

Terms of Reference

Lao PDR: Protected Area and Wildlife (PAW) Project

Title:	Procurement Officer for PAW project
Contracting Authority:	Environment Protection Fund (EPF)
Location:	EPF Office in Vientiane with trips to other Provinces
Duration:	12 months renewable

Country Background

With an estimated per capita income of US\$500 in 2006, the Lao People's Democratic Republic (Lao PDR) is one of the poorest countries in East Asia. About three-quarters of the Lao population live on less than US\$2 a day, regional inequalities are large, and social indicators are among the least performing in the region. As part of its development vision, Lao PDR seeks to graduate permanently from least developed country status by 2020. It also aims to ensure that nine in ten persons over 15 years of age can read and write, compared to one in two today, and that life expectancy at birth increases from 54 years today to at least 70 years.

Project Background

Natural resources and environment sector. The country's has the highest availability of water resources in Asia with the potential to generate 20,000 MW of hydropower, an important asset for engaging in trade with the economically booming neighbours. The forested land is more than 40 % of the country with 20 % nominally under protection but with decreasing trend due to increased threats such as logging, agricultural expansion, hydro-electricity projects and mining impacting resource quality and the poorest and most vulnerable groups in the country.

Project Implementation Arrangement and Description

The Project will be implemented through 3 components described in Annex 1. For more detailed description, refer to the Project Implementation Manual (PIM).

Background of the assignment

The Procurement will be responsible for implementation and oversight of all PAW procurement activities in the EPF, as detailed in the Procurement section of the project Implementation Manual (PIM). For all community procurement he will be assisted by technical officers. Specific tasks and responsibilities will include:

- Update and implement the procurement plans;
- Coordinates with the World Bank, national and local governments, contractors, and Consultants regarding all procurement matters relevant to EPF operations;
- Carry out procurement according to the guidelines specified in the Procurement Manual;
- Review and update procurement plan for all goods and works to be procured;

- Ensure that the procurement is done in accordance with the timeframe in the procurement plan and according to the Manual;
- Prepare bidding documents, bid advertisements, and bid evaluation reports. Prepare Request for Proposals for employment of consultants, evaluation report etc.;
- Conducting bid opening, preparation of the minutes of bid opening, participating in evaluation of the bids and preparation of bid evaluation report with recommendations for the award of contract: participating in evaluation of consultants' proposals and preparation of evaluation report;
- Ensure that procurement related meetings are properly documented and conducted in transparent manner.
- Conducts field visits of the Sub-Projects;
- Handle procurement monitoring, record keeping system and all correspondence with the World Bank relating to bidding, bid evaluation and contracting including obtaining "no objection" (for procurement of goods, works and consultant services), where necessary;
- Preparation of contracts and purchase order and forwarding of signed contracts to the World Bank where required;
- Supervise implementation of all conditions and obligations stipulated in contracts.
- Organize and participate in the inspections/supervision and acceptance certification of the goods and works procured, to be carried on in accordance with the agreed plans and terms;
- Verify payments due under procurement contracts.
- Prepares quarterly procurement monitoring reports;
- Recommend improvements in procurement guidelines;
- Put in place the necessary project protocols to systematize Sub-Project implementation, monitoring and reporting and ensure that performance-based targets are attained;
- Provide training and on the job training of the EPF staff.
- Transfer knowledge and train local procurement personnel assigned by the sub-grantee to conduct procurement activities in compliance with the requirements of the sub-grant financing agreements.
- Performs other tasks within reasonable scope deemed appropriate and requested by the Executive Director.

General principles

The consultant is expected to observe at all times the highest standard of professional ethics and integrity, and promote results-oriented approach in the area of his/her responsibility and accountability.

Deliverables and deadlines

Ability to (a) provide financial support in line with agreement with GOL and/or fund owners; (b) provide administration including procurement services in line with the agreement with GOL and/or fund owners; (c) coordinate with other EPF staff/unit as a team; (d) provide training and supervision to the sub-grantee; and (e) maintain financial integrity and accountability of EPF

Reporting

The consultant will work under the supervision and guidance of, and report to, the head of the EPF.

Duration

This assignment is 12 months renewable

Experience and qualifications

Candidates should demonstrate skills and core competencies to deliver and attain results expected above, along with ability in interpersonal relation and communication, and in working effectively with a wide range of constituencies in a diverse working environment. It is also expected he/she should be adequately experienced in and comfortable working with public institutions similar to those in project document context.

Key Academic and Professional Qualifications:

- (1) Minimum Bachelor Degree in Business Administration, Engineering, Commerce, Law or relevant degree. Advance degree is an advantage.
- (2) Experience in procurement field of at least 5 years.
- (3) Experience in working with international organization or Donors projects is an advantage.
- (4) Good command of English.
- (5) Computer proficiency.

Other (optional)

- Willing to travel and spend time in provinces;
- Women, are strongly encouraged to apply;

Source of information

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Tel: (856-21)252739; Fax: (856-21)252741;
Website: <http://www.laoepf.org.la>*

Annex 1 – Brief description of the project

1. The Project will create wildlife/PA enforcement standards, develop good practice applications, and learn successful schemes for PA management and reduction of illegal wildlife trade. The Project will build on bilateral initiatives between Lao PDR and Vietnam¹ to control illegal wildlife trade, as well as strengthen Lao PDR’s capacity to collaborate with regional centers of knowledge and with international organizations addressing wildlife trafficking.

Project Components

2. Component 1 and 2 will be implemented through a sub-project mechanism administered by EPF. EPF would provide grants to sub-project delivery agencies (SDA). Component 3 will help the EPF administer the Project and expand/strengthen its own capacity. The design of most sub-projects will be completed during year 1 of implementation. Five provinces are eligible: Bolikhamxay, Khammouane, Houaphan, Luang Prabang and Xiengkhouang. All sub-projects must (a) support a GoL policy and an official plan, (b) contribute to at least one outcome indicator and at least one intermediary outcome indicator, and (c) contribute to a regional outcome such as cross border cooperation, knowledge transfer or prevention of illegal wildlife trade. About US\$13.9 million from the IDA credit/grant and the GEF grant has been allocated to an initial portfolio of 16 sub-projects. A reserved budget of about US\$6.4 million will either support the scale up of successful initial sub-projects or new sub-projects identified during implementation that meet the selection criteria (see Annex 2 for more details).

Component 1: National institution development and capacity building (US\$6.50 million of which World Bank US\$6.10 million²)

3. This component seeks this Intermediary Result: improved capacity of DFRM, DOFI and other institutions’ partnership to implement and monitor national conservation laws, regional/international commitments, and operate according to a clear national plan. These sub-projects are implemented through the EPF’s window Policy Implementation and Capacity Enhancement (PICE). The initially proposed sub-projects and estimated initial budget are outlined below. Additional sub-projects may be identified during project implementation.

Sub-project	IDA/GEF Allocation (US\$ ‘000)	SDA
1.1 Capacity building for national biodiversity planning and monitoring	0.20	DPC
1.2 Capacity/institution building for PA management/wildlife cons.	1.50	DFRM

¹ An MOU on “cooperation in controlling, preventing illegal trading and transporting of timber, forest products and wildlife” was signed for 2009-2012 and an extension was signed in June 2012.

² This amount does not include the reserved budget (unallocated) which explains why it is different from the component amount in the datasheet which prorate the unallocated amount between Component 1, 2 and 3.

1.3 Capacity building for addressing regional wildlife trafficking	1.50	DOFI
1.4 Human resources development for wildlife and PA management	2.30	NUOL
1.5. Constituency building of high level officials	0.30	Kaysone Acad.
1.6. Constituency building of public administration	0.30	GO PR ³
Total initial World Bank funding allocation	6.10	

Component 2: Management of wildlife and protected areas (US\$8.60 million of which World Bank US\$7.80 million)

4. This component seeks this Intermediary Result: improved Provincial Offices of Forest Inspection (POFI), Provincial offices of Forest Resources Management (PFRM), WMPA, communities and other stakeholders' capacity to conserve NPAs and protect wildlife in five provinces against threats from infrastructure development and illegal use or trade of natural resources. These sub-projects are implemented through the EPF's window Community and Biodiversity Investment (CBI). The initially proposed sub-projects and estimated initial budget are outlined below. Additional sub-projects may be identified during project implementation.

Sub-project	IDA/GEF Allocation (US\$ '000)	SDA
2.1 Management of the Nakai Nam Theun NPA	2.80	WMPA
2.2 Management of the Nam Et Phou Louey NPA	2.80	NPA MU
2.3 Coordination of NPA management in Bolikhamxay Province	0.20	PFRM B
2.4 Coordination of NPA management in Khammouane Province	0.20	PFRM K
2.5 Coordination of NPA management in Houaphan Province	0.20	PFRM H
2.6 Coordination of NPA management in Luang Prabang Province	0.20	PFRM L
2.7 Coordination of NPA management in Xiengkhouang Province	0.20	PFRM X

³ Government Office Public Relation

2.8 Wildlife law enforcement in Bolikhamxay Province	0.40	POFI B
2.9 Wildlife law enforcement in Khammouane Province	0.40	POFI K
2.10 Wildlife law enforcement in Houaphan Province	0.40	POFI H
Total initial World Bank funding allocation	7.80	

Component 3: Project administration and capacity building (**US\$3.2 million of which World Bank US\$3.00 million**)

5. This component seeks this Intermediary Result: Project's outputs are delivered within the allocated time frame and with satisfactory planning, procurement, financial management, monitoring, and communication. Component 3 will support the administration of the sub-project mechanism by EPF. It will include capacity building of EPF staff and systems including fund raising, compliance with the World Bank's fiduciary requirements, especially procurement, and environment and social safeguards, monitoring and evaluation, communicating with stakeholders, and facilitating effective coordination and cooperation among SDAs.