



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	AI consultant
Consultancy Type:	Special Service Agreement
Division:	Office of the Chief Executive Officer
Duration:	12 working days (September 2026 – December 2026)
Duty Station:	Home-based and at the training venue
Reporting to:	Chief Strategy and Partnership Officer
Expected Deliverable:	Deliver training on AI-powered features

2. BACKGROUND

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

The MRC Secretariat (MRCS) is the operational arm of the MRC. It provides technical and administrative support to the Joint Committee and the Council in implementing the MRC Strategic Plan and Basin Development Strategy (BDS).

The Office of the Chief Executive Officer (OCEO) within the MRCS leads and supports the cross-cutting work of the **Communication and Reporting Platform**, including information visualisation, strategic organisational planning, stakeholder engagement and communication, partnerships, monitoring and evaluation (M&E), and gender mainstreaming.

3. OBJECTIVE

In this context, OCEO seeks to engage a consultant to enhance the knowledge and practical skills of participants in using AI power to strengthen the capacity of the MRC Secretariat in applying AI-powered tools and techniques. The main objective of the training is to:

1. **Enhance participants' skills** in using advanced AI tools to support work efficiency and productivity. **Demonstrate AI applications** for producing infographics, interactive dashboards and web-based portals, Excel data analysis, graphs, PowerPoint slides, videos, and voice-over presentations, and updating both front-end and back-end data.
2. **Build practical capacity** for integrating AI-assisted workflows into existing MRC systems.
3. **Foster innovation and creativity** in communicating and decision-making.

4. EXPECTED RESULTS

The training will enable participants to:

- ☐ Improve understanding of practical AI applications;
- ☐ Gain hands-on experience through demonstrations and guided exercises using relevant M&E datasets;
- ☐ Apply AI tools to produce infographics, interactive dashboards and web-based portals, Excel data analysis, graphs, PowerPoint slides, videos, and voice-over presentations, and update both front-end and back-end data;

5. DELIVERABLES AND CONCRETE TIMELINES

The following table shows an indicative timeframe of anticipated deliverables. Final products should be delivered in a timely manner following discussion and mutual agreement.

No	Deliverables	Description	Days
1	Training Design and Agenda	Develop training concepts, methodology, agenda, learning objectives, and practical exercises tailored to MRC's needs, tools to be demonstrated (e.g., ChatGPT, Claude co-work feature for vibe-coding, Gemini, Google App Script and related Google products to create dashboards, Canva AI, etc.), and hands-on exercises.	2
2	Training Materials and learning package	– Introduce appropriate AI software and tools, including their key features, strengths, and practical applications (coding, programming etc.). – Presentation slides and step-by-step guidance on AI applications and a prompt library for data analysis/synthesis, visualisation, interactive dashboard, and a web-based portals, including techniques for ensuring front-end and back-end backups.	4
3	AI Demonstration and Practical Exercises	Prepare demonstration modules that showcase how AI can be applied to automate graphs, dashboards, PowerPoint slides, short videos, a voice-over narrative, an interactive dashboard, and a web-based portal, as well as front-end and back-end back-up.	4
4	Facilitation and trainings	Deliver the training (onsite) using interactive demonstrations and guided exercises to ensure practical skills development among participants.	2
Total			12

6. REQUIRED TASKS AND RESPONSIBILITIES

The consultant is expected to perform the following tasks:

- ☐ Develop the detailed training concept, agenda, learning objectives and practical mechanism in joint agreement with the OCEO team;
- ☐ Identify and introduce appropriate AI tools (e.g., ChatGPT, Claude co-work feature for vibe-coding, Gemini, Google App Script and related Google products to create dashboards, Canva AI, etc.) applicable to the MRC work, including their key features, strengths, and practical application;
- ☐ Prepare comprehensive materials, including presentations, user guides and coding guides to create dashboards and related graphs, prompt templates, exercises, and AI tool instructions;
- ☐ Adapt and simulate samples using datasets, Excel files for automating dashboards, a web-based portal, and infographics, etc., for hands-on exercises and demonstrations during the training;
- ☐ Conduct hands-on interactive training (onsite) using demonstrations, guided exercises, and group work to build participants' practical skills in AI-assisted features;

7. PAYMENT MODALITY

This consultancy is paid as a lump sum upon satisfactory submission of work or a group of assigned work. The consultant must submit an invoice with supporting documents for each payment. DSA and any relevant travelling expenses, if incurred, will be provided in accordance with the MRC guidelines.

Note: The MRCS consultancy rate policy and the level of consultancy define the consultancy rate. MRC is a tax-exempt agency for work performed by MRC. Consultant, in case a mission is required, will be covered by a return ticket to and from the assigned duty stations, with a daily subsistence allowance of 75% of the UN rate for the mission days.

8. INTELLECTUAL PROPERTY RIGHTS

Intellectual property and copyrights - IPR: All training materials, presentations, case studies, datasets, and any other knowledge resources developed or used in consultancy, issued by and for the MRCS, will be the MRCS's property. The consultant may not share or use it for personal gain.

Any utility, announcement, or disclosure made without the MRCS's highest levels of authority's permission is considered illegal and will be subject to 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 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 under the supervision of the Chief Strategy and Partnership Officer, in close coordination with the OCEO team.

11. QUALIFICATIONS AND REQUIREMENTS

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

- Advanced university degree (Master's or higher) in Data Science, Information Technology, Artificial Intelligence, Statistics, Economics, or other related fields
- Proven experience in designing and delivering AI or digital capacity-building programmes, particularly for reputable public or private sectors, or international organisations
- Strong knowledge of AI-assisted data analytics, prompt engineering, and visualisation tools for reporting and communication
- Proficiency in using Microsoft Excel (advanced functions, automation), PowerPoint, and data visualisation software.
- Familiarity with video editing and AI voice-over applications for the communication of analytical results.
- Demonstrated ability to design and deliver interactive, hands-on training workshops for diverse participants.
- Excellent presentation, facilitation, and communication skills in English, with the ability to simplify technical concepts for non-technical audiences.
- Proven ability to produce high-quality training materials, practical exercises, and concise reports within agreed timelines.
- Commitment to ensuring all deliverables are user-friendly, actionable, and aligned with MRC's institutional capacity-building priorities

12. SIGNATURE BLOCK

MRCS:

Full Name: Santi Baran

Incumbent's Full Name: _____

Title: Chief Strategy and Partnership Officer

Signature: _____

Incumbent's Signature: _____

Date: _____

Date: _____