



(Re-advertise) Announcement for consultant/consultancy company INTERNAL CONTROL for a proper Risk Management Training

BACKGROUND:

The predecessor of the Lao Microfinance Association (LMFA), the Microfinance Working Group for the Lao PDR (MFWG), was founded in May 2007 by a group of microfinance practitioners as an informal platform to exchange experiences, represent microfinance sector interests and coordinate donor activities. In October 2013, the MFWG obtained its temporary license as a non-profit association (NPA) from the Ministry of Home Affairs (MoHA). As a consequence, its name changed to Microfinance Association (LMFA). LMFA got its permanent license by middle of August 2018. MFA works under the Bank of the Lao PDR (BOL), Financial Institutions Supervision Department (FISD).

LMFA is promoting financial inclusion for low-income populations through consolidation and professionalization of the country's inclusive finance sector. LMFA is currently working with MMicroFinance in Rural Areas - Access to Finance for the Poor (AFP), which is a financial inclusion project commissioned by the German Federal Ministry of Economic Cooperation and Development (BMZ), implemented by GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) together with Bank of the Lao PDR and co-financed by the Australian Department of Foreign Affairs and Trade (DFAT). Its objective is strengthening and developing the Village Bank System (VBs) in the Lao PDR with the so-called Network Support Organizations (NSO), that is small MFIs operating in rural areas and supporting the VBs in their regular activities. Since its beginning in 2009, AFP has successfully established 7 NSOs located in 6 provinces, providing financial services to over 180,000 VB members living in over 800 rural villages. The LMFA will take over the very important tasks of AFP project, which will be finished by the end of 2021.

To achieve these objectives, LMFA is working together with AFP towards the provision of trainings and capacity building activities to the NSOs' staff in order to improve the quality and effectiveness of the services to Village Banks and to make the MFIs sustainable. Internal Control training is a key element to pursue Risk Management and enable NSOs's management and staff to take conscious decision and professionally tackle any challenge. Thus, LMFA and AFP are currently looking for an experienced consultant/consultancy company with previous exposure to microfinance inclusion, particularly village banks/saving and credit unions that can customize a Financial Plan Refresher Training.

DUTIES AND RESPONSIBILITIES:

- Design and facilitate a 10-days training for approximately 20 people
- The training will be divided in 2 parts, 5 days each. There must be a difference of 3,4 weeks between the first and the second part
- Contents of the first training part: basic accounting and financial reporting
- Content of the second part: internal control and internal audit differences, risk identification, assessment and prioritization in the village banks system; roles and responsibilities of IC officer, compliance with law, policies and procedures; integrating IC into operations (developing plans,

reports, investigations); create an effective IC system. This second part must be structured with 2 days classroom training and 3 days field training (this might change)

- The consultant must provide: (English and Lao)
 - Relevant training material in advance to AFP-MFA
 - A feedback report to the participants
 - A final report to AFP and MFA
 - Follow up (web) meeting with AFP and MFA

INPUTS:

The consultant will be expected to coordinate the administration and implementation of the training.

DURATION OF THE ASSIGNMENT:

- Two days (2) pre and one day (1) post training
- Ten days (10) training divided in two parts, five days (5) each

TRAVEL EXPENSES:

In the financial part of the proposal please provide estimates of travel expenses for training location, Vientiane-Laos (location might change).

PAYMENT:

- Daily Consultant Rate to be submitted by the Trainer
- Upon delivery of final report

Submission of Application

Interested Consultants/Consulting firms are invited to send a Technical training concept for the training and Financial proposal including CVs/Company profile to **Lao Microfinance Association (LMFA)**, Unit 14, Amone Village, Xaysetha District, P.O.Box: 4030, Vientiane Capital, Lao P D R, **Not later than 4**

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