OF THE ASSIGNMENT AND TIME FRAME

6. The assignment will require **12 months on full time contract** from **1st October 2022 to 30th September 2023** with the possibility of extension over the duration of the project. The Procurement Consultant will be based in Vientiane, Lao PDR.

DELIVERABLES

7. The National Procurement Consultant will be required to deliver the following tasks:
- Prepare project bid advertisements, bidding documents, evaluation reports, requests for proposals for consulting services, draft contracts and other procurement related documents.
 - Update the procurement plan and tracking form every month.
 - Assist in updating the annual work plan, progress reports and interim financial reports.
 - Assist in preparing and oversee the delivery of a procurement capacity building plan for the DOW staff.
 - Be fully familiarized with the PPSD and POM.

- Be fully familiarized with the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers, and market approach options and selection methods

EXPERIENCE AND QUALIFICATIONS

8. The National Procurement Consultant should have, at a minimum the following criteria:

- at least a University degree (Bachelor or equivalent) in engineering, management, economics, business administration or related field
- At least 5 years of relevant working experience in public procurement in Lao PDR
- Familiarity with government and foreign aid project operations
- Knowledge and experience of World Bank procurement procedures is highly desirable.
- Knowledge and experience of Procurement procedure especially for Civil works, method for Request for Bids (RFB) for Both International and National market approach, and the method of Quality and Cost Based Selection (QCBS) and Consultants' Qualification Selection (CQS) for consulting services.
- Excellent communication skills, including speaking and writing in both English and Lao languages
- Good interpersonal skills and result orientation
- Excellent analytical and presentation skills.

9. Request to submit documents:

The interested consultant request to submit:

- Evidence for relevant working experience for full time and part-time contracts, including the time input and specific major works in each contract.
- Evidence for previous experience in the Civil works and market approach options such as RFB, QCBS and CQS.
- Recommendation Letter from the current/previous Employer.