



Mekong River Commission For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	Regional Project Coordinaton Officer (PO)
Consultancy Type:	Service Contract (SC)
Division:	Regional Flood and Drought Management Centre (RFDMC), Technical Support Division (TD), MRC Secretariat
Duration:	One-year contract with possibility of renewal, subject to budget availability and satisfactory performance
Duty Station:	RFDMC, Phnom Penh, Cambodia

2. BACKGROUND

The MRC received valuable support from the Government of Japan for the implementation of the (Phase 3) *Project for Strengthening Flood and Drought Risk Management in the Lower Mekong Basin* ("Japan Project"). This project emphasizes improving forecasting accuracy, expanding tributary modeling, enhancing data management systems, and optimizing dissemination mechanisms to empower communities and authorities to mitigate flood and drought impacts.

Moreover, MRC has also received valuable support from the Government of the United Kingdom, through the Met Office, for the implementation of the WISER Asia Pacific (WISER-AP) project, titled "*Enhancing MRC Operational Services for Advanced Forecasting and Guidance Systems to Support Sustainable Climate Resilience*" ("UK Project"). This project emphasizes a shift from traditional weather forecasting to Impact-Based Forecasting (IBF) and user-centered service design. It aims to address critical barriers such as limited dissemination, coarse-resolution forecast accuracy, and insufficient integration of Gender, Equity, Disability and Social Inclusion (GEDSI) in current services.

To implement these initiatives, the Regional Project Coordinaton Officer (PO) will be responsible for the overall coordination, management, financial oversight, and implementation of activities across all two projects. The PO will ensure that project activities are fully aligned with the Project Implementation Plan (PIP)-for Japan Project and Project proposal-for UK Project, MRC Multi-

Year Work Plans, MRC Strategic Plans 2026–2030 (SP), the Basin Development Strategy 2021–2030, and all relevant MRCS manuals and guidelines.

Working under the supervision of the TD Director and Head of RFDMC, the PO will collaborate closely with the TD, AD Financial Office to ensure sound financial management and compliance with MRC financial procedures. The PO will also work with a range of stakeholders, including the international consultants/international consulting firm, the regional consultants, national consultants, MRC professional and support staff, technical experts, Member Countries (MCs), and partner organizations, including the UK Met Office, UK Technical Assistance and Partnerships, National Meteorological and Hydrological Services (NMHSs) of MCs, and GEDSI experts to support effective project delivery, stakeholder engagement, and performance indicators, monitoring, evaluation and learning (MEL).

This position is regional and will be based at RFDMC in Phnom Penh of Cambodia, with periodic travel to Lao PDR, Thailand, within Cambodia, Vietnam and other locations for meetings, trainings, workshops and consultations per requests.

3. OBJECTIVES

The objective of this consultancy is to oversee and provide coordination, financial management for successful implementation of all projects components and outputs. The PO will provide technical inputs and work closely with the international consulting firm and other relevant consultants. Moreover, the PO will produce progress reports, specific donor reports and final reports for both technical and financial reports. The PO also is required to implement other related tasks outlined in the Project Implementation Plan (PIP), Project proposal and Workplans as well.

4. DELIVERABLES & REQUIRED TASKS AND RESPONSIBILITIES

4.1. DELIVERABLES

4.1.1 Japan Project Deliverables

- Detailed project work plan and timeline aligned with PIP, MRC Multi-Year Work Plans, MRC SP 2026-2030 and Basin Development Strategy 2021–2030 (Q1 2026).
- TORs for MRC professional staff, support staff, external experts, and consultancy services (Q1 2026).
- Internal monthly progress reports documenting progress against TD’s monthly plans (Q1 2026–Q4 2029).
- Mid-year and annual technical and financial progress reports for the Government of Japan, detailing results against MRC M&E indicators and financial performance (Q2 and Q4 each year, 2026–2029).
- Workshop reports for DC#1 (validation of forecasting systems), DC#2 (transboundary area selection and adaptation measures), and DC#3 (communication and training) (Q3 2026–Q4 2029).

- Quality assurance reports for deliverables from the international consultants/international consulting firm, regional consultants, and national consultants (Q4 2026–Q4 2029).
- Financial reports prepared in collaboration with the AD Financial Office, including budget utilization and financial risk assessments (Q2 and Q4 each year, 2026–2029).
- Specific deliverables A.1, A.2, A3, B.1 and B.2 under the Indicative PIP 2026-2029 (DC#3).
- Project Completion Report (PCR) assessing quantifiable outcomes, expected results, and external factors/risks (Q4 2029).

4.1.2 UK Project Deliverables

- Inception Report: Including detailed work planning, scheduling, budgeting, and GEDSI context analysis (approx. Month 3).
- Monthly Highlight Reports: A core product for the Met Office WISER team, including risk assessment and financial information (Monthly).
- Quarterly Financial Reports: Detailed financial reports and requests for funds (Quarterly).
- MRC Service Value Improvement Roadmap: Including a baseline and targets for MRC service development and IBF transition (end of Stage 1).
- Data Improvement Plan: Strategy to address accuracy through improved meteorological data sources.
- MRC Handbook: Documented methodology and tools for user-centred service design and impact-based forecasting (end of Stage 2).
- Project Completion Report (PCR): Closing summary of achievements against WISER objectives (Nov 2028).

4.2. REQUIRED TASKS AND RESPONSIBILITIES

4.2.1 Financial management and reporting for both Projects

- Work with the AD to track project expenditures, including allocation, expenditure tracking, and financial forecasting, ensuring compliance with MRC financial regulations.
- Prepare and submit financial reports as part of bi-quarterly, mid-year and annual progress reports to the donors, detailing budget utilization and financial performance against MRC M&E indicators and MEL indicators including risk assessments and ratings.
- Ensure accurate documentation of financial transactions and maintain financial records for audits and reporting to the AD.
- Monitor and report on financial risks, ensuring timely resolution of any budgetary discrepancies.
- Maintain accurate financial records and documentation for audits and reporting to the AD.

4.2.2 For Japan Project

4.2.2.1 Coordinate the implementation of Development Component 1 (DC#1)

- Support the development of the Standard Operating Procedure (SOP) manual for integrating river monitoring and forecasting systems, coordinating with the hydrometeorologist to define roles and timelines.

- Organize consultation workshops with MCs to validate backend and frontend systems, including riverine flood forecasting, flash flood guidance (FFG), drought monitoring, and the unified dashboard.
- Facilitate workshops for vulnerability assessments, risk mapping, and impact-based forecasting (IBF) system development, ensuring stakeholder engagement and feedback integration.

4.2.2.2 Coordinate the implementation of Development Component 2 (DC#2)

- Coordinate the development of concept notes and workshops with MCs to select transboundary areas for flood and drought adaptation measures.
- Manage participatory processes (e.g., multi-criteria analysis) to prioritize structural and non-structural flood and drought adaptation options, integrating local and indigenous knowledge.
- Coordinate the development of concept notes and resource mobilization for pilot implementation of flood and drought adaptation measures.
- Coordinate joint training programs for technical staff, local officials, and communities in Lao PDR, Thailand, Cambodia, and Vietnam to build capacity in forecasting and emergency response.

4.2.2.3 Direct Implementation of Development Component 3 (DC#3)

a) Develop a multi-platform communication channels

Develop interactive online platform on flood and drought management, accessible to both government staff and community members:

- Support the development of a user-friendly dashboard (linked to DC#1, Output A.2, and activity A.2.5).
- Support the enhancement of the current MRC mobile apps with flood and drought products.
- Facilitate dissemination on social media to share regular updates on flood and drought, ensuring content is simplified for non-experts.

b) Local information hubs

- Coordinate the setup of hubs, digital kiosks in community centers, displaying maps, forecasts, and safety instructions.
- Facilitate the distribution of laminated maps and brochures to remote areas, detailing evacuation routes and emergency contacts.
- Manage the establishment of a network of local volunteers trained to disseminate information and assist during emergencies.
- Support the development of "weather, flood and drought corners" in schools, equipping students with tools to monitor and report on local conditions.

c) Capacity buildings

- Coordinate consultation workshops (both regional and national levels) with MCs to build connections with community levels.

- Organize and conduct trainings and workshops with community leaders to communicate critical information about flood and drought risk.

4.2.2.4 Coordinate the development and dissemination of multilingual user guides and tutorials for new tools.

4.2.2.5 Coordinate yearly on-the-job training for Assistant Flood and Drought Forecasters (AFDFs).

4.2.2.6 Coordinate the mainstreaming of the Drought Adaptation Guidelines (DAG) from the Japan Phase 2 project and relevant products such as flood and drought risks and vulnerability maps into the local communities.

4.2.3 For UK Project

4.2.3.1 Project Coordination and Stakeholder Engagement

- Coordinate with the UK Met Office for Technical Assistance and Partnerships (TAP), including facilitating training on Impact-Based Forecasting and Seasonal Forecasting and other tools and project products.
- Facilitate workshops and user research (personas, user journey mapping) to support the "Service Value Improvement Roadmap" (Output 1).
- Coordinate with the OCEO to integrate GEDSI (Gender, Equity, Disability and Social Inclusion) requirements into all service designs and ensuring the project meets WISER GEDSI Minimum Standards.

4.2.3.2 Technical Implementation Support

- Facilitate the assessment and testing of new tools and meteorological data sources (satellite data, global models) to improve forecast accuracy.
- Lead the coordination for co-developing and piloting IBF services with MCs.
- Oversee the documentation of trials to produce the MRC Handbook for service design.

4.2.3.3 Monitoring, Evaluation and Learning (MEL)

- Collaborate with the MEL officer/team to collect disaggregated data to track project outcomes, such as the uptake of services by vulnerable groups.
- Operate the MEL tool and Prepare Monthly Highlight Reports for the UK Met Office, including risk assessments and "RAG" ratings.

4.2.4 Reports, meetings and monitoring

- Prepare internal monthly progress reports for the Project, documenting progress against sub-deliverables in the TD's monthly plans.
- Contribute to mid-year and annual technical and financial progress reports for submission to the donors, detailing results against indicators in the MRC M&E system and UK MEL tool, including financial performance and risk management.
- Prepare the Project Completion Report by the end of each project, assessing quantifiable outcomes against expected results and documenting external factors or risks affecting performance.

- Other reports, briefing notes, and other notes to be assigned by the TD and RFDMC managers.
- Oversight of the international consultants/international consulting firm, regional consultants, and national consultants:
 - + Coordinate and oversee the work of international consulting firms, regional consultants, and national consultants to ensure effective implementation of tasks under each project component and output.
 - + Organize review to approve deliverables from the international consultancies, regional consultants, and national consultants, ensuring quality, accuracy, and alignment with project objectives and deliverables.
- Facilitate capacity-building efforts and knowledge transfer to ensure sustainability of outcomes for the project.
- Facilitate consultation workshops (national and regional levels) for project activities, feedback, data sharing coordination, and validation of forecasting systems developed and enhanced under the project.
- Monthly Highlight Report: Submit a succinct report (risk assessment against timeline, financial info) to the WISER Programme Team.
- Monthly Project Board: Attend the meetings via Teams with the Project Delivery Team and WISER Programme Team to discuss progress and issue resolution.
- Quarterly Financial Reports: Prepare detailed financial reports to align with the disbursement of funds.

4.2.5 Perform other tasks assigned by the TD and RFDMC managers.

5. PAYMENT MODALITY

- Payment shall be made monthly, based on the expected deliverables per installment and workdays performed, with satisfaction assessment, subject to review and final approval made by the TD Director, Head of RFDMC or appointed Officer in charge.
- Payment is made if the official invoice (or payment request) and timesheet, using the MRCS's template forms, and required deliverables are adequately provided.
- Final payment will be made upon satisfactory completion of the assignment/s, and upon receipt of the evaluation form for consultancy services certified by the Head of RFDMC and approved by the TD Director or appointed Officer in charge.

Note: MRC is a tax-exempt agency for the work done for the MRC. The PO, if 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 rate for the mission days.

6. INTELLECTUAL PROPERTY RIGHTS

Intellectual property and 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 highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

7. 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.

8. REPORTING LINES AND COORDINATION

The PO will report directly to the Head of RFDMC, under overall supervision of the TD Director and collaborate with technical team of RFDMC, Technical Support Division (TD), Administration Division (AD), Office of the OCEO (OCEO), Member Countries (MCs), international consultants/international consulting firm, the regional consultants, national consultants, development partners, etc. The role requires:

- Weekly briefing project progress and internal monthly progress reports to the Head of RFDMC.
- Regular coordination meetings with the international consultants/international consulting firm, the regional consultants, national consultants, hydrometeorologist, and MCs.

In addition to the standard MRC reporting lines, the PO must adhere to the specific governance and reporting requirements of the WISER programme:

- Monthly Project Board: Participate in a monthly meeting via Teams with the Project Delivery Team and the WISER Programme Team to discuss progress, support issue resolution, and share learning.
- Technical Partnership: Coordinate regularly with the UK Met Office for Technical Assistance and Partnerships (TAP), specifically regarding IBF training, seasonal forecasting expertise, and MEL support, etc.
- Internal Collaboration: Coordinate closely with the OCEO on strategic stakeholder engagement, and with the PD for GEDSI integration, and accessing disaggregated data for MEL.

9. QUALIFICATIONS AND REQUIREMENTS

The following are minimum requirements for a successful consultant for the position:

- Master's degree in project management, disaster risk reduction, financial management, environmental management, or related field.
- At least 10 years of industry and governmental experience in managing large-scale, multi-country disaster risk management or environmental projects, preferably in the Southeast Asia region.
- Proven experience as project manager and or project coordinator for at least one project of similar nature.

- Proven experience in financial management, including budgeting, expenditure tracking, and financial reporting for international development projects.
- Experience in coordinating technical teams, including hydrologists, meteorologists, and specialists.
- Strong knowledge of flood and drought management, with familiarity with the Mekong region’s environmental and social context.
- Experience in preparing TORs, concept notes, managing consultancy services, and ensuring compliance with organizational regulations (e.g., MRC or similar).
- Excellent project management skills, including budgeting, resource allocation, financial oversight, and monitoring and evaluation.
- Experience in GEDSI mainstreaming in project design and implementation.
- Familiarity with Impact-Based Forecasting (IBF) concepts or user-centered service design methodologies is highly desirable.
- Experience with Monitoring, Evaluation and Learning (MEL) frameworks, particularly collecting disaggregated data for social inclusion indicators.
- Ability to coordinate with international technical partners and facilitate technical workshops.
- Strong written and verbal communication skills for reporting, stakeholder coordination, and workshop facilitation.
- Fluency in English; knowledge of Mekong region languages (e.g., Lao, Thai, Khmer, or Vietnamese) is an asset.

10. SIGNATURE BLOCK

MRCS:

Incumbent:

Full Name:

Full Name:

Title:

Signature: _____

Signature: _____

Date: _____

Date: _____