



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	Copy Editor (International Consultant)
Consultancy Type:	Special Service Agreement
Division:	Office of the Chief Executive Officer (OCEO)
Duration:	110 days
Duty Station:	Home-based, and if required, at the MRC Secretariat
Reporting to:	Chief Strategy and Partnership Officer
Expected Deliverables:	12-13 draft reports/manuscripts professionally copy-edited

2. INTRODUCTION AND BACKGROUND

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 government 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, utilisation, 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 in promoting and coordinating sustainable management and development of water and related resources for the countries' mutual benefits and the people's well-being.

The Office of the Chief Executive Officer (OCEO) provides leads and supports cross-cutting activities of the MRC, including strategic organisational planning, stakeholder engagement and communication, partnerships, monitoring and evaluation, and gender mainstreaming. In terms of communication, the OCEO aims to increase knowledge of the MRC among stakeholders and the public, raise awareness about the Mekong River Basin's social, economic, and environmental state, and develop awareness-raising mechanisms within the MRC Secretariat. One important aspect is the publication of materials to share MRC's knowledge with a wider audience.

3. OBJECTIVES OF THE CONSULTANCY

The OCEO is hiring a short-term International Copy Editor to proofread and copy-edit all MRC's technical reports before they can be published.

Specifically, the assignment aims to ensure that every manuscript/report from the MRC is professionally copy-edited to the best standard, following the MRC in-house Style Guide.

4. EXPECTED RESULTS

It is expected that, 10-11 draft reports are copy-edited throughout the assignment period.

5. DELIVERABLES AND CONCRETE TIMELINES

The following shows an indicative timeframe of anticipated tasks that need to be professionally copy-edited. Final products should be delivered in a reasonable time following discussion and mutual agreement between the MRC Secretariat and consultant.

Deliverables and expected quality/quantity	Expected time investment (in days)	Deadline (tentative)
Irrigation guidances – two publications	20	March 2025
Annual Mekong Hydrology, Flood, and Drought Report for 2023	13	March 2025
Lessons learned from capture fisheries co-management in the Lower Mekong River Basin and opportunities for further support	10	March 2025
Technical Report of the Joint Study Phase 2	13	April 2025
Technical Guidance for Fisheries Yield Assessment at the Landscape Scale in the Lower Mekong Basin (Updated version)	7	April 2025
2023 Lower Mekong Water Quality Monitoring Report	10	April 2025
2023 Water Quality Report Card	7	April 2025
Annual Mekong Hydrology, Flood, and Drought Report for 2024	15	June 2025
MRC Annual Report 2024 (Part 1)	15	July 2025
TOTAL DAYS	110	

6. REQUIRED TASKS AND RESPONSIBILITIES

The consultant is expected to perform the following tasks:

- Proofread, copy-edit and at times re-write draft reports
- Provide feedback on the edited report to author(s) of the report and once the author has addressed the editor's comments, finalise the copy-edited file
- Ensure that the MRC Style Guide is followed for all the draft publications
- Consult OCEO personnel for better coordination with MRC authors.

7. PAYMENT MODALITY

This position is paid on the basis of daily rates upon satisfactory submission of final text for each or a group of publications assigned. The consultant is required to submit an invoice with supporting documents for each payment. DSA and relevant travelling expenses, if incurred, will be provided in accordance with the MRC guidelines.

Note: Consultancy rate is defined by the MRC Secretariat 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 is without MRCS's highest levels of authority's 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, fraud prevention and anti-corruption principles and shall be under strict disciplinary measures should any violation occur.

10. WORKING ARRANGEMENT

The assignment will require the consultant to work at the MRC Secretariat, with frequent communication with personnel of the OCEO.

Communication Line: Under the overall supervision of the Chief Strategy and Partnership Officer & working closely with the Communication Officer for Press

11. QUALIFICATIONS AND REQUIREMENTS

- A master's degree in English, journalism, communications, or a related field.
- A minimum of five years of solid experience in editing technical reports.
- A native English speaker with an excellent command and thorough knowledge of grammar, punctuation, spelling, and syntax.
- Work experience in governmental, inter-government, and/or international organizations preferred. A previous work experience with the MRC is a plus but not necessary .
- Knowledge of natural resources management and environmental awareness is desirable.
- Good understanding of the Mekong River Basin's socio-economic, political and environmental contexts.

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14. SIGNATURE BLOCK

MRCS

Full Name: Santi Baran

Incumbent’s Full Name: _____

Title: Chief Strategy and Partnership Officer

Incumbent’s Signature: _____

Signature: _____

Date: _____

Date: _____