



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	Staff Compensation and Benefit Consultant
Consultancy Type:	Special Service Agreement
Division:	Administration Division
Duration:	June to December 2023
Duty Station:	Home-based and MRC Secretariat in Vientiane, Lao PDR
Reporting to:	Chief Human Resources Officer (CHRO) / Administration Division (AD) Director
Expected Deliverables:	<ul style="list-style-type: none"> - Compensation and Benefits for Fixed Term (FT) Staff and Individual Consultants (IC) - Mechanism for rate defining for IC - Compensation and benefit survey data and report

2. INTRODUCTION AND BACKGROUND

The Mekong River Commission (MRC) is an intergovernmental organisation established in 1995 by the *Agreement on Cooperation for the Sustainable Development of the Mekong River Basin*—between Cambodia, Lao PDR, Thailand, and Viet Nam. Per this Agreement, the MRC’s mission is to promote and coordinate sustainable management and development of water and related resources for the countries’ mutual benefit and the people’s well-being.

The MRC serves as a regional platform for water diplomacy and a knowledge hub of water resources management for the region’s sustainable development. The organisation supports a basin-wide planning process based on principles of Integrated Water Resources Management (IWRM). It provides a wide array of technical assistance, strategic advice, and innovative knowledge and solutions to help the lower Mekong countries promote fisheries’ sustainability, opportunities for agriculture, freedom of navigation, sustainable hydropower, flood and drought management, and preservation of essential ecosystems. Visit the MRC website at www.mrcmekong.org to learn more about the MRC’s work.

The MRC is working toward becoming self-financing—through contributions from its four Member Countries—while strengthening the operational effectiveness and efficiency of the MRC Secretariat (MRCS). Several structural reforms have been introduced, and more are underway to achieve this critical objective. For instance, the reform process has included a regional roadmap for decentralisation and a reduction in staffing—from around 200 staffers in 2016 to approximately 50 by 2030. These changes pertain to Key Results Area 4 (Outcome 7)

in the [MRC's Strategic Plan 2016-2020](#). The strategic objective “transition to a more efficient and effective organisation” while drastically reducing its staff base has vast implications for Human Resource Management & Development regarding HR strategies, policies and processes.

The MRCS' salary scale and benefits were last revisited in January 2018. *Section III: Salary, Allowances and Benefits* of the *HR Manual Part I* indicates that the salary scale may be reviewed every five (5) years, and a new salary scale may be proposed to the JC for approval. It is now time to review and update it accordingly. This aim is to ensure that the MRCS' salary package remains attractive and competitive with the other comparable organisations, market competitors, and market rates to attract a wider pool of talent—while incentivising and retaining qualified staff. The current economic situation will be an essential factor for consideration.

3. OBJECTIVES OF THE CONSULTANCY

This assignment aims to refine the existing MRCS' Compensation and Benefits of Fixed-Term Staff and Individual Consultants to align with the MRCS' needs and interests and its competitiveness in the job market.

4. EXPECTED RESULTS

- Compensation and Benefits packages for fixed-termed staff and individual consultants at each job level following the needs and interests of the MRCS
- Specific, realistic, and applicable mechanism for rate defining for international consultants.
- Realistic and justificative Compensation and Benefit Survey data and report.

5. DELIVERABLES AND CONCRETE TIMELINES

No.	Deliverables and Expected Quality	Number of Days	Deadline
1	Analyse the existing Compensation and Benefits of FT staff and IC at each job level	02	17 June 2023
2	Prepare and conduct a survey with the identified organisations	08	28 June 2023
3	Analyse the findings and benchmarking	02	22 July 2023
4	Present the findings and recommendations, including the new salary scale and benefits applied for FT staff and IC	03	30 July 2023
5	Provide the mechanism for rate defining	03	20 August 2023

6	Prepare the report, including survey data	02	25 August 2023
	Total Number of Days/Hours	20 days	

6. REQUIRED TASKS AND RESPONSIBILITIES

- Analyses the existing compensation and benefits applied for FT staff and IC, other relevant documents and materials;
- Defines MRCS needs, interests, and competitors;
- Defines the criteria for competition and analysis;
- Prepares and conducts surveys on salary and other compensation components;
- Benchmarks MRCS compensation and benefits with the same types of organisation and the job market competing;
- Analyses the finding based on the survey data and set criteria;
- Presents findings and recommends the compensation and benefits for FT staff and IC, which are both internally consistent with and externally competitive to MRCS, its policies and procedures;
- Design a mechanism for rate defining for Individual Consultants;
- Prepares a report and handles the survey data to MRCS.

7. PAYMENT MODALITY

Payment can be made based on the deliverables completed to the satisfaction of and approved by the CHRO/AD Director.

- 1st payment upon completion of deliverable No. 1 under Section 5 of the TOR;
- 2nd payment upon completion of deliverables No. 2 and 3 under Section 5 of the TOR ;
- Final payment upon completion of deliverables No. 4, 5, and 6 under Section 5 of the TOR.

Note: The consultancy rate is defined by the MRCS consultancy rate policy and the level of consultancy (i.e. effort, technicality, etc.). MRC is a tax-exempted agency for the work done for the MRC. If the mission is required, the consultant 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 number of mission days.

8. INTELLECTUAL PROPERTY RIGHTS

All information, data, database, and knowledge resources in briefings, reports, proceedings, articles, and essays, among others, issued by and for the MRCS will be the MRCS property. Any utility, announcement, and disclosure without the permission of the MRCS's highest levels of authority 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 on personal data protection, business exclusion, fraud prevention, and anti-corruption principles and shall be under strict disciplinary measures should any violation occur.

10. WORKING ARRANGEMENT

Communication Line: Chief HR Officer

11. QUALIFICATIONS AND REQUIREMENTS

- At least a master’s degree in Human Resources Management and/or Organisational Development. A doctoral degree in the above areas will be an advantage;
- Solid practical working experience as a consultant in the area of compensation management and salary survey with a proven track record within both complex private and development organisations locally and internationally;
- Knowledge of and working experiences with development organisations, the United Nations and its affiliates, and private companies will be an advantage;
- Be customer-oriented;
- Excellent project management, communication, presentation, and negotiation skills;
- Excellent command of spoken and written English.

12. SIGNATURE BLOCK

MRCS:
Full Name: _____
Title: _____

Incumbent:
Full Name: _____

Signature: _____
Date: _____

Signature: _____
Date: _____