



# 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

## Term of Reference

### I. Background

#### **Mekong River Commission**

The Mekong River Commission (MRC) was established by the 1995 agreement 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 Basin.

#### **MRC Secretariat mandate**

The MRC Secretariat is a technical arm of the MRC Joint Committee (JC) to provide its support for the JC in executing its plans and actions as parts of the MRC strategy and policies assigned by the MRC Council.

#### **Administration Division mandate**

The Administration Division (AD) is one of the four divisions of the MRC Secretariat new structure. It is to provide the MRC Secretariat with modern and highly efficient financial, administrative, personnel, logistical, facilities management, and information technology and communication support. The AD is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies and donor communities.

#### **Organization of governance meeting**

Reference is made to Rule 7 of the revised Rules of Procedures of the MRC Joint Committee (JC) stipulating the first session (Plenary Session) of the JC shall be held in the Country of the Chairperson of the MRC Joint Committee, which is Lao PDR in this case as Lao PDR is the Chairperson of the MRC Joint Committee for 2017. Therefore, the 45<sup>th</sup> Meeting of the Joint Committee will be held on 25-27 April 2017 in Luang Prabang, Lao PDR.

### II. Objective

The MRC Secretariat would like to seek **3 Event Organizers** to facilitate logistic arrangements of the above-mentioned meeting.

### III. Tasks required under this TOR

**Each Event Organiser** is responsible for providing **quotations** for products and services with details as follows:

**Meeting package:**

- On 25 April 2017, two coffee breaks and one lunch and one dinner
- On 26 April 2017, two coffee breaks and one lunch and one dinner
- On 27 April 2017, two coffee break and one lunch

**Meeting equipment:**

- a sound system with microphones (60-80pcs)
- One or two LCD Projectors
- Three laptops (one in the meeting rooms and two in the Secretariat room)
- Three printers (one in the meeting rooms and two in the Secretariat room)
- One TV screen 50
- screens available for Power Point Presentations
- Podium
- Two professional photocopy machines with papers
- 3-4 staff from event organizer to standby to prepare the meeting material
- 1 IT hotel staff stand by during the meeting

**Hotel options and room rates**

- Meeting's venue is at least 4-star hotel
- Three to Five hotel options nearby the meeting venue for NMCs and MRC and other delegates (at least 2-star hotel for convenience)

**Transportation arrangements:**

- 24 April 2017: 6-8 vans (in town)
- 25 April 2017: 6-8 vans (in town)
- 26 April 2017: 6-8 vans (in town)
- 27 April 2017: 6-8 vans (in town and site visit in Xayaburi dam)

The quotations shall be submitted to MRC Procurement Unit **No later than 7 April 2017.**

**IV. Payment Method**

Payment for the above tasks will be made in two stages. MRCS will deposit 50% in advance of the total arrangements. MRCS will then settle the rest by bank transfer within 30 days after delivery of products and services and upon receiving the original invoice duly accepted by MRCS.

Prepared by Chansouk and Virak on 27 March 2017

