



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	Public Speaking Trainer
Consultancy Type:	Special Service Agreement
Division:	Administrative Division
Duration:	05 days (June–July 2023)
Duty Station:	At the MRC Secretariat’s Headquarter, Vientiane, Lao PDR
Reporting to:	Director of Administration Division
Expected Deliverables:	See Section 6

2. BACKGROUND AND OBJECTIVES 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, utilisation, 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 renders technical and administrative services to the Joint Committee and the Council to achieve the MRC’s mission of promoting and coordinating sustainable management and development of water and related resources for the countries’ mutual benefit and the people’s well-being.

The Administration Division is tasked, among others, to increase staff’s capacity to perform their work. Staff members are thus engaged in different training programs that are meant to build their capacity, strengthen their performance and increase their productivity at work. During this round, the MRC Secretariat targets public speaking training for its senior management and is looking for an **experienced and trained professional public speaker/coach** to deliver the **face-to-face training**.

3. OBJECTIVE OF THE CONSULTANCY

The purpose of this consultancy is to assist the MRC Secretariat in increasing the confidence and ability of its Senior Staff members in public speaking both in impromptu and planned fashions.

4. TARGET PARTICIPANT

The training will target 15 Senior Staff of the MRC Secretariat, including Directors, Chiefs, and Specialists.

5. EXPECTED RESULTS

It is expected that the incumbent conducts a needs assessment, develops the training methodology and materials, and conducts in-person training. A training report will also be produced once the training is conducted.

6. DELIVERABLES AND TIMELINE

The actual training will be for **2.5 days**, but preparation will possibly take the same amount of time.

The following shows an indicative timeframe of anticipated tasks that need to be professionally done. Final products should be delivered in a reasonable time following discussion and mutual agreement between the MRC Secretariat and the Consultant.

Deliverables and expected quality/quantity	Expected time investment (days)	Deadline
A needs assessment was conducted, its results produced, and the training methodology and session plan proposed	0,5	June 2023
Training materials were developed and interactive activities planned	1,5	June 2023
Pre-assessment and post-assessments were conducted and a report was submitted	0,5	June/July 2023
The in-person training was conducted	2,5	June/July 2023
Total	5	

7. REQUIRED TASKS AND RESPONSIBILITIES

The incumbent is expected to provide the following services throughout the contract period.

- Advanced University degree (Master’s or Ph.D.) in Education, TESOL, Communications or a closely related field.
- A certified trainer (i.e., TEFL or TESOL qualification) or a certified public speaker/trainer.
- At least ten (10) years of practical experience in conducting personal growth training, focusing on building capacity, public speaking, or communications.
- Demonstratable experience as an adult trainer or teacher.
- Experienced trainer with international organizations.
- Fluent in English with excellent written and oral communication skills.
- Strong organization skills and detail-oriented.
- A national of any of the MRC Member Countries: Cambodia, Lao PDR, Thailand, or Cambodia.
- Immediate availability will be considered an advantage.

8. PAYMENT MODALITY

This position is paid on the basis of a **daily rate, or as a lump-sum**, upon submission of the timesheet and work delivered. The Consultant is required to submit an invoice with supporting documents for each payment. DSA and relevant traveling expenses, if incurred, will be provided in accordance with the MRC guidelines.

Note: The consultancy rate is defined by the MRCS consultancy rate policy and the level of consultancy. MRC is a tax-exempted agency for the work done for the MRC. Consultant, in case a mission is required, will be covered with a return ticket to and from the assigned duty stations with a daily related subsistence allowance of 75% of the UN for the mission days.

9. INTELLECTUAL PROPERTY RIGHTS

Intellectual Property Rights - IPR: Information, data, database, and 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 the MRC Secretariat's highest levels of authority's permission is considered illegal and will be charged by relevant local and international legal procedures.

10. DECLARATION OF NON-FRAUDULENCE AND PROTECTION OF PERSONAL DATA

The Subscriber shall adhere to the MRC's relevant rules and regulations of the MRC on personal data protection, business exclusion, fraud prevention, and anti-corruption principles, and shall be under strict disciplinary measures should any violation occurs.

11. WORKING ARRANGEMENT

The assignment will require the Consultant to work at the MRC Secretariat's Headquarter in Vientiane, Lao PDR, with frequent communication with personnel of the Administration Division:

- Overall manager: Director of Administration Division
- Direct supervisor and communication line: Chief Human Resources Officer

12. QUALIFICATIONS AND REQUIREMENTS

The following are the minimum requirements for a successful consultant for the position:

- Advanced University degree (Master's or Ph.D.) in Education, TESOL, Communications, or a closely related field.
- A certified trainer (i.e., TEFL or TESOL qualification) or a certified public speaker/trainer.
- At least ten (10) years of practical experience in conducting personal growth training, focusing on building capacity, public speaking, or communications.
- Demonstratable experience as an adult trainer or teacher.
- Experienced trainer with international organizations.
- Fluent in English with excellent written and oral communication skills.
- Strong organization skills and detail-oriented.

- A national of any of the MRC Member Countries: Cambodia, Lao PDR, Thailand, or Cambodia.
- Immediate availability will be considered an advantage.

Interested individuals are required to **submit a proposal consisting of two parts:**

- Technical proposal (cover letter, CV, portfolio/work samples, a list of clients, contact information of three references); and
- Financial proposal (daily fee rate or lump sum, in English as a source document).

13. SIGNATURE BLOCK

MRCS:

Full Name: Mr Watt Botkosol
Title: Director of Administration Division

Incumbent's Full Name: _____

Signature: _____
Date: 24 May 2023

Incumbent's Signature: _____
Date: _____