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SKILLS FOR TOURISM, AGRICULTURE AND FORESTRY PROGRAMME

NOTICE OF INVITATION TO TENDER N° A-LAO336-2026-7775

Title: Technical & Vocational Education and Training (TVET) Development Fund Business Plan (Services)

Total budget available: 63,000 USD - Performance period: Four months

In the framework of the Skills for Tourism, Agriculture and Forestry (STAF) Programme (LAO/336) receiving financial support from the governments of the Grand Duchy of Luxembourg, Switzerland, the European Union and the Lao Peoples Democratic Republic (PDR).

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 STAF Programme (LAO/336).

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 STAF Programme is supporting the operationalisation of the recently-established TVET Development Fund (TDF) which is designed to stimulate – via a Challenge Fund modality – the development and provision of more market-oriented vocational training – both formal and non-formal – via a range of training providers, and the uptake of that training via a targeted student scholarship scheme. Operationalisation of the TDF starts with the formulation of a well-structured five-year business plan that:

- Provides a clear direction for the first five years of operations;
- Sets measurable strategic objectives/targets and performance indicators;
- Sets out a costed establishment and functioning plan;
- Strengthens the TDF as a financially viable institution for (formal and non-formal) TVET support.

This contract is for the provision of technical expertise to develop the business plan.

General information on the tender:

The performance period is **four months**. During these four months, it is estimated that the working days will be 80 in total for 2 experts (1 international expert and 1 national expert), with all days assigned to working at the duty station (Vientiane Capital).

The total budget available for this contract, all inclusive, is **63,000 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) and submission of the offers:

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 21.05.2026**.

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.