



TERMS OF REFERENCE

I. Consultancy Summary:

1. Title: Trainer in Business English
2. Consultancy/staff type: Special Service Agreement
3. Division: Administration Division
4. Duration: 100 hours during March to November 2020
5. Duty station: MRC Secretariat
6. Reporting to: Director, Administration Division
7. Expected deliverables:
 - Increased English competencies for MRC Secretariat staff in MRC Headquarters,
 - Increased English competencies for Junior Riparian Professionals

II. Introduction

The Mekong River Commission (MRC) was established by the 1995 *Agreement on Co-operation for the Sustainable Development of the Mekong River Basin*, between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. In accordance with this Agreement, the Mission of MRC is: "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being by implementing strategic programmes and activities and providing scientific information and policy advice." Further information, please visit the MRC website at <http://www.mrcmekong.org/>.

Currently the Mekong River Commission Secretariat (MRCS) has 24 general support staff who are Administrative Assistant, Secretaries, Technician and Registry and 6 Junior Riparian Professional (JRPs). Among them, 18 are working in Vientiane, and 6 are at the Regional Flood and Drought Management Centre in Phnom Penh. All of them hold university degrees (bachelor level), with three holding master's degrees. They are the backbones of the Divisions and Office of the CEO (OCEO), who provide efficient support in daily operation including but not limited to drafting memoranda and routing for approval, payment requests, attendance reporting, filing, etc. for activity implementation, meetings, purchasing, contracting, etc.

The recent demand toward an increase in their work performance requires having, among other competencies, an increased proficiency in professional English i.e. writing, speaking, listening and reading skills. These general support staff are also expected to be able to draft official letters to Member Countries, preparing minutes of meetings and discussion, and taking notes of divisional meetings and the like. With these skills, they will be able to provide more efficient and effective supports to the Divisions and Office of the CEO, at the same time, making themselves more compatible with the roles and capable of carrying out their roles at the MRC Secretariat.

The Junior Riparian Professionals (JRPs) are nominated by the National Mekong Committees and are selected by the MRCS for on the job capacity development while contributing to the work of the MRC, which is hand-on, practical and on-the-job with specific assignment. As they are junior and at times, they have limited English skills, especially in speaking and writing, therefore, the MRC also plan to strengthen their English competencies while having their on-the-job training at the Secretariat, too.

III. Objectives of the consultancy

The MRC would like to engage an English trainer to deliver training sessions to general support staff and JRPs on four English skills i.e. speaking, listening, reading and writing.

IV. Expected results:

General support staff and JRP have increased business English proficiency through:

- A 6 week training on speaking and listening skills
- A 8 week training on reading and writing skills

V. Deliverables and concrete timelines:

Deliverables and expected quality/quantity	Expected time investment (in hours, days or months)	Deadline
1. Speaking and listening skills	6 hour/week *6 week = 36 h (2 classes per week)	March – Mar 2020
2. Reading and writing Skills	6 hour/week*8 week = 48 h 2 classes per week)	April-May 2020
3. Courses preparation and consultant report	16 hours	March 2020 Nov 2020

VI. Required tasks and responsibilities:

- Carry out rapid assessment of the target learners to define level of English proficiency,
- Prepare customized lessons for the target skills,
- Provide at the MRC Secretariat to general support staff and JRP:
 - o Training sessions on listening and reading skills,
 - o Reading and writing skills.
- Evaluate the learners after the training courses are completed.
- Prepare a report indicating the increased level of English proficiency of each individual learner and a list of recommendations for further improvement of English of the target learners.

VII. Payment mode:

Pay per milestones with:

- Payment arrangement can be discussed with either payment per completion of the course or bi-payment, based on the actual number of training hours.
- The consultant is to provide signed invoices and timesheets to HR for the payment.
- Final payment will be paid upon satisfactory completion of the consultancy services.

Note: Consultancy rate is defined by the MRCS consultancy rate policy, and MRC is a tax-exempted agency for the work done for the MRC.

VIII. Intellectual property rights:

Intellectual property rights - IPR: Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property. Any utility, announcement and disclosure that are without MRCS highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

IX. Working Arrangement:

1. Reporting line: AD Division Director
2. Communication line: Chief HR Officer
3. Duty station: Home-based and MRC Secretariat Office

X. Qualifications and Requirements:

- 1. Bachelor’s degree in Teaching English, Master is desirable;
- 2. At least five years experienced in teaching Business English;
- 3. Native English speaker is preferred, however, not a pre-condition;
- 4. Be able to reside in Vientiane capital, Laos DPR during the assigned period;
- 5. Immediate availability will be considered as an advantage to the selection process.
- 6. Commitment to providing high quality work product and services to deliver to the MRC based on the agreed timelines and deliverables indicated in this TOR.
- 7. Competency in using MS Office software: Microsoft Word, Excel, PowerPoint. Knowledge of other software used in the area of water work is a plus.
- 8. Good inter-personal and communication skills.
- 9. Compliance with all MRC’s rules and regulation regarding consultancy management and contract monitoring and closure

XI. Signature Block

Director, Administration Division

Date:

Incumbent

Date: