



## Mekong River Commission

For Sustainable Development

### TERMS OF REFERENCE

#### 1. CONSULTANCY SUMMARY

<b>Title:</b>	Graphic Designer (Riparian Consultant)
<b>Consultancy Type:</b>	Special Service Agreement
<b>Division:</b>	Office of the Chief Executive Officer
<b>Duration:</b>	50 days from April to December 2021
<b>Duty Station:</b>	Home-based
<b>Reporting to:</b>	Chief Strategy and Partnership Officer
<b>Expected Deliverables:</b>	10 reports/studies will be designed for publication

#### 2. BACKGROUND AND OBJECTIVES 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 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 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 organizational planning, stakeholder engagement and communication, partnerships, monitoring and evaluation, and gender mainstreaming. The OCEO is also tasked with all related publications of the organisation, supporting all the four Divisions in designing and publishing their reports and studies.

Due to the high demand of the design work in 2021, OCEO is recruiting an experienced, riparian graphic designer from its Member Countries to assist the MRC Secretariat in designing and producing these reports and studies. Specifically, this position aims to ensure that high-quality, eye-catching layout design for the MRC's publications and print materials is created in a timely fashion. Well designed publications, such as brochures, magazines and technical papers, would be able to visually attract the target audience to read the publications.

### 3. EXPECTED RESULTS

Approximately 10 reports/studies will be designed and published in a timely and high quality standard, following the MRC Design Guideline. The publications are ready for publishing on the MRC's website and printing as hard copies.

### 4. DELIVERABLES AND CONCRETE TIMELINES

The table below shows an indicative timeline of anticipated individual assignments, which need to be designed in English. Each or a combination of different works should be delivered within a reasonable time agreed by both the consultant and the MRC.

<b>Deliverables and expected quality/quantity</b>	<b>Deadline</b>
Fish status report (A4, 110 pages of source doc in English)	Apr
Data acquisition report (A4, 200 pages of source doc in English)	Apr
Water quality monitoring report (A4, 70 pages of source doc in English)	May
Land use change report (A4, 50 pages of source doc in English)	May
Annual hydrology report (A4, 70 pages in English)	Jun
Plastic waste management report (A4, 60 pages of source doc in English)	Nov
Navigation report (A4, 70 pages of source doc in English)	Oct
Climate change mainstreaming report (A4, 75 pages of source doc in English)	Jul
Other reports (A4, 300 words of source doc in English)	Dec

Once the first draft is produced and before a report is finalised for publication, it needs to go through a few rounds of review, comment and revision. The consultant needs to take this into account.

The consultant will be required to deliver the final design work of each assignment within a reasonable time.

The list is indicative only and there might be less assignment or additional assignment not listed in the table. The consultant is therefore expected to remain flexible for individual assignments within the contract period.

### 5. REQUIRED TASKS AND RESPONSIBILITIES

The consultant will work on individual assignments, along with the in-house Web/Graphic Designer, for up to 50 working days throughout the contract period, and is expected to deliver timely and high-quality layout design of target publications. Specifically, the consultant is expected to:

- Understand the context and type of publications to design as well as the target audience of
- each publication to propose best possible layout design work.
- Propose a couple of design work for each publication/print material for the MRC Secretariat's consideration, taking into account the MRC Design Guideline.

- Once the design concept is agreed, design the layout of the assigned publications, edit, proofread the text flow and the page numbers, and submit the proofread version of the design work for comments. Following the MRC Secretariat's feedback for improvement, the consultant undertake the revision of the design until it is acceptable.
- Work closely with the in-house Web/Graphic Designer, and ensure that design work follows the MRC's house style in color, logo and other design details.
- Work closely with the communication personnel and the author(s) of the publications for any changes of text required for design work.
- Provide the final artwork of designed publications as a package in both PDF and Adobe In-Design formats, including fonts used in design, and provide the final text in Word document if any changes in text are made for design.

In principle, the MRC Secretariat will provide images (photos, maps, and any other available graphics) to the consultant for his/her work.

## **6. PAYMENT MODALITY**

Payment will be made in US dollars on the basis of daily rate or lump sum, upon delivery of satisfactory final designed publications for a group of assignments. The consultant is required to submit an invoice and MRC Timesheet, along with supporting documents for payment.

*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 and, where possible at the MRC Secretariat, 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 this position:

- A university degree in graphic design or a similar discipline. A certificate of at least 2 years of full-time training plus 2 years of extra work experience as a graphic designer would be acceptable in lieu of the university degree.
- At least 5 years of experience in graphic design work for publications.
- Possess and highly trained to use Adobe In-Design (or Adobe Creative Cloud) and Adobe Illustrator software compatible with that of the MRC Secretariat.
- Creative ability and organisational capacity to deliver high quality design work under tight deadlines.
- Work experience with public entities or international organisations in the region.
- Good command of written and oral English.
- Familiarity with natural resources management/environmental awareness is an asset.

**Interested individuals are required to submit proposals consisting of:**

- **Technical proposal:**
  - Cover letter and CV, including a list of clients and contact information of three references
  - Work samples or portfolio
- **Financial proposal:**
  - Lump sum per publication or a daily rate (note that the MRC's work day consists of 7.5 hours of work).

The financial proposal should also include the estimate time required for each type of publications for the purpose of evaluation (see **Annex 1**).

## 11. SIGNATURE BLOCK

MRCS:

Full Name: \_\_\_\_\_

Incumbent's Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex 1: Financial Proposal

The financial proposal by interested individuals may be made either by a **daily rate** or a **lump sum** per page(s) or for a publication for design work services.

The financial proposal must also include the time required for each type of publications for evaluation, as indicated below.

<b>Financial Proposal for Design Work</b>			
<b>Type of publication</b>	<b>Proposed fee (USD or local currency)</b>		<b>Required time (hour or day)</b>
	<b>Daily rate</b>	<b>Lump sum fee (per page or per publication)</b>	
Fish status report (A4, 110 pages of source doc)			
Data acquisition report (A4, 200 pages of source doc)			
Water quality monitoring report (A4, 70 pages of source doc)			
Land use change report (A4, 50 pages of source doc)			
Annual hydrology report (A4, 70 pages)			
Plastic waste management report (A4, 60 pages of source doc)			
Navigation report (A4, 70 pages of source doc)			
Climate change mainstreaming report (A4, 75 pages of source doc)			
Other reports (A4, 300 words of source doc)			
<b>Total</b>			