

REQUEST FOR EXPRESSION OF INTEREST

Country: Lao People's Democratic Republic
Project: Global Partnership for Education III Project: Learning and Equity Acceleration Project (LEAP)
Sector: Education
Description: 01 Project Secretariat for GPE III Project (National). **Funded:** Credit No.: 6854-LA

The project will continue to build on the existing successful implementation arrangements under the Education for All-Fast Track Initiative and GPE II, with the overall implementation of the project resting with MOES. The project is expected to be implemented over a five-year period between 2021 and 2026. The DoP will be the lead implementing unit. Under the authority of MOES, the DoP's ECU will coordinate all implementation activities for the project, guided by a Project Steering Committee and a technical interministerial body known as the Project Advisory Council, and supported by a Project Working Group. MOES is the executing agency of the project and has final responsibility for the successful implementation of the project according to administrative, financial, and engineering practices and social and environmental standards.

This sub-component will cover grant management including coordination and management of project activities on planning and execution, financial management, procurement, supervision and reporting, internal and external audits, third party verification for DLIs, environmental and social safeguards management and monitoring and evaluation. It will also support institutional capacity development activities to the Education Coordination Unit under the Department of Planning, MOES and participating MoES departments to effectively carry out activities under the GPE III project.

Component 1: Prepared and Motivated Learners;
Component 2: Prepared and Motivated Teachers;
Component 3: Effective Governance for Improving Teaching and Learning.

In order to facilitate the implementation of the project, the Ministry of Education and Sports would like to employ an experienced Lao Nationality for Position of Project Secretariat to be based in the ECU, Department of Planning, Ministry of Education and Sports.

The Project Secretariat will be a full-time position (12 months renewable) for six months extendable depending on performance. In order to be considered for the position, the candidates should meet the following qualifications and experience requirements:

- At least an undergraduate degree of project/business administration or engineering or equivalent in a technical field;
- Minimum 3 years of experience in administration;
- Relevant work experience in administration with government and foreign aid project operations is a strong asset
- Able to draft correspondence letter in Lao Language, In English is desirable;
- Experience with major donors, INGOs, Government Agencies are an advantage;
- Good English language skills both writing and speaking will be preferable but not limited to;
- Computer skill in Word, Excel, Internet and E-mail, etc. ;
- Good communication and interpersonal skills;
- Friendly and helpful personality;
- Proven ability to work under pressure and critical deadlines;
- Driving license is preferable;

The attention of interested Consultant is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. The Consultant will be selected based on Individual Consultants selection method set out in the Consultant Guidelines.

Interested eligible candidates in this position may obtain further information and the detailed TOR from the **Ministry of Education and Sports, Education Coordination Unit (ECU) or <http://www.moes.edu.la/>** at the address below during office hours 08:00 to 16:00 hours or by e-mail. Please submit CVs and a letter of interest by **3 to 17 March 2022** to the address below. Only short listed individual candidates will be contacted for an interview.

To: Ministry of Education and Sports
Department of Planning
Lane Xang Avenue, P.O Box 67, Vientiane, Lao PDR
Attn: Anoupheng Keovongsa
Deputy Director General of Department Planning/GPE III Project Director
Tel/Fax: 021 243672
E-mail: ecu.moes.laopdr@gmail.com; cc: anoupheng.kvs@hotmail.com and soulinthphisitxay@gmail.com

TERMS OF REFERENCE

Project Secretariat Global Partnership for Education III – Learning Equity Acceleration Project (GPEIII - LEAP), Ministry of Education and Sports, Lao PDR

1. Background

The project will continue to build on the existing successful implementation arrangements under the Education for All-Fast Track Initiative and GPE II, with the overall implementation of the project resting with MOES. The project is expected to be implemented over a five-year period between 2021 and 2026. The DP will be the lead implementing unit. Under the authority of MOES, the DP's ECU will coordinate all implementation activities for the project, guided by a Project Steering Committee and a technical interministerial body known as the Project Advisory Council, and supported by a Project Working Group. MOES is the executing agency of the project and has final responsibility for the successful implementation of the project according to administrative, financial, and engineering practices and social and environmental standards.

Component 1: Prepared and Motivated Learners;

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Component 3: Effective Governance for Improving Teaching and Learning.

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2. Major Responsibilities:

- Organized signing of administrative and financial documents to the Project coordinator; General Director/Deputy Director of members of the project steering committee;
- Assist in preparing and updating financial reports and administrative information to be submitted to the Project Director;
- Maintain finance and administrative and filing system database;
- File and maintain project correspondence and records;
- Assist project secretaries, and the administrative officers;
- General office duty;
- Other tasks based on the request from the Project Director.

3. Qualifications and Experience:

- At least Possess undergraduate degree of project/business administration or engineering or equivalent in a technical field;
- Minimum 2 years of experience in administration;
- Able to draft correspondence letter in Lao Language, In English is desirable;
- Experience with major donors, INGOs, Government Agencies are an advantage;
- Good English language skills both writing and speaking will be preferable but not limited to;
- Computer skill in Word, Excel, Internet and E-mail, etc. ;
- Good communication and interpersonal skills;
- Friendly and helpful personality;
- Proven ability to work under pressure and critical deadlines;
- Driving license is preferable;

4. Duty station.

The Project Secretariat will be located at the Ministry of Education and sports, ECU, Department of Planning, Vientiane Capital, and Lao PDR.

5. Duration and dates of assignment.

The Project Secretariat will be a full-time position for twelve months extendable depending on performance.

6. Facilities to be provided by the Implementing Unit.

Office space and others facilities that needed to implement the activity daily basis.