



NOTICE OF INVITATION TO TENDER N° A-LAO338-2026-0178 (Services)

Title: Consultancy Services for National Administrative and Financial Support (Services)

Maximum available budget: 27,500 USD, excluding taxes

Performance period: 12 months

in the framework of Local Development Programme LAO/338 receiving financial resources from the Governments of The Grand Duchy of Luxembourg, the Lao PDR and the Swiss Confederation.

This notice of invitation to tender is launched by, and according to the procedures of LuxDev, the Luxembourg Development Cooperation Agency on behalf of the LDP Programme (LAO/338).

Participation is open on equal terms and without distinction of origin to any economic operator, subject to their compliance with the conditions of eligibility detailed in the General Regulations (GR).

Short description of the contract:

The LAO/338 Local Development Programme (LDP) supports the Government of the Lao PDR in strengthening rural development coordination, poverty reduction, and evidence-based policy dialogue. Within this framework, LAO/338 has entered into a Letter of Understanding (LoU) with the Department of Rural Development and Poverty Reduction (DRP) of the Ministry of Agriculture and Environment (MAE).

The objective of this services tender is to engage a qualified Administrative and Financial Support Expert to provide day-to-day administrative, financial, logistical, procurement, asset-management, reporting, and monitoring support for the implementation of the Letter of Understanding between LAO/338 and the DRP. The assignment aims to ensure efficient and timely implementation of activities, compliance with agreed administrative, financial and procurement procedures, accurate documentation and reporting, and strengthened capacity, accountability and sustainability of DRP systems and practices.

General information on the tender:

The performance period is **12 months**. During these twelve months, it is estimated that the working days will be 228 days in total, with all days assigned to working at the duty station (Vientiane Capital).

The total budget available for this contract, all inclusive, is 27,500 USD **excluding taxes and customs duties**. Any tender exceeding the indicated available total budget will be rejected.

The contract is a unit price contract with obligation of means, where prices are fixed and not open to review.

The tender consists of one lot only. No variants shall be taken into account.

The language of the procedure is English. The currency for the tenders and the contract is USD.

How to obtain the Tender Dossier (TD):

The TD (including the administrative and technical evaluation criteria and the full terms of reference) may be obtained free of charge via the following email address: procurement.opevte@luxdev.lu

Tenders must be received no later than **14h00 (Lao PDR local time)** on **08.10.2026**.

Requests for clarifications should be made in writing to the e-mail address above at the latest fourteen days before the deadline for submitting tenders. The Contracting Authority will reply no later than eight days before the tender submission deadline.

Tenderers are bound by their tenders for a period of 120 days following the deadline for submission.