



British Embassy
Vientiane

British Embassy Vientiane
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FCO – funded Project: “Lao Service Sector Report on potential for UK/Japanese investments”

CONSULTANCY ANNOUNCEMENT

Position: Consultant

The British Embassy in Vientiane, in cooperation with the Embassy of Japan in Vientiane, is seeking for a qualified consultant/consultancy company to execute a Service Sector Study on behalf of our two governments in order to identify potential service industry opportunities in Lao PDR. Furthermore, the Consultant will be tasked to assist the Lao Government in identifying the strengths and the weaknesses of this sector and suggest solutions in improving bilateral trade.

Deliverables:

1. Study Delivery

Main Activities foreseen:

- Development of Methodology for Delivering the study
- Stocktaking of current state of affairs, in cooperation with local partner
- Inventory of secondary data/reports available
- Desk Review of collected data and analysis of secondary research
- Study Preparation
- Printing of the Study

Deadline: October 2015

2. Workshop

Main Activities foreseen:

- Identification of Stakeholders (Chambers of commerce, companies, trade representatives, Lao Government etc)
- Workshop Organisation
- Summary of results
- Production of Workshop Recommendation Paper

Deadline: Early November 2015

3. Capacity Building of the Ministry of Industry & Commerce on Study findings

Main Activities foreseen:

- Identification of representatives to attend the Workshop
- Q&A session with the Consultant on the findings of the report and how they can be embedded in the work of the ministry
- Establishing useful links between the Ministry of Industry and Commerce and Industry and UK Trade and Investment, British Business Group in Vientiane (BBG), Japanese Export Trade Organisation (JETRO) etc.

Deadline: March 2016

Qualifications and Skill Requirements:

- Minimum 3-5 years experience in Southeast Asia in business projects
- Extensive experience in Study preparation and delivery
- Sound knowledge and understanding of the business sector of Lao PDR and preferably UK and Japan.
- Extensive network of business contacts in Lao PDR.
- Understanding of ASEAN's economic integration principles.
- Demonstrated ability to implement international projects.
- Availability of Local Partner
- Demonstrated ability for event organisation.
- English language required, Lao is a plus.

How to apply

Interested applicants are invited to submit their brief technical and financial proposal, together with a comprehensive CV of the key Consultant that includes at least two professional references from different institutions (names and contact details) who are familiar with the candidate's qualifications and work experience. Women are encouraged to apply. Interested candidates should **submit their applications online to Ana.Arsenova@fco.gov.uk or by post at postal address indicated in the header, no later than 1st of September 2015**. All application documents will be treated confidentially and **only shortlisted candidates will be contacted for an interview. No telephone calls please.**