



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	Water and Climate Monitoring Assistant
Consultancy Type:	MRC Secretary Staff under Special Agreement
Division:	Technical Support Division
Duration:	12 months (January to December 2023)
Duty Station:	MRC Secretariat Office, Vientiane, Lao DPR
Reporting to:	TD Director and Chief Hydrologist
Expected Deliverables:	See section 5

2. INTRODUCTION AND BACKGROUND

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. In accordance with this Agreement, the Mission of MRC 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 by implementing strategic programmes and activities and providing scientific information and policy advice.

The MRC Core River Monitoring Network will start its implementation next year with having more new stations as proposed by the redesign concept. Therefore, there will be huge works for the installation of new stations and the maintenance of existing stations for all Mekong member countries.

The Water and Climate Monitoring Assistant is to assist the critical tasks related to Water and Climate Monitoring during the expansion of new stations including installation of the equipment and spare parts of the HYCOS stations in the Mekong River Basin. The assignment is for 12 months, starting from January to December 2023.

3. OBJECTIVES OF THE CONSULTANCY

The Water and Climate Monitoring Assistant will assist the hydrometeorological data collection, and monitoring works, including Discharge and Sediment Monitoring in the Mekong River Basin, particularly the installation of HYCOS stations, development of rating curves, supporting O&M of

stations with MCs, Quality Control and Assessment of Hydrometeorological data.

4. EXPECTED RESULTS

- The quality of all hydrometeorological data in the LMB is controlled and validated on time.
- The rating curves along the mainstream and major tributaries are updated and documented in the technical report.
- All the HYCOS stations are recovered and repaired.
- All the HYCOS data from the new/upgraded station are integrated into MRC Information System.
- All data on Discharge and Sediment are extracted from the national reports.

5. DELIVERABLES AND CONCRETE TIMELINES

The Water and Climate Monitoring Assistant will conduct the routine work on the QA/QC of all hydrometeorological data in the LMB, input the field visit reading of Discharge and River Stage of the stations in LMB into the AQUARIUS, and install and maintenance of the HYCOS stations

Deliverables and Expected Quality	Number of months	Deadline
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS - Support the site investigation for new HYCOS stations 	1	January 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS - Support the site investigation for new HYCOS stations 	1	February 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS - Field work on the installation of new HYCOS stations 	1	March 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational 	1	April 2023

<ul style="list-style-type: none"> - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS - Field work on the installation of new HYCOS stations 		
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS - Field work on the installation of new HYCOS stations 	1	May 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS 	1	June 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS 	1	July 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS 	1	August 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS 	1	September 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS 	1	October 2023

<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS 	1	November 2023
<ul style="list-style-type: none"> - QA/QC in AQUARIUS of hydrometeorological data in the LMB - Check Monitoring Stations and Fix them to ensure the stations are operational - The field visit reading of Discharge and River Stage of the stations in LMB are inputted into the AQUARIUS 	1	December 2023
Total Number of Months	12	

6. REQUIRED TASKS AND RESPONSIBILITIES

Under the management direction of the Division Director and technical supervision of the Chief Hydrologist, the Assistant perform the following duties:

- Input the field visit reading of Discharge and River Stage into AQUARIUS for updating and developing the rating curves and equations.
- Perform preliminary Quality Assessment and Control (QA/QC) of hydrometeorological data in LMB.
- Assist the hydrometeorological data collection and monitoring works.
- Assist in the installation of equipment and spare parts for all stations in the LMB.
- Assist the integration of all stations into the Mekong-HYCOS system.
- Conduct field trips in all countries for regular maintenance or recovery stations in technical issues.
- Support the preparation of the final report of the HYCOS expansion project.
- Assist implementation of the Discharge and Sediment Monitoring
- Assist the training, and peer coaching of the Discharge and Sediment Monitoring
- Perform other related tasks as assigned by the director and/or specialists,

7. PAYMENT MODALITY

Monthly 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.

8. 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.

9. 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.

10. WORKING ARRANGEMENT

Communication Line: The Water and Climate Monitoring Assistant will work under the management of TD director and be technically supervised by the Chief Hydrologist

11. QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree or Master's Degree in hydrology, hydraulic engineering or water resources engineering;
- At least 5 years of practical experience in hydrological monitoring and water resources and environmental management;
- Preferably the experience in installing and fixing the HYCOS stations in the Mekong River Basin;
- A very good command of English skills (reading, writing, speaking, listening and understanding) is essential as the training activities and the on-the-job training and working scheme will be conducted in English;
- Commit to learning and contributing to the completion of assigned work at the MRCS and has the attitude of learning by doing;
- Competent in using MS Office software: Microsoft Word, Excel, PowerPoint. Knowledge of other software used in the area of water work is a plus;
- Good interpersonal and communication skills - the ability to work independently as well;
- as team spirit and active participation at the training activities is desirable;
- Culturally sensitive and gender cautious.

12. SIGNATURE BLOCK

MRCS:

Full Name: _____

Incumbent's Full Name: _____

Title: _____

Signature: _____

Date: _____

Incumbent's Signature: _____

Date: _____