

Ministry of Public Works and Transport
Department of Inspection
Lao Road Sector Project 2 (P158504)
Terms of Reference
Quality Assurance Consultant
(No. C2-05 Component 2)

BACKGROUND

The Government of Lao PDR, Ministry of Public Works and Transport (MPWT) is in the process to implement a centralized Internal Audit function, covering all aspects of Internal Audit and Controls at both central and provincial levels for all projects financed by both government and donors such as Lao Road Sector Project phase 2 (LRSP2).

The MPWT of Lao PDR has received financing support from World Bank and the Nordic Development Fund (NDF) to implement Lao Road Sector Project 2 (LRSP2 or the Project) (March 2017-August 2022), which will support MPWT strengthen its capacity at both central and local levels to manage local road improvement and maintenance. The European Investment Bank (EIB) has also expressed interest to provide financing support to the implementation of the road local road development program designed under LRSP2. The WB has approved a credit of approximately USD 25 million, and NDF a grant for a Technical Assistance (TA) program amounting to EUR 5 million and a loan not exceeding EUR 6 million to finance the LRSP2. In addition, the Road Maintenance Funds (RMF) will contribute approximately USD 7 million, and the 6 participating provinces also will contribute around USD 3 million to the Project.

The Project Development Objective (“PDO”) is to strengthen maintenance systems to improve reliable road connectivity in Lao PDR, and to provide immediate and effective response in case of an Eligible Crisis or Emergency.

LRSP2 consists of four components: (1) Climate Resilient Road Maintenance, (2) Institutional Strengthening, (3) Project Management Support, and (4) Emergency Response. This consultancy falls under component 2, specifically Sub-component 2.2.1 – Strengthening Internal Control.

Department of Inspection (DoI) intends to recruit an individual consultant (the Consultant) at central level to assist DoI in the implementation of Internal Audit and Internal Control System (ICS) under DoI and procedures developed under the LRSP. The Consultant will be recruited using the Individual Consultant (IC) method following the World Bank’s “Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers” (January 2011, as amended from time to time). The services are described in this TOR.

OBJECTIVES OF THE ASSIGNMENT

Under LRSP 1, Department of Inspection (DoI) of MPWT received technical assistant from World Bank to developed financial audit manual, financial audit working papers, technical audit manual, technical audit working papers, quality assurance guidance, strategy for internal auditing , and strategy for financial management system (the Internal Control Manuals). DoI is looking for a consultant to assist in implementation of Internal Control Manual.

DETAILED SCOPE OF WORK

The tasks of Consultant will include, but not be limited to the following:

- a) Assessment of training needs in area of quality assurance for MPWT and DPWTs staff, identify the current level of internal control management expertise, internal technical audit skills and the key capacity gaps.
- b) Preparing capacity building plan based on result from training needs assessment, Strategy for Internal Technical Auditing.
- c) Advise DoI in performing internal technical inspect for roads maintenance contracts financed under LRSP2 as well as the projects financed Government budget and pre-financed by private sector as identified by DoI in accordance the existing Internal Control Manual which will be set up at central level inline the MPWT and DPWTs at the provincial level.
- d) Introduction and implementation of the internal control system and Internal Control Manual (especially technical audit manual, technical audit working papers, quality assurance guidance and strategy for internal auditing plan) and preparation of quarterly progress report for LRSP2.
- e) Provide on job training on technical audit manual to staffs of DPWTs, assist to ICD/DoI follow up and monitor in period end close procedures and complete the Standard Technical Inspection Report form.
- f) Support ICD in conducting internal technical audit and preparation of the technical audit report and monitoring the implementation of internal control system in line departments and DPWTs.
- g) Assist the staffs of ICD/DoI to review and follow up the finding and recommendations made in technical audited/inspected reports carried out by external/international technical auditors.
- h) Provide recommendations/suggestions to address the systematic issues identified by external/international technical auditors.
- i) Other as per ICD/DoI management.

REQUIREMENTS

The Consultant should have the following qualifications and experience:

- 1 At least Bachelor Degree in Civil engineering
- 2 At least 7 years of experience in Project quality control, site inspection, quality control for roads, bridges and building construction/ maintenance projects.
- 3 Understand the government rules and regulation in procurement and contract management and FIDIC's construction contract.
- 4 Familiar with ODA financed infrastructure development projects
- 5 Basic knowledge of World Bank procurement guidelines and disbursements guidelines and procedures is preferable.
- 6 Familiar with Government administration at central and local levels.
- 7 Ability to read, write and speak English and Lao fluently
- 8 Ability to use Microsoft Office (Words, Excel and E-mail)

TIME FRAME

An interested national consultant will be recruited for 24 person-months for this assignment with the possibility for extension of the contract. The Consultant will report directly to Director of ICD, and Deputy and Director General of DoI, coordinated and supervised by ICD under DoI of MPWT which is responsible for all internal inspection activities of projects, internal control, including technical control, technical audit and activities done against the project contracts. Duty station is in the office of the ICCs at ICD/DoI in Vientiane Capital. The assignment is scheduled for commencement in the October 2017.

DELIVERABLES

The Consultant will be required to deliver, but not be limited to the following tasks:

- Inception report within four week after commencement.
- Report on training needs assessment within 2 months upon agreement on the inception report.
- Standard Internal Technical Inspection Report form by December 2018.
- Quarterly progress report for LRSP2 within 35 days of following quarter.
- Update Internal Control Manuals

ADMINISTRATIVE ARRANGEMENTS

MPWT (ICD/DoI) will provide office space, access to information and the cooperation of the staff, transportation when visiting provinces and carrying out training courses at provincial levels.