TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title: Junior M&E assistant to support the Monitoring & Evaluation team in the preparation of Annual Report, Mid-Year Report and administrative works.

Consultancy Type: Service Contract

Division: Office of the Chief Executive Officer (OCEO)

Duration: 1 year starting from March 2022

Duty Station: MRCS Office in Vientiane for implementation

Reporting to: Chief Strategy and Partnership Officer & M&E Specialist

Expected Deliverables:

2. INTRODUCTION AND BACKGROUND

2.1 Background and objective/s of the consultancy

The Mekong River Commission (MRC) was established by the 1995 Agreement on Cooperation for the Sustainable Development of the Mekong River Basin, between the government 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 organisational planning, stakeholder engagement and communication, partnerships, monitoring and evaluation, and gender mainstreaming.

3. OBJECTIVES OF THE CONSULTANCY

The objective of this consultancy is primarily to support M&E team in the preparation of MRC’s 2021 Annual Report and monitoring of regional and national uptake activities of MRC products.

Year 2022 is the MRC’s second year in implementing the five-year MRC Strategic Plan 2021-2025. MRC’s Annual Report is intended to document and report out the key achievements and progresses under each activities and deliverables towards the MRC Strategic Plan.

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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).
Approach

Junior M&E assistant will support the OCEO M&E team in collecting and consolidating the 2021 Annual Report’s work progress following analysis of the collected information from each division, work closing with Senior M&E assistant, including support on logistic and administrative works under OCEO.

4. EXPECTED RESULTS

Support M&E team in data collection, quality assurance and quality control of detailed work progress, outputs completion, activities, deliverables, indicators and success stories.

5. DELIVERABLES AND CONCRETE TIMELINES

<table>
<thead>
<tr>
<th>Deliverables and expected quality/quantity</th>
<th>Expected time investment (in hours, days or months)</th>
<th>Deadline (tentative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support in the preparation of Annual Report 2021, Mid-Year Report, M&amp;E activities and administrative works.</td>
<td>12 months</td>
<td>March 2022</td>
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</tbody>
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6. REQUIRED TASKS AND RESPONSIBILITIES

- Support the M&E team in the preparation of the Mid-Year and Annual Reports
- Provide data entry and constantly update M&E database
- Support in data collection of indicators, deliverables, milestones, decentralized activities monitoring and capacity building activities at national and regional level
- Support in the preparation of reporting template for development of Mid-Year and Annual Report
- Support M&E team in organising M&E capacity building and training to regional and national level
- Support M&E activities on logistical arrangement
- Perform other relevant tasks as required.

7. PAYMENT MODALITY

*(please indicate payment modality whether it is lump sum, monthly, pay per installments, pay per day worked or pay per deliverable/s)*

Note: 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 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.

Payment will be made in US dollars on the basis of cost per month. The consultant is required to submit an invoice and MRC Timesheet, along with supporting documents.
8. 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.

9. 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, and fraud prevention and anti-corruption principles, and shall be under strict disciplinary measures should any violation occurs.

10. WORKING ARRANGEMENT
Communication Line: Junior M&E assistant will work under overall supervision of Chief Strategy and Partnership Officer and work closely with the OCEO staff responsible for monitoring and evaluation and work planning.

11. QUALIFICATIONS AND REQUIREMENTS (select or add as appropriate)
- Bachelor’s degree in business administration, planning and management, development studies, natural resources management, and other relevant fields
- At least 2 years of experience in implementation of monitoring, evaluating and reporting system for development projects in international public organisation.
- Knowledge of statistical analysis and graphic tools (Excel) is required.
- Good English writing and verbal communication skill is an advantage.

12. SIGNATURE BLOCK
MRCS:
Full Name: Mr Santi Baran
Title: Officer in-Charge of OCEO
Signature: ________________________
Date: ____________________________

Incumbent’s Full Name: _________________
Incumbent’s Signature: _________________
Date: ________________________________