



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title	Assistant to Procurement and Finance
Consultancy/Staff Type	Service Contract (SC)
Division	Administration Division (AD)
Duration	12 months (June 2023 to May 2024)
Duty Station	MRC Secretariat, Vientiane, Lao PDR
Reporting to	Chief Finance Officer
Expected Deliverables	See Deliverables below

2. INTRODUCTION AND BACKGROUND

The Mekong Rivier Commission

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 Organisation 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.

3. OBJECTIVES OF THE CONSULTANCY

The incumbent is provide well-rounded support to the procurement and finance teams in various procurement tasks. He or she will also to provide more efficient support to all divisions in order

to meet the administrative needs of the MRCS, by processing financial transactions and procurement requests and processes.

The incumbent will assist in the overall functioning of the Procurement Unit, including assistance with the procurement plan, reviewing and checking procurement documents before submitting for approval, registering, and filing of procurement correspondences and documents. In addition, the successful candidate will be a person who is motivated and interested in learning.

4. EXPECTED RESULTS

- Register and distribute all incoming requests for procurement (Purchase Requisition (PR) and Purchase Order (PO) to the responsible person on time.
- Prepare all correspondence under the procurement team (including typing, formatting, and editing correspondent letters) and follow up for signatures and distributing correspondence and reports to relevant receivers/Divisions.
- Distribute contracts such as PR, PO, Memorandum of Understanding (MOU), Term of Reference (TOR), and Work Agreement (WA) for approval and follow up with Divisions or concerned persons on the progress.
- Assist the procurement officer in preparing the Procurement Plan (PP).
- Assist the procurement officer in daily monitoring of PP and update the status of PP monthly or quarterly.
- Reconcile monthly contracts under the Procurement Unit (PU), such as PO, MOU, TOR, and WA, for consultancy services, office supplies, equipment, and other technical equipment.
- Check and verify all supporting documents of procurement and related documents before the Procurement Officer's signature.
- Update and maintain local and regional vendor lists, including information on pricing, offer conditions, payment conditions, and schedules.
- Manage the procurement filing systems (both hard copies and electronic files).
- Assist the procurement team in improving procurement functions in MRCS Finance Management Information System (FMIS).
- Assist the procurement officer in preparing the procurement report to Chief Finance Officer and AD Director.
- Prepare or assist logistics to procurement and finance teams or consultants under PU and finance, including payments, TA, and TA claims.
- Assist procurement and finance teams in performing month-end, year-end accounts closures, and annual audit preparations for internal and external audits.
- Perform other duties related to the post as required by the Supervisor and the Division Director.

5. DELIVERABLES AND CONCRETE TIMELINES

These tasks under the Assistant are routine work on a monthly basis. Under the management direction of the Division Director and direct technical guidance of the Chief Finance Officer, and the Procurement officer, the incumbent performs the following duties:

Deliverables and Expected Quality	Expected time investment (in hours, days, or months)	Deadline
<ul style="list-style-type: none"> ▪ Register and distribute all incoming requests for procurement(Purchase Requisition (PR) and Purchase Order (PO) to the responsible person on time. ▪ Prepare all correspondence under the procurement team (including typing, formatting, and editing correspondent letters) and follow up for signatures and distributing correspondence and reports to relevant receivers/Divisions. ▪ Distribute contracts such as PR, PO, Memorandum of Understanding (MOU), Term of Reference (TOR), and Work Agreement (WA) for approval and follow up with Divisions or concerned persons on the progress. ▪ Assist the procurement officer in preparing the Procurement Plan (PP) and monthly report on the implementation. ▪ Assist the procurement officer in daily monitoring of PP and update the status of PP monthly or quarterly. ▪ Reconcile monthly contracts under the Procurement Unit (PU), such as PO, MOU, TOR, and WA, for consultancy services, office supplies, equipment, and other technical equipment. ▪ Check and verify all supporting documents of procurement and related documents before the Procurement Officer’s signature. ▪ Update and maintain local and regional vendor lists, including information on pricing, offer conditions, payment conditions, and schedules. ▪ Manage the procurement filing systems (both hard copies and electronic files). ▪ Assist the procurement team in improving procurement functions in MRCS Finance Management Information System (FMIS). ▪ Assist the procurement officer in preparing the procurement report to Chief Finance Officer and AD Director. ▪ Prepare or assist logistics to procurement and finance teams or consultants under PU and finance, including payments, TA, and TA claims. ▪ Assist procurement and finance teams in performing month-end, and year-end accounts closures, and annual audit preparations for internal and external audits. ▪ Perform other duties related to the post as required by the Supervisor and the Division Director. 	<p>Upon request (Monthly basis)</p>	<p>Depend on tasks (Monthly basis)</p>

6. PAYMENT MODALITY

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.

- Monthly payment

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’s highest levels of authority’ permission is considered illegal and will be charged by relevant local and international legal procedures.

8. WORKING ARRANGEMENT

Reporting Line: Chief Finance Officer
Communication Line: Procurement Officer
Work station: Office of the Secretariat in Vientiane, Lao PDR

9. QUALIFICATIONS AND REQUIREMENTS

- A Bachelor’s degree in Accounting, Business Management, or a related discipline.
- At least two years of work experience in accounting, procurement, and administrative work, preferably in an international organisation.
- Two years of experience in the procurement document filing process.
- At least one year of experience handling or using Microsoft Dynamic NAV as an accounting software or a similar ERP (Enterprise resource planning) software programme.
- Proficient in MS Office (Word, Excel, and PowerPoint).
- Willing to work in a team, but also a great team player.
- Ability to work under pressure and tight deadlines.
- Excellent working level of English language in both writing and speaking.
- Immediate availability is considered an advantage.

10. SIGNATURE BLOCK

MRCS:
 Name and Title: Watt Botkosal
 Director of AD

Incumbent’s Signature: _____

Date: _____

Date: _____