



JOB DESCRIPTION

Job Title:	Monitoring & Evaluation Specialist
Division/Office:	Office of the CEO
Salary Level:	M-12
Date of Verification (If any):	May 2022

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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 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.

VISION for the Mekong River Basin:

An economically prosperous, socially just and environmentally sound Mekong River Basin

VISION for the Mekong River Commission:

A world class, financially secure, International River Basin Organization serving the Mekong countries to achieve the basin Vision

MISSION of the Mekong River Commission

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

MRC values

- [Integrity](#)
- [Transparency](#)
- [Mutual respect](#)
- [Professionalism](#)
- [Accountability](#)
- [Results orientation](#)

2. JOB SUMMARY/JOB STATEMENT

The job holder leads, manages and coordinates all monitoring and evaluation activities for the MRCS. This includes the result-based monitoring and reporting of the implementation of a) the MRC Strategic Plan (SP), including the decentralisation Roadmap b) the National Indicative Plans and c) the Annual Work Plan (AWP). Additionally, he or she ensures the implementation and development of the Results Based Monitoring and Evaluation System (RBMES) in the MRC and

assists NMCSs in their monitoring of NIPs implementation. He or she also coordinates the planning and monitoring of capacity building activities in the whole MRC.

3. MAIN TASKS AND RESPONSIBILITIES

Under the management direction of the CEO and technical guidance of the Chief Strategy and Partnership Officer, the incumbent performs the following duties:

- Lead the preparation of the Mid-Year and Annual Reports, compile and ensure that all reports are evidence based and meet quality reporting standards;
- Design and develop the MRC wide M&E system which provides the monitoring & reporting of the MRC Strategic Plan, Annual Work Plan, National Indicative Plans and Core River Basin Management Functions implementations;
- Support the NMC Secretariats in this M&E task for results-based implementation of the National Indicative Plans (NIPs), including decentralisation implementation;
- Design the results framework and baseline data for the preparation and implementation of the MRC Strategic Plan and its annual work plans;
- Facilitate performance management review workshops on the SP and report on progress of SP and NIPs to the CEO, JC and Council;
- Assess performance of divisions with regard to deliveries of milestones and outputs, management effectiveness and the achievement of outcomes indicators;
- Develop and manage the M&E information systems, indicators database and organizational dashboard;
- Provide technical support to all divisions and provide guidance in their preparation of the Mid Year and Annual reports;
- Provide technical support to all divisions in their M&E and reporting efforts by facilitating performance management workshops and encourage the use of result-based management to ensure compliance and efficiency in M&E and reporting by all;
- Prepare M&E operations manuals that reflects the Strategic Plan indicators, outline an overall data collection, analysis and reporting system, responsibilities, coordination mechanism, the manual must include procedures, flowchart and sample data collection instruments;
- Develop M&E training materials and conduct M&E capacity building and training to regional and national staff as required;
- Coordinates with all Divisions to harmonise and streamline all capacity building (CB) activities for national level implementation of MRC's activities, and provide guidance to these Divisions on monitoring and reporting on CB results;
- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The position holder supports the CEO in supervising the work of the M&E assistant. Supervision of consultants and quality control may also be required.
- b) **Level of autonomy:** Level of autonomy: Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- c) **Level of problem solving required:** Level of problem solving required: Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity.

- d) **Level and type of communications required:** Level and type of communications required: Communications are wide, within and outside the organisation, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate:	Master's Degree in institutional/organization development, planning and management, development studies, natural resources management, IWRM and other relevant fields.
Additional Certificates:	<ul style="list-style-type: none"> • Logical Framework (optional) • Result-based Management (optional) • Project management (optional) • TOEIC certificate with 600 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized academic institution whose instruction is in English may also be considered.
Experience:	<ul style="list-style-type: none"> • 10 years of experience in design and implementation of monitoring, evaluating and reporting system for development projects in international public organisation; • Experience in designing and conducting final evaluation for international organizations; • Experience in development of Information System for M&E is an advantage

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Performance management of international development projects	1
Information Technology	1
Results-based monitoring and evaluation methods	1
Integrated water resources management	2
Organisational development methods	1
Mekong River Basin and the riparian countries	2
Strategy formulation and implementation	2

Skills	
Statistical analysis and tools	1
Interpersonal and cross-culture communication skills	1
Coordination and facilitation	1
Time-/project- management	2
Planning	2

Attitudes	
Teamwork	1
Strong willingness and ability to work interdisciplinarily	1

Autonomous working	1
Attention to details	1

7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**
 - Annual net base salary exempts from tax by Lao authorities, starting at M-12 Step 1 with **US\$ 41,670** with a living cost of 5% of the base salary;
 - Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.
- **Benefits:**
 - The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
 - Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
 - Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;
 - Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station up on joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to a maximum 6 years according to 1995 Mekong Agreement.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.

8. REMARKS

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____ (date)