



# Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,  
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR  
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

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## TERM OF REFERENCE

### 1) Consultancy Summary:

- Title: Fixed Asset Management Consultant
- Consultancy type: Special Service Contract
- Division: Administration Division
- Duration: Eight (8) Months (full-time)
- Duty station: MRC Secretariat Office in Vientiane
- Reporting to: Director of Administration
- Total number of days/month for this consultancy: 8 Months inclusive of the first three-month probationary period.
  - Monthly/weekly team meeting requirement: yes
  - Finger print scanning requirement: yes
  - Monthly work plan requirement: yes
  - Monthly timesheet requirement: yes

### 2) Background

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, Laos, Thailand and Vietnam. In accordance with this Agreement, the mission of the 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.”

The MRC has a three-fold governance structure, consisting of the Council as the highest-level decision-making body (at ministerial level), the Joint Committee (JC) and the MRC Secretariat (MRCS) – complemented by National Mekong Committees (NMCs) in each MRC Member Country (MC). The MRCS is the operational arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC’s mission. The office of the Secretariat is in Vientiane (OSV), Lao PDR, and a Regional Flood Mitigation and Management Centre is based in Phnom Penh, Cambodia.

In 2010, the Heads of Government of the four MRC MCs met in Hua Hin, Thailand, at the First MRC Summit, and committed to a vision of a self-financially sustained organization by 2030, based on the decentralisation of Core River Basin Management Functions (CRBMFs) and in-country implementation of activities. The MRCS has since embarked on a comprehensive institutional reform towards a leaner and more efficient organisation. A new organisational structure has been implemented since July 2016 and the recruitment process for almost all new positions is now being finalised. The structural change was accompanied by a financial reform and the establishment of a basket fund where development assistance support and MC contributions are pooled to fund one overall annual budget for MRCS, replacing the previous dual budget structure.

### 3) Objective of the Consultancy:

The objective of this consultancy is to assist the MRC Secretariat in the following: (i) verification and valuation of the assets of all divisions (ii) asset registration and inventory, and (iii) implementation of asset management system based on software. The maintenance of a complete asset register is a central and important duty for each Division, especially where the asset base forms the core element of the operation of the division and MRC as a whole, and therefore is relevant from two perspectives:

- (i) Financial perspective. The asset register is the basis used for fixed asset accounting. The register stores all relevant information such as the cost of acquisition/production of each asset, net book value, depreciation cost, residual value, and useful life. Indeed, it is very crucial to assess the value of the MRC's assets both for formation of the correct financial reporting to management in determining its credit worthiness.
- (ii) Technical perspective. The asset base, likewise, shall further include technical information such as basic technical data, technical condition, and asset location among others.

### 4) Responsibilities and tasks:

The consultant must have a hands-on approach that will support the attainment of performance targets corresponding to asset inventory and revaluation of assets of the MRC. The assignment shall be split into three components: (i) verification and valuation of the assets of all divisions (ii) asset registration and inventory, and (iii) implementation of asset management system. Preliminary activities for each component are summarized in the table below but not limited to.

Activity	Deliverable	Tentative date
<b>1. Verification and valuation of the assets of all divisions</b>		
1.1 Preparation for Inventory.	Inception report and Presentation on actual and current accounting of assets to the property survey committee	One month from inception
1.1.1 The Consultant should carry out an analysis of the MRC existing documentation of fixed assets: a. Register of fixed assets and other accounting data; b. Technical documentation; c. Legal documentation.		
1.1.2 The Consultant should provide consultations on the current accounting of fixed assets to the Admin Division and Admin and Finance Team.		
1.1.3 Upon the results of conducted analysis the Consultant should provide a presentation for the Admin Director on current management of fixed Asset management.		
<b>2. Asset registration and inventory</b>		
2.1 Development of the inventory plan and methodology.	Inventory Plan and Methodology	2 <sup>nd</sup> Month
2.1.1 Development of methodology, methodological provisions and formats/tables for realization of general physical inventory.		

2.1.2 Development of plan for inventory of the categories of fixed assets where it is required. Consult the existing Fixed Assets manual.		
2.1.3 For the purposes of the inventory, as well as for further appropriate accounting and valuation of fixed assets to develop detailed shapes / patterns in the context of the following appropriate groups of fixed assets.		
2.1.4 Perform Fix Asset physical verification for 2019. a. Undertakes and coordinates asset inventory processes. b. Manages the completeness, accuracy and timely update of the Asset Register including supporting documentation, disposal records, security of Asset Register system. c. Coordinate, update, and maintain the fixed assets tracking system for all PHD fixed assets. d. Ensures all fixed assets are properly tagged/labelled and recorded in the fixed asset tracking system.	1. completed fixed asset register 2. properly tagged all assets 3. produce fix asset verification report 2019 and minute of verification signed by all division directors	4 <sup>th</sup> Month
2.1.5 Report to the MRC Property Survey Committee for on the above.	report to MRC Property Survey Committee	4 <sup>th</sup> Month
2.1.6 Complete disposal of unused and damaged.	Report on disposal to Property Survey Committee	5 <sup>th</sup> Month
<b>3. implementation of asset management system</b>		
3.1 implementing the fixed assets management system  a. Reconciliation of the fixed assets tracking database (Microsoft Navision) with related fixed assets general ledger and coordinates any variances with relevant finance staff. b. Assists with the update of Asset registry written procedures. c. Quarterly and annual reporting of the asset portfolio. d. Monthly review of operating statements. e. Ensure system is running properly.		7 <sup>th</sup> Month
3.2 Prepare training materials, templates and carry out trainings for staff. One of the trainings shall include the use of the Microsoft Dynamic fixed asset.	Training provide to relevant staff	8 <sup>th</sup> Month
Plan for 2020 Fix Asset physical verification, prepare all necessary documentation		8 <sup>th</sup> Month
Final report and Handover note, short implementation manual on fix asset management and handover work to MRC staff for implementation.		8 <sup>th</sup> Month

### 5) Main Deliverables and timelines:

- Reports and activities to be completed based on the above table

**6) Working Arrangement:**

- a. The Fixed Asset Management Consultant must be report to Director of Administration and report must be provided to all relevant staff such as Property Survey Committee and CFO based on the above timeline.
- b. Communication line: Communicate with all team members within AD and relevant divisions.
- c. Workstation: full time based at MRC Secretariat Vientiane

**7) Qualifications and Requirements:**

**Qualification:**

- a) Bachelor's degree in Business Administration, or Accounting, and other relevant fields.
- b) Minimum 3 years' experience in Fixed asset management processes and protocols (experience with donor's funded program preferable)
- c) Experience with Fixed asset tracking systems and implementing inventory practices and standards.
- d) Demonstrated hand on experience and track record in asset management delivery to the highest standard
- e) Excellent internal and external stakeholder relationship management
- f) Strong attention to detail, proactive and self-motivated
- g) Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- h) Excellent command of English, written and spoken.
- i) Be Riparian Nationals of Cambodia, the Lao PDR, Thailand or Viet Nam.

**8) Condition of payment (select below and provide justification for the selection)**

- a) Monthly

- 9) **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.

10) **English competency:** TOEIC score of 650 (or equivalent)

11) **Other requirements:** monthly workplans, monthly deliverables reporting,

12) **Annexes:**

13) **Signature Block**

