1. Consultancy Summary:

<table>
<thead>
<tr>
<th>Consultancy Title:</th>
<th>Riparian Consultant for Preparing Fish larvae Photo Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy type:</td>
<td>Special Service Agreement (SSA); Type (a): One-time assignment</td>
</tr>
<tr>
<td>Duration:</td>
<td>25 working days from April 2020 to March 2021</td>
</tr>
<tr>
<td>Division/OC:</td>
<td>Environmental Management Division</td>
</tr>
<tr>
<td>Working station:</td>
<td>Home-based</td>
</tr>
<tr>
<td>Total budget: (for lumpsum)</td>
<td></td>
</tr>
</tbody>
</table>

2. General background:

2.1. Background and objective/s of the consultancy

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 (MRCS) 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 Environmental Management Division (ED) is responsible for environmental monitoring, assessment, planning and management to support basin planning and management for sustainable development of the Mekong River.

Under MRC River Basin Management Core Functions, there are a number of routine monitoring activities, of which Fisheries monitoring is coordinated by MRC ED. MRC Secretariat has been supporting these monitoring activities for many years since mid-1990s. Moreover, there are three types of the monitoring under fisheries monitoring namely (i) Fish Abundance and Diversity Monitoring (FADM) in the four MCs, (ii) Fish Larvae Drift Monitoring (FLDM) in Cambodia, Lao PDR and Viet Nam, and (iii) Dai Fishery Monitoring in the Tonle Sap River of Cambodia.

To support these monitoring activities or programmes more effective, the MRCS produced fish photo book of adult fish of about 300 species and larval fish of about 65 species. The latter was out of date and was requested to update by the Member Countries since it contains mostly the common larval fish and the pictures of the fish were not good.

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1 Special Service Agreement - home based, daily rate: type (a) One-time assignment, 1 TOR, number of consultancy days within 12 calendar months; or type (b) Framework contract (number of consultancy days within 1 to 2 calendar years, multiple assignments with each assignment having 1 specific TOR). Service Contract - full time working with 21.75 days/month, MRCS based: One-time assignment (number of months within 1 calendar year).
2 Be brief and to the point with maximum of 300-500 words.
To address this requirement, the MRCS ED is looking for a competent riparian consultant who has extensive experiences in river fish taxonomy, especially fish larvae to undertake the following tasks to obtain the following expected outputs and achieve the specific objective. The main specific objective of this assignment is to update fish photo book of the fish larvae in the Mekong River by March 2021.

2.2. Expected final product

- A fish photo book of the fish larvae in the Mekong River reviewed and updated.

3. Required deliverables, timelines and responsibilities

3.1. Deliverables and concrete timelines:

A tentative schedule is provided below. The exact schedule will depend on the timing of the contracting with the successful consultant, but it is anticipated that the assignment will commence on 1 April 2020 to 31 March 2021.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables</th>
<th>Estimated Time (days)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review a list of fish larvae in the FLDM database, national reports of both Cambodia and Vietnam, and relevant literatures</td>
<td>A list of fish larvae in the FLDM database and in the national reports of both Cambodia and Vietnam reviewed and updated.</td>
<td>5</td>
<td>30 Apr 2020</td>
</tr>
<tr>
<td>2. Prepare the first draft of updated fish photo book of the fish larvae in the Mekong basin</td>
<td>The first draft of fish photo book of the fish larvae updated.</td>
<td>15</td>
<td>31 Dec 2020</td>
</tr>
<tr>
<td>3. Work with the international consultant to finalise the updated fish photo book of the fish larvae in the Mekong basin</td>
<td>The updated fish photo book of the fish larvae finalised</td>
<td>5</td>
<td>31 Mar 2021</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
<td><strong>April 2019-March 2021</strong></td>
<td></td>
</tr>
</tbody>
</table>

3.2. Required tasks and responsibilities:

- Review a list of fish larvae in the FLDM database, national reports of both Cambodia and Vietnam, and relevant literatures
- Prepare the first draft of updated fish photo book of the fish larvae in the Mekong basin
- Work with the international consultant to finalise the updated fish photo book of the fish larvae in the Mekong basin

4. Working Arrangement:

4.1. Director supervisor:

The consultant will be working under the overall supervision of the Director of the Environmental Management Division.

4.2. Communication line:

When possible, please include activities such as report revision; capacity building, knowledge and skills transfer (K&S) to MRCS and MCs; gender mainstreaming/reporting/data; handover of data and assets to MRC when contract complete. You can reach out to the Gender Focal point of the MRCS for support to gender related requirements, and to HR for capacity building and K&S requirements if need be.
The consultant will be working under the direct supervision of the Chief Environment Management Officer as well as in close consultation with a Fisheries and Aquatic Ecology Officer.

5. **Payment mode**:

Since there will be a few milestones to be completed, payment by instalment will be selected for this assignment and it is shown below.

- The 1st payment upon signing of the Contract (20% of the total budget);
- The 2nd payment (60% of the total budget) upon submission and acceptance by MRCS ED on key deliverables #1 & 2
- The final payment (20% of the total budget) upon submission and acceptance by MRCS ED on the key deliverable #3.

6. **Qualifications and Requirements**:

- Bachelor’s degree in river fish biology, with the focus on fish taxonomy, or relevant fields;
- Has significant knowledge and five-year experiences in freshwater or inland fisheries or intensive training on fish taxonomy;
- Has a strong knowledge and five-years of experiences in fish larvae taxonomy and identification;
- Experience in producing photo books of adult or larval fish;
- Strong knowledge in using software (e.g. photoshop) to produce a good quality picture of the fish larvae book; and
- Fluency in written and spoken English.

7. **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.

8. **Signature Block**

<table>
<thead>
<tr>
<th>MRC Officer</th>
<th>Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ______________</td>
<td>Name: ______________</td>
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<tr>
<td>Date: ______________</td>
<td>Date: ______________</td>
</tr>
</tbody>
</table>

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4 Please consider choosing the payment mode/s i.e. lump sum, installment, per day, per hours, per products or per milestones.

5 Please indicate if any product/s that the consultant produces or any MRC data that the consultants are/will be going to use will belong to MRC and will be under MRC intellectual property rights (IPR). This part also includes the requirement for the consultant to transfer to MRCS the ownership of data, IPR and materials generated during the work with the MRC.

6 This signature block should include names of MRCS staff who oversees the consultancy. The consultant who has to sign the TOR when signing the service contract with MRC.