



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY:

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| Consultancy Title: | Monitoring and Evaluation Officer to support implementation of the GEF Mekong Fisheries Project |
| Consultancy type: | Service Contract (SC), 12 months duration with the possibility of a renewal, subject to satisfactory performance |
| Consultancy level: | Level C |
| Division: | Environmental Management Division (ED) |
| Duration: | 1 July 2026 to 30 June 2027 |
| Duty station: | Office of the MRC Secretariat in Vientiane, Lao PDR. |
| Reporting to: | <input type="checkbox"/> Director of the Environmental Management Division (<i>overall supervision</i>); and <input type="checkbox"/> MRCS Fisheries Management Specialist/Project Manager of the Mekong Fisheries Project (<i>direct supervision</i>). |
| Expected Deliverables: | Please refer to Section 3 and 4. |

2. INTRODUCTION AND BACKGROUND:

2.1. Introduction

The Mekong River Commission (MRC) was established under the 1995 Agreement on Cooperation for the Sustainable Development of the Mekong River Basin, signed by the governments of Cambodia, Lao PDR, Thailand, and Viet Nam. The role of the MRC is to coordinate and promote regional cooperation in the sustainable development, utilization, management, and conservation of the water and related resources across the Mekong River Basin.

The MRC Secretariat (MRCS) serve as the operational arm of the MRC and its four Member Countries (MCs). It provides technical and administrative support to the MRC Joint Committee (JC) and the MRC Council to help deliver the organization's mission and strategic objectives.

Within the MRC, the Environmental Management Division (ED) is responsible for environmental monitoring, assessment, planning and management. It plays a central role in supporting basin-wide planning and ensuring that development in the Mekong River Basin is environmentally sustainable.

The ED is responsible for implementing "the **Enhancing Transboundary Fisheries Management in the Lower Mekong Basin**" project (hereafter referred to as the "**Mekong Fisheries Project**") over the period 2026 – 2030, with financial support from the GEF IW-8, and implemented in collaboration with the IUCN. The project is implemented under the framework of MRC and contributes directly to the MRC Strategic Priorities for 2026–2030.

2.2. Project summary

The Lower Mekong Basin (LMB) is home to the most productive inland fisheries on the planet, and one based on the most diverse range of species, generating an estimated annual value of \$8-\$9 billion from fish and Other Aquatic Animals (OAAs). They make a substantial contribution to the economics of Cambodia, Laos, Thailand, and Vietnam, while also supporting food security, cultural identity, and local livelihoods. Freshwater fish provide a major share of national animal protein intake and play a vital role in untrient, particularly for children, contributing directly to health and development outcomes.

The LMB's extraordinary productivity stems from a complex mosaic of dynamic freshwater ecosystems, with fish species diversity per unit of catchment estimated to be roughly three times higher than that of the Amazon. These ecosystems rely on interconnected wetland landscapes that serve as crucial habitats for fish throughout their life cycles. The resilience of these biodiversity hotspots is a critical indicator of ecosystem health, sustainable livelihoods, and economic stability.

However, the LMB's fisheries are facing a growing and widely recognized crisis.. Since 2018, fish catches and related incomes have declined significantly due to habitat fragmentation, degradation, and loss. The constructions of dams and irrigation structures have disrupted connectivity between the Mekong River and its tributaries, impeding fish migration, altering reproductive cycles and affecting nutrient flows. At the same time, wetland conversion has reduced critical habitats, while unsustainable agriculture, forestry and urban development practices have further diminished water quality, nutrient dynamics, and wetland recharge.

The “**Enhancing Transboundary Fisheries Management in the Lower Mekong Basin**”, also known as the **Mekong Fisheries Project**, responds directly to these challenges by strengthening the connectivity, productivity, and resilience of transboundary capture fisheries, aquatic biodiversity, and the broader ecosystem services provided by the LMB. The project will strengthen fisheries co-management systems, support value chain development, and promote income diversification. Through the MRC, it will also integrate fisheries conservation into key sectoral policies, particularly in hydropower, irrigation, and agriculture.

The project contributes to the GEF focal area of International Waters, Biodiversity, and Land Degradation. it aligns with the GEF 8 Programming Direction, particularly the objective of advancing sustainable fisheries management, and supports key regional frameworks, including the MRC Basin Development Strategy (2021-2030) and the MRC Mekong Basin-wide Fisheries Management and Development Strategy (2018-2022).

Field activities focus on six landscapes spanning 2.7 million hectares: the Lower Songkhram River Basin and Ing River Mouth in Thailand; Siphandone in Lao PDR; Kratie-Stung Treng and Eastern Tonle Sap in Cambodia; and the Upper Mekong Delta in Vietnam. These areas were selected based on their importance role for supporting regional fisheries and the opportunity to rapidly scale up successful community fisheries models. Work in these landscapes will generate the evidence needed to strengthen public investment in capture fisheries, while also encouraging more active participation from national fisheries agencies.

The project's outcomes are also aligned with its theory of change, aiming to restore fish stocks and fish habitats, conserve and enhance biodiversity, improve livelihoods through sustainable value chains, and embed ecosystem-based fisheries management into policy. By reconnecting critical habitats, incentivizing sustainable practices, and fostering knowledge-sharing across stakeholders, the project provides a scalable and replicable model for transboundary fisheries management.

3. OBJECTIVES OF THE CONSULTANCY:

The main objective of this assignment is to support the effective implementation of the project monitoring, evaluation, and reporting functions of the Mekong Fisheries Project, ensuring timely collection, management, analysis, and reporting of project data and indicators across all project components. This assignment will support project progress monitoring, performance and impact assessment, compliance with GEF reporting requirements, and strengthening evidence-based project implementation and adaptation management approaches.

The Monitoring and Evaluation Officer will also support the integration and monitoring of Environmental and Social Safeguards (ESS), gender considerations, and stakeholder engagement processes throughout project implementation, in close coordination with the ESS and Gender Specialist.

In addition, the Officer will provide project coordination and administrative support to facilitate the effective implementation of project activities, including coordination among project teams and partners, support for meetings, workshops, missions, communication, documentation, and reporting processes.

4. REQUIRED TASKS AND RESPONSIBILITIES

To achieve the aims and objectives of this consultancy, the **Monitoring and Evaluation Officer** is expected to carry out the following key tasks and responsibilities during his/her period of consultancy services.

➤ **Monitoring and Evaluation:**

- Support the Project Manager (PM) in implementing the project Monitoring and Evaluation in accordance with GEF and MRC requirements.
- Design, maintain, and regularly update the project database and data management systems to ensure systematic storage, accessibility, and transparency of project information and indicator data.
- Coordinate with project staff, national consultants, implementation partners, and stakeholders to collect, verify, and consolidate project data and progress information.
- Support the development and application of methodologies, tools, templates, and indicators for project monitoring and reporting.
- Collect, analyze, and synthesize quantitative and qualitative data to assess progress toward project outcomes, outputs, and indicators.
- Prepare inputs for semi-annual, annual, and ad hoc project progress reports, technical reports, donor reports, and presentations.
- Support compliance with GEF monitoring and reporting requirements, including tracking indicators, targets, co-financing, and results frameworks.
- Support monitoring of Environmental and Social Safeguards (ESS), gender mainstreaming, and stakeholder engagement activities in coordination with the ESS and Gender Specialist.
- Promote and strengthen the collection and analysis of sex-disaggregated and socially inclusive data.
- Identify data gaps, inconsistencies, and quality issues, and propose corrective actions where necessary.
- Support project evaluations, audits, reviews, and lessons-learned exercises.

➤ **Project coordination**

- Support the PM in coordinating project implementation activities across project landscapes, consultants, and partner agencies.
- Assist in organizing meetings, workshops, consultations, training sessions, and field missions, including logistical and administrative arrangements.

- Prepare meeting notes, minutes, presentations, official correspondence, and project documentation as required.
- Maintain proper filing and record-keeping systems for project documents and communications.
- Support preparation and consolidation of annual work plans, procurement plans, and implementation schedules.
- Support financial and administrative monitoring of project activities in coordination with the Financial and Administrative Officer.
- Track implementation progress and follow up on agreed actions and deadlines.

➤ **Other assigned duties**

- Support the organization of Project Steering Committee meetings and other relevant project events.
- Undertake other project-related tasks assigned by the Project Manager or Director of ED.

5. PAYMENT MODE:

The payment is made on a monthly basis at the end of each completed month, subject to an approved monthly timesheet and signed invoice. The payment of the final amount payable is subject to certification of satisfactory performance by the PM or authorized staff.

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.

6. 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.

7. DECLARATION OF NON-FRAUDULENCE AND PROTECTION OF PERSONAL DATA:

The Consultant 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. WORKING ARRANGEMENT:

- Overall supervision: The consultant will work under the overall supervision of the Director of the Environmental Management Division.
- Communication line: The consultant will work under the direct supervision of MRCS Fisheries Management Specialist/Project Manager of the Mekong Fisheries Project.

9. QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree or higher in Monitoring and Evaluation, Environmental Science, Fisheries Management, Natural Resources Management, Project Management, Economic Statistics, Social Sciences, or related field;
- A minimum of 10 years of professional experience in project monitoring and evaluation, preferably in regional, environmental, fisheries, biodiversity, or natural resources management project;
- Demonstrated experience in results-based management (RBM), monitoring frameworks, indicator development, data management, and donor reporting systems;

- Familiarity with GEF project monitoring and reporting requirements is highly desirable;
- Experience in database management, data analysis, and reporting tools;
- Experience working with regional organizations, international development projects, or MRC Member Countries is an advantage;
- Good understanding of environmental and social safeguards and gender mainstreaming principles;
- Strong analytical, organizational, and communication skills;
- Ability to work independently and manage multiple tasks under tight deadlines;
- Strong interpersonal skills and ability to coordinate with diverse stakeholders and technical teams;
- Excellent command of written and spoken English is required. Knowledge of Khmer, Lao, Thai, or Vietnamese would be an advantage.

10. SIGNATURE BLOCK

MRCs:

Name and Title:

Theerawat Samphawamana

**Director of the Environmental Management
Division**

Incumbent's Signature: _____

Date: _____

Date: _____