

**Terms of Reference**  
(Draft 03 June, 2014)

Title: **Procurement Assistant**  
Contracting Authority: Environment Protection Fund Office (EPF)  
Location: Vientiane  
Duration: 1 year renewable annually and with possible extension

**Background**

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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 three of its five financing windows (Community and Biodiversity Investment (CBI), Policy Implementation and Capacity Enhancement (PICE) and Water Resource Management (WRM). 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.

**EPF Operations**

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2. The EPF operates a sub-project mechanism dispatched through five thematic windows. The administration of the sub-projects is guided by various instruments covering sub-project operations, monitoring and evaluation, financial management and procurement. The EPFO is led by an Executive Director (ED) and a deputy. Four management units are proposed to be established with support from LENS2: Operations, Finance, Procurement and Administration. The new Operations Unit will include the following technical positions: a safeguard officer, M&E officers, three subproject coordinators/facilitators assisting with development and supervision of sub-projects at central and provincial level and a fundraising/communication officer. At the same time, the EPFO is launching a change-management process to optimize its organization and staffing in order to be able to handle a large portfolio of sub-projects more efficiently.

**Objective of the assignment**

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

**Scope of the assignment**

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

- Assist in organizing and/or tracking the local procurement of goods and services for EPFO and Sub-projects. Coordinate local procurement with both EPFO and Sub-projects procurement units.

- Track and monitor local procurement of goods and services with both EPFO and Sub-projects procurement units.
- Ensure the hand-over documents of items procured by both EPFO and Sub-projects procurement units are well documented.
- Ensure all procurement documented; copies of vouchers for payments and other supportive documents should be accurately filed and originals sent to EPFO or Sub-projects procurement Units
- On semester basis, maintain and update a list detailing the costs of most common items procured in the locations where the Project is operating.
- Ensure an accurate and well-managed Assets Inventory record for the Project, in coordination with both EPFO and Sub-projects Procurement unit.
- Coordinate, plan and oversee operation of the District-based Project vehicles and all transportation needs of the Project, coordinating with both EPFO and Sub-projects procurement on a regular basis.
- Responsible for preventive maintenance of all EPFO vehicles and validity of licenses and insurance cover at all times.
- Guarantee proper running and maintenance of all Project office equipment.
- Perform any other duties as may be assigned.

### **General principles**

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6. All EPF staff are expected to observe at all times the highest standard of professional ethics and integrity, promote results-oriented approach in the area of his/her responsibility and accountability and report irregularities to their supervisors.

### **Reporting**

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8. The Procurement assistant will work under the supervision and guidance of, and report to Procurement Unit Head.

### **Duration**

9. This assignment is a 3-year contract renewable based on an annual performance evaluation. The assignment will start with a 3-month probation period

### **Experience and qualifications**

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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:

- At least a Bachelor Degree in management, economics, Business administration or relevant field.
- Minimum two (2) years relevant experience in a similar position, with specific focus on local/international procurement, clearing & forwarding, VAT, Government laws and regulations, fleet management, insurance and inventory/stock/supplies management, development and control.
- Previous experience with UN, international or local NGOs is highly desirable.
- Working knowledge of MS Office and Internet applications, Microsoft Outlook, Access and PowerPoint.

- Good writing skills in Laos and in English Language.

#### **Other**

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- Ability to work effectively and harmoniously within a multicultural team.
- Willing to travel and spend time in provinces;
- Women, are strongly encouraged to apply;
- Only short listed candidates will be called for an interview.

#### **Source of information**

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Website: <http://www.laoepf.org.la>*

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