



Mekong River Commission

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TERM OF REFERENCE

1. Consultancy Summary:

- Title: Project and Partners Coordination Consultant
- Consultancy type: Service Contract
- Division: Office of CEO (OCEO)
- Duration: March – December 2019, with possible one-year extension from Jan-Dec 2020
- Duty station: MRC Vientiane
- Reporting to: Chief Strategy and Partnership Officer, OCEO
- Total number of days for this consultancy: 10 months with extension
- Required deliverables for this consultancy: see below
- Daily timesheet requirement:
- Monthly/weekly team meeting requirement:
- Finger print scanning requirement:
- Monthly work plan requirement:
- Monthly timesheet requirement:

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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission.

The Office of CEO (OCEO) provides leads and supports cross-cutting activities of the MRC including strategic organizational planning, stakeholder engagement and communication, partnerships, monitoring and evaluation, and gender mainstreaming.

VISION for the Mekong River Basin:

An economically prosperous, socially just and environmentally sound Mekong River Basin

VISION for the Mekong River Commission:

A world class, financially secure, International River Basin Organisation serving the Mekong countries to achieve the basin Vision

MISSION of the Mekong River Commission

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

MRCS values

- Integrity
- Transparency
- Mutual respect
- Professionalism
- Accountability
- Results orientation

3. Objective of the Consultancy:

The Mekong River Commission is funded by contribution from its member countries and development partners. One of the development partners, the European Union, has provided a grant of about 5 million euros to the MRC for the period of 2019-2020 in support of implementing the MRC Strategic Plan, including the activities of basin monitoring, forecasting, stakeholder engagement, cooperation, administration including finance, HR, governance, M&E and organizational planning.

The objective of the consultancy is to support the OCEO in coordinating with and reporting to the European Union on the project activities, ensuring timely progress and resolving issues. The consultant will support the OCEO more specifically in its EU-funded activities such as cooperation and partnerships, stakeholder engagement, monitoring and evaluation, gender, annual work planning, and related governance meetings.

4. Responsibilities and tasks:

The consultant will be responsible for the following:

- Coordinate with the EU on the project, funding, progress and expenditures
- Prepare necessary reports and notes relating to the project as required by the EU and MRC
- Support the coordination and communication with MRC's partners
- Support the organization of events, meetings, visits and workshops relates to MRC's cooperation with partners
- Support the organization of stakeholder engagement and communication events
- Support the preparation of MRC's progress reports including Mid-Year Report (MYR) and Annual Report (AR) and other communication products
- Support the annual work planning process including ensuring inclusion and progress of EU-funded activities
- Perform other related tasks assigned by the Chief Strategy & Partnership Officer

5. Deliverables and timelines:

Deliverables and expected quality	Number of days /hours or duration of the consultancy	Deadline
Reports to EU		As required
Inputs to organization and preparation of EU and development partners meetings and consultations		Jun 2019
Inputs to organization and preparation of coordination meetings, expert group on strategy & partnership meeting		Mar 2019, June 2019, Jul 2019
Inputs to organization and preparation of exchange visits to/from China, Mississippi, ADB, ASEAN, Mekong-Ganga, Mekong-Korea, Myanmar, World Water Week, International River Symposium, etc		As required
Inputs to organization and preparation of stakeholder engagement events such as the Regional Stakeholder Forums and national stakeholder forums		Mar 2019 Sep 2019

Inputs to and editing of progress reports including MYR 2019 and AR 2018		MYR (Jul 2019) AR (Mar 2019)
Inputs to and editing of communication products		As required
Inputs to the Annual Work Plan 2020		Dec 2019

6. Working Arrangement:

- a. Reporting line: Chief Strategy and Partnership Officer
- b. Communication line: OCEO, Admin Division (especially EU project finance consultant), all divisions
- c. Work station: Vientiane

7. Qualifications and Requirements:

- Master’s degree in social sciences including political science, economics, public policy, public relations, communications or other related field. In lieu of the Master’s degree, a Bachelor’s degree in combination with two additional years of qualifying professional experience may be considered.
- 7 years of practical working experience in coordination, project management, communications, and external relations required.
- Work experience with international organisations preferred.
- Strong communication and inter-personal skills preferred.
- Strong English writing and verbal skills preferred.

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

Pay per number of days worked¹ (SC, monthly payment)

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 600-700 (or equivalent)

11. **Other requirements:** daily timesheet, monthly workplans, monthly deliverables reporting, finger print scanning if working at the MRC Secretariat office

12. Signature Block

¹ Pay per number of days worked normally is for manual and administrative staff who carry out routine work daily.