



Mekong River Commission
For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	Regional Consultant (for the 5th MRC Summit in 2027)
Consultancy Type:	Special Service Agreement
Division:	Administration Division
Duration:	4 months (January-April 2027)
Duty Station:	MRC Secretariat in Vientiane, Lao PDR, with travel to the events venue in Thailand as required
Reporting to:	Director, Administration Division
Expected Deliverables:	Provide professional and effective administrative, logistical, and protocol support to the 5 th MRC Summit Task Team in the preparation and implementation of the Ministerial Meeting and the 5 th MRC Summit, as detailed in this TOR

2. INTRODUCTION AND BACKGROUND

The Mekong River Commission (MRC) was established by the 1995 Mekong Agreement between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable developments, utilization, management and conservation of the water and related resources of the Mekong River Basin. The mission of the 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.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Council and Joint Committee to achieve the MRC's mission.

The Administration Division (AD) of the MRC Secretariat provides administrative support to help management and staff enhance workplace effectiveness. AD manages financial transactions, human resources, information and communication technology systems. AD facilitates the organization of the MRC governance meetings, including the highest-level event, the MRC Summit. AD coordinates these administrative matters with the National Mekong Committees and relevant national agencies in the riparian countries.

The MRC Summit is the highest-level event for the MRC and Mekong cooperation, bringing together political leaders to address the prevailing challenges and opportunities of the Mekong Basin. The Summit is held every four years and has been organized since 2010. The MRC will hold its 5th Summit in Thailand in 2027. The Summit will last one day. It will be preceded by an International Conference lasting one or two days, followed by a Ministerial Meeting lasting one day.

3. OBJECTIVES OF THE CONSULTANCY

The consultant will support the AD in coordinating administrative, logistical, and protocol arrangements for the Ministerial Meeting and the 5th MRC Summit scheduled for 4-5 April 2027.

The consultant will work closely with the AD team and, where necessary, coordinate with the Office of the CEO (OCEO), the Thai National Mekong Committee Secretariat (TNMCS), and its Sub-Committee on the Protocol, Logistics and Transportation Arrangements.

The work is expected to start in the first week of January 2027 and continue until the end of April 2027.

4. EXPECTED RESULTS

The consultant is expected to:

- Provide timely and effective support to the AD and the 5th MRC Summit Task Team.
- Facilitate smooth coordination between the MRC Secretariat, the AD team, and the TNMCS.
- Ensure timely implementation of administrative, logistical, and protocol arrangements.
- Maintain effective communication with the MRC Secretariat, the AD team, the TNMCS, and participating delegations.
- Maintain accurate and up-to-date records of participants and logistical requirements.
- Develop tools and templates to improve efficiency, digitalization, and progress monitoring.
- Ensure timely follow-up on assigned tasks and reporting to the AD Director and the Summit Task Team.
- Contribute to the successful organization and implementation of the Ministerial Meeting and the 5th MRC Summit.

5. DELIVERABLES AND CONCRETE TIMELINES

	Deliverables and Expected Quality	Number of Days/Hours	Deadline
5.1	Draft invitations and participant correspondence prepared		07 January 2027
5.2	Coordination arrangements established with service providers, relevant MRC Secretariat functional teams and the TNMCS regarding meeting facilities, equipment, and logistical requirements		15 January 2027
5.3	Registration system, name tags, invitation tracking, welcome desk arrangements developed and maintained		22 January 2027
5.4	Templates and monitoring tools developed and operational for tracking preparations and follow-up actions		29 January 2027

5.5	Comprehensive participant database maintained, including travel details, accommodation arrangements, transportation requirements, and protocol-related information		Updated regularly until 31 March 2027
5.6	Cost estimates, DSA-related documentation, and cash advance requirements prepared		03 March 2027
5.7	Final participant arrangements coordinated and confirmed with delegates, service providers, and the TNMCS		31 March 2027
5.8	On-site logistical and protocol support provided during the Ministerial Meeting and the 5 th MRC Summit		4-5 April 2027
5.9	Financial clearance documentation completed and submitted to Finance		15 April 2027
5.10	Lessons learned documented and a wrap-up report submitted		19 April 2027
	Total Number of Months/Days/Hours		4 months

6. REQUIRED TASKS AND RESPONSIBILITIES

Under the supervision of the AD Director of the MRC Secretariat and in close coordination with the AD staff involved in the 5th MRC Summit Task Team, the consultant shall:

- Assist in preparing invitations for participants, including delegates from Member Countries, Dialogue Partners, Development Partners, and Observers, where necessary.
- Coordinate and follow up on logistical arrangements, including accommodation, flight bookings, hotel options and booking, ground transportation, visa arrangements where applicable, and other requirements.
- Maintain regular communication with AD focal points regarding any updates to logistical arrangements.
- Work with the AD team and coordinate with the TNMCS on protocol matters, including room set-up, seating arrangements, banners, IT equipment, and security issues.
- Develop and maintain a comprehensive participant database, including travel itineraries, accommodation arrangements, and protocol-related information.
- Assist in coordinating with other Member Countries on their preparations for and participation in the Ministerial Meeting and the 5th MRC Summit.
- Manage the registration and welcome desk for the Ministerial Meeting and the 5th MRC Summit in coordination with the AD staff.
- Assist with the preparation of the overall cost estimate, DSA arrangements, and related administrative documentation.
- Support post-event financial clearance and the preparation of supporting documentation with Finance.
- Prepare a wrap-up report documenting lessons learned after the events.

- Perform other related tasks as assigned by the AD Director and the 5th MRC Summit Task Team.

7. PAYMENT MODALITY

*(please indicate payment modality whether it is lump sum, **monthly**, pay per installments, pay per day worked or pay per deliverable/s)*

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.

The Consultancy rate will be monthly paid in a lumpsum with the timesheet and payment request submission

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

Reporting line: AD Director
Communication Line: TNMCS, MRCS's Task Team

11. QUALIFICATIONS AND REQUIREMENTS (select or add as appropriate)

- Bachelor's degree in International Relations, Business Administration, Hospitality Management, Event Management, or a related field.
- At least 7 years of relevant experience in administrative coordination, conference management, protocol services, event management or logistics.
- Demonstrated experience supporting regional or international meetings, conferences, or events involving high-level government officials and senior delegates.
- Good knowledge and understanding of government ministries, agencies, institutions and relevant official protocols.
- Strong organizational, communication, teamwork, planning, and coordination skills, with the ability to manage multiple tasks and deadlines effectively.
- Excellent command of written and spoken English.
- Fluency in spoken Lao and Thai

- Proficiency in Microsoft 365 applications and its functional tools for administrative work.
- Experience working in an international or intergovernmental organization is an advantage.

12. SIGNATURE BLOCK

MRCS:

Full Name: _____

Incumbent's Full Name: _____

Title: _____

Signature: _____

Incumbent's Signature: _____

Date: _____

Date: _____