

Terms of Reference and Scope of Services

Title:	Procurement Trainee
Location:	Vientiane Capital
Duration:	1 year renewable annually and with possible extension

Background

1. The Environment Protection Fund (EPF) is a financially autonomous institution under the Government Office. It was established in 2005 to strengthen environmental protection, sustainable natural resource management, biodiversity management and community development in Lao PDR. It manages an endowment provided by the Asian Development Bank (ADB) and voluntary contributions from hydropower and mining companies. In addition, the Government of Lao PDR (GoL) received financing from the World Bank which it has entrusted EPF to implement through its standard sub-project mechanism in two of its five financing windows (Community and Biodiversity Investment (CBI), Policy Implementation and Capacity Enhancement (PICE). The EPF responds to a Board, chaired by the Deputy Prime Minister and co-chaired by the Minister of Finance and is managed by a secretariat, the EPF Office (EPFO). A Technical Committee (TC) has been appointed to assist with sub-project review, approval and supervision.

Objective of the assignment

2. The objective of the assignment is to support the EPF procurement function with a focus assisting procurement on sub-projects.

Scope of the assignment

3. Specific activities will include, but not limited to, the following:

- Assist EPFO and Sub-projects in preparation of bid opening, bid evaluation meeting
- Update procurement tracking form of EPFO and Sub-projects from time to time.
- On annual basis, maintain and update a list detailing the costs of most common items procured in the locations where the Project is operating.
- Assist procurement unit to ensure an accurate and well-managed Assets Inventory record for the Project, in coordination with both EPFO and Sub-projects Procurement unit.
- Perform any other duties as may be assigned.

Experience and qualifications

4. The trainee should be equipped with but not limited to the following experience and qualification:

- At least a Bachelor Degree in management, economics, Business administration or relevant field.
- Working knowledge of MS Office and Internet applications, Microsoft Outlook, Access and PowerPoint.
- Good writing skills in Laos and in English Language.

Other

- Ability to work effectively and harmoniously within a multicultural team.
- Willing to travel and spend time in provinces;
- Women, are strongly encouraged to apply

Intern Condition:

- EPF Trainee programme does not provide a salary or remuneration for the internship;
- Some expenses connected with the internship such as petrol and food allowance, will be borne by the EPF,
- EPF accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are not eligible to apply for, or be appointed to, any post in EPF during the period of the internship.
- Interns are not staff members and may not represent EPF in any official capacity.

Source of information

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