1. CONSULTANCY SUMMARY

Title: Writer/Editor (International Consultant)
Consultancy Type: Special Service Agreement
Division: Office of the Chief Executive Officer
Duration: 25 days from February 2022 to December 2022
Duty Station: Home-based and, and if required, at the MRC Secretariat, Vientiane
Reporting to: Chief Strategy and Partnership Officer
Expected Deliverables: English texts for public information materials drafted/edited, opinion pieces drafted

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 in promoting and coordinating sustainable management and development of water and related resources for the countries’ mutual benefit and the people’s well-being.

The Office of the Chief Executive Officer (OCEO) within the Secretariat is tasked, among others, to lead and support cross-cutting activities of the MRC including strategic organisational planning, stakeholder engagement and communication, partnerships, monitoring and evaluation, and gender mainstreaming. Within the communication part of the OCEO, the Office is charged with increasing knowledge of the MRC and its functions among stakeholders and the public; increasing public awareness on the social, economic and environmental state of the Basin, and the need for transboundary approaches in planning and development; and developing mechanisms for awareness raising in all the Divisions within the Secretariat. Producing public information materials as a tool to disseminate MRC’s knowledge products and expertise to a wider public in various forms and languages is one of the key areas.

In this context, OCEO seeks a short-term International Writer/Editor to draft and edit texts in English for public information materials, including opinion pieces.

Specifically, the assignment aims to ensure the MRC’s knowledge products and expertise are communicated to a wider group of audience through MRC’s own publication and placement on newspapers as editorial opinion. Certain materials will be translated into the four riparian
languages of Khmer, Lao, Thai and Vietnamese for further dissemination to the local stakeholders. Knowledge-based public information with high quality texts would make the knowledge more easily accessible and understandable to the public. It will extend the reach of the MRC’s messages, and help sustain its relevance across the basin.

3. EXPECTED RESULTS

It is expected that English texts for public information materials are drafted/edited, short reports in English are edited or re-written when necessary, and opinion pieces are drafted for placement in newspapers.

4. DELIVERABLES AND CONCRETE TIMELINES

The following shows an indicative timeframe of anticipated tasks. Final products should be delivered in a reasonable time following discussion and mutual agreement.

<table>
<thead>
<tr>
<th>Deliverables and expected quality/quantity</th>
<th>Expected time investment (days)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various public information materials, including opinion pieces, drafted, edited or re-written for specific groups of audience</td>
<td>25</td>
<td>Year-round</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
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The consultant is expected to modify texts prepared for publications to be re-used on the MRC website or other communication channels during the consultancy, if required.

5. REQUIRED TASKS AND RESPONSIBILITIES

The consultant is expected to perform the following tasks:

- Review technical publications and other relevant materials in drafting and revising opinion pieces based on proposed/agreed key messages for target publications
- Propose, where appropriate, a placement of an opinion piece in a relevant newspaper
- Proofread, copy-edit and at times re-write draft reports and public information materials
- Revise and finalise the draft texts following feedback from OCEO
- Ensure that the MRC Style Guide is followed for all the draft publications, be it technical or public materials
- Consult OCEO personnel from time to time for all the agreed work.

6. PAYMENT MODALITY

This position is paid on the basis of daily rates upon satisfactory submission of final text for each or a group of publications assigned. The consultant is required to submit an invoice with supporting documents for each payment. DSA and relevant travelling expenses, if incurred, will be provided in accordance with the MRC guidelines.

*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.

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. 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.

9. WORKING ARRANGEMENT

The assignment will require the consultant to work remotely from his/her home country with frequent communication with personnel of the OCEO:

- Director supervisor: Chief Strategy and Partnership Officer
- Communication line: Communication personnel of the OCEO

10. QUALIFICATIONS AND REQUIREMENTS

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

- A master’s degree in communications, public relations, media, journalism or social sciences. A bachelor’s degree with two more years of relevant professional experiences is accepted in lieu of the graduate degree
- A minimum of five years of solid experience in journalism/communications
- Proficiency in writing and editing for external communications
- Native speaker of English with an excellent command of the English language
- Ability to understand and synthesize complex information for public dissemination
- Work experience in governmental, inter-governmental, and/or international organisations preferred. A previous work experience with the MRC is a plus but not necessary
- Knowledge of natural resources management and environmental awareness is desirable
- Good understanding of the Mekong River basin’s socio-economic, political and environmental contexts

11. SIGNATURE BLOCK

MRCS:

Full Name: _______________________

Incumbent’s Full Name: _________________
Title: ___________________________

Signature: ________________________  Incumbent’s Signature: ________________
Date: ______________________________  Date: ______________________________