



## LAO PEOPLE'S DEMORATIC REPUBLIC

### LAOSTAT - Strengthening the National Statistical System Project The Lao Statistics Bureau

#### Terms of Reference- Project Financial Management Consultant (PFMC)

#### 1. Background

Lao Statistics Bureau (LSB) under Ministry of Planning and Investment(MPI) has received funding (US\$21 million) of the International Development Association (IDA Loan) from the World Bank (WB) to improve the capacity of the Lao PDR Statistical System to produce and disseminate good quality statistics in a timely manner and to enhance use of key statistics, and in case of an Eligible Crisis or Emergency, respond promptly and effectively to it. The project is aligned closely with the Strategy fo the Development of National Statistical System (2016 – 2025) and Vision 2030. The proposed instrument is IPF (IDA loan), drawing on experience from recent successful WB project (LAOSTAT 1) and other donor funded projects supporting the Lao Statistical System.

The project consists of four components: (i) improving availability and quality of statistics which mean to add new statically products, increasing the frequency of existing statistic, improving the accuracy and reliability, relevance and timeliness of statistic; (ii) enhancing the use of statistics which aim to lays the groundwork for the modernization of Lao Statistics Bureau (LSB) and the Lao PDR Sastistical System(LSS) through piloting data integration and investing in the four pillars of a data governance and management architecture; (iii) strengthening institutional capacity and project management that is to support the implementation of the 2017 statistic law and SDNSS (2016 - 2025) and Vision 2030 as well as to assist investment in the human capacity of existing and potential staff of LSB ; and iv) Contingent Emergency Response (CERC).

The LSB under the Ministry of Planing and Investment (MPI) is the main implementing agency of this project. The Project Imprementation and Management Team (PIMT) is designated. The detailed information on the project can be found in the Project Appraisal Document (PAD) and other project documents which are available on the WB website.

#### 2. Objective of the assignment

The principle objective of the assignment is to provide support to the Project Implementation and Management Team (PIMT) in LBS Department in updating the Financial Management Manual, perform verification, control, analysis, processing and recording of the financial transactions and generate the required financial reports in full conformity with the procedures, rules and guidelines acceptable and in compliance with WB and Governments' Guideline for use in the project. The consultant will have the overall responsibility in the management of advance and payments for the service providers and suppliers and finalizing draft of Annual Work Plan and Budget Plan as well as support training activities.

#### 3. Scope of work

Specific duties and responsibilities include:

- Assist the Project to implement its financial management system and ensures that day to day financial management functions are carried out effectively to facilitate effective project management
- Assist and work with project management in the preparation of annual budgets; Prepare and update project budget plan and six-monthly forecast of required funds.
- Assist and work with the project management to prepare and monitor cash flow, disbursement forecasts and ensure funds sufficiency for the smooth operations of the Project;
- Review financial transactions and invoices from service providers and suppliers to process payments according to project procedures;
- Prepare documents for request for payments and liaise with the National Treasury, MOF and the Bank of Lao PDR, (BOL) for payment requests;
- Assist in operationalizing the internal controls and ensuring expenditure are incurred in line with the approved work plans and budgets and for the project purposes;
- Monitor and ensure all financial transactions made by the project are recorded. Record project transactions either manually or in accounting software;
- Carry out monthly bank reconciliations in a timely manner;
- Ensures proper internal controls are in place and operational to achieve accountability at all level;
- Arrange to make payments, monitor payables, advances and commitments; Perform necessary follow up of project advances for timely liquidation;
- On a periodical basis, assist in evaluating cash handling, carrying out bank account reconciliations, inventory counts; Prepare and ensure the completeness and accuracy of withdrawal applications and Statement of Expenditure (SOE) and other supporting documents for disbursement to be submitted to the WBG, including communication with the World Bank on disbursement and financial management matters;
- Ensure that financial documents are retained in a systematic and easily retrievable manner;
- Prepare the required interim unaudited financial report (IUFRR), annual financial and other consolidated financial reports required for by project management, the World Bank and other stakeholders and ensure timely submission of the IUFRR to the World Bank;
- Prepare project annual financial statement in accordance with acceptable accounting standards/principles for annual project audit;
- Arrange for annual audit of the project. In consultation with PIMT/LSB, prepare an action plan and monitor the implementation of auditors' recommendations;
- Maintain proper filing system with adequate support documentation for project activities that support the external audit process and other reviews by the WBG
- Liaise and work closely with assigned staff of the LSB
- Liaise closely and provide assistance during external audit process;
- Assist with or management of project assets as required;
- Determine the requirements and assist with the selection of project accounting software (ACCPAC);
- Review and revise the Financial Management Manual as and when required;
- Provide formal and the on-the-job training on financial management. Transfer of knowledge to LSB Financial staffs.
- Provide information and attend any review meeting of the Bank;
- Any other FM tasks reasonably related to the above and as may be requested/assigned by project director in furtherance of project FM work

#### **4. Duration and Reporting**

- The assignment is initially for two (2) years renewable annually based on performance.

- The first evaluation will be done after three (3) months before confirmation of the first two (2) years contract.
- The PFMC will be based in Vientiane and will work closely with staffs appointed by Department of Finance of LSB and report directly to the Project Director/Project Manager. The contract extensions shall be subject to annual performance evaluation and business needs.

## 5. Qualifications and Experience

In order to qualify for this position, the candidates shall meet the following experience and competence requirements:

- At least Bachelor degree in accountancy or finance, banking, management, business administration, or related field;
- Local or international recognized professional qualification will be an advantage;
- At least 7 years of professional experience in accounting and finance;
- A minimum of 3 years of experience in development project accounting and finances of major development partners (such as the World Bank, Asian Development Bank and other major development partners);
- Familiarity with government financial management system will be an advantage;
- Knowledge and experience in using and/or installing computerized accounting software and Microsoft products;
- Fluent in English and Lao, with strong report-writing and oral presentation ability;
- Ability to work successfully in a multi-disciplinary and cross-cultural environment with a large, and diverse team;
- Ability to facilitate communication between various levels of management and different stakeholders
- Willingness and capacity to perform fieldwork, and in-country travel when required; and
- Dynamic, ability to manage and control the work

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Interested Consultant should provide information (CV, Expression of Interest, other supporting information, if any) demonstrating that s/he has the required qualifications and relevant experience to perform the services. The CV, Expression of Interest, other supporting information can be delivered to the address below (in person, or by mail, or by fax, or by e-mail) by 08 MAY 2023-08 JUNE 2023, 08:00 -16:00 AM 0'clock Lao time (submissions via email are also acceptable), Only shortlisted candidates will be contacted.

Contact person:

Lao Statistics Bureau  
 Ministry of Planning and Investment  
 Dongnasok Village, Sikhottabong District, Vientiane Capital, Lao PDR  
 Tel/Fax: 021 214740, 021 212022  
 email: [tthip\\_keosouvanh\\_lsb@hotmail.com](mailto:tthip_keosouvanh_lsb@hotmail.com) and [vienglikid@hotmail.com](mailto:vienglikid@hotmail.com), [lsbadmin@etlao.com](mailto:lsbadmin@etlao.com)