

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 National Project Coordinator for Global Partnership for Education III Funded: Credit No.: 6854-LA

The Ministry of Education and Sports is implementing the LEAP will support the operation of 245 CCDGs (245 villages), including 73 existing location and 172 new locations. Each CCDG will be operated by two trained caregivers five days a week for 12 months. Implementation of the CCDGs will include (a) provision of CCDG grants (for construction/repair of the CCDG shelters, annual operational grant, and subsistence for caregivers); (b) provision of training for caregivers; (c) provision of training for Provincial Education and Sports Services (PESS), District Education and Sports Bureau (DESB), School principals, and VEDCs; (d) provision of CCDG tool kits, including teaching and learning materials and age-appropriate toys and books; and (e) monitoring and support mechanisms.

Scope of Consultancy: The Project Coordinator, located within the ECU under the Department of Planning will:

1. Assist the Project Director in coordinating the GPE III-LEAP Project implementation through direct engagement with all implementing units of the MoES;
2. Proactively liaise with the Project Director and the World Bank supervision team on issues and implementation bottlenecks at the IU's levels that require internal planning and preparation prior to engaging in external communication;
3. Ensure, together with the Project Director, that all actions agreed in the Aide Memoires are being implemented in a timely manner;
4. Assist and support the Project Director in the areas of:
 - 4.1. Project coordination;
 - 4.2. Semi-annual project implementation progress reporting to the World Bank; Semi-annual monitoring and evaluation reports;
 - 4.3. Development of the Project's annual operation plans;
 - 4.4. Data collection for accurate reporting on the Project results framework indicators;
 - 4.5. Timely submission of quarterly Interim Financial Reports; Annual financial audits;
 - 4.6. Develop the Implementation Completion Reports by consolidating from different IUs. Coordination and facilitation with International Consultant for drafting the ICR;
 - 4.7. Development of the Project's consultant ToR as per requirement.

Any other task pertaining to the sustainability of GPE III-LEAP Project interventions as discussed with the Project Director.

Consultant's Qualifications: Project Coordinator will satisfy the following minimum requirements:

- Master's degree in a relevant area;
- At least 5 years' professional experience in Project Coordination and implementation Fluent in both English and Lao in oral and written;
- Proficiency in the use of Word and Excel; and Demonstrated capacity in working effectively with national and international staff, showing an emphasis on improving coordination, seeking consensus, balance diverse tasks simultaneously, to being self-motivating within a team structure and effectively managing resources under his/her responsibility.

Duration of Consultant's Contract: Project Coordinator will be a full-time position with an initial contract of twelve months, extendable by mutual agreement based on the performance of the consultant.

Documents to be submitted: The consultant shall submit the following as part of his documents:

- Detailed CV with supporting documents;
- Details of previous experience in carrying out similar work; and
- Three references from current or previous employment.

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)** 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 **11 to 25 January 2023** 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: Mr. Anoupheng Keovongsa
Deputy Director General of Department Planning/GPE III Project Director
Tel/Fax: 021 243672; e-mail: ecudp.laopdr@moes.edu.la ; cc: amphamay@gmail.com