Mekong River Commission
For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	Event Graphic Designer for 5th MRC Summit and International Conference in 2027.
Consultancy Type:	Service Contract
Division:	OCEO
Duration:	(40 working days) 16 November 2026 – 5 April 2027
Reporting to:	The Chief Strategy and Partnership Officer; Communications Officer for Outreach
Expected Deliverables:	Provide professional design services for the 5th MRC Summit and International Conference, including: • 3D floorplan and overall event layout. • Overall event design concept for the exhibition, photo booths, attraction areas, and other event spaces. • Coordination and quality control of exhibitor designs to ensure consistency with the overall concept. • Visual designs for LED screens, stage, entrance, signage, and other event materials. • Final production-ready artwork and design files for the event.

2. INTRODUCTION AND BACKGROUND

The Mekong River Commission (MRC), comprising Cambodia, Lao PDR, Thailand and Viet Nam, was established under the 1995 Mekong Agreement to coordinate and promote cooperation in all fields of the sustainable development, utilisation, management and conservation of the water and related resources of the Lower Mekong Basin.

The MRC will organize the 5th MRC Summit, scheduled for 2 – 5 April 2026 in Bangkok, Thailand. The MRC Summit is the highest level political event of the MRC occurring every four years, gathers the Heads of Governments of the four Member Countries and political leaders from Dialogue Partners and Development Partners to review Mekong cooperation and provide strategic directions. Attached to the Summit is the MRC International Conference, which attracts a range of global and regional experts in the fields of water and related resources (energy, food, transport), transboundary rivers, river basin management, governance and development to present and discuss the latest knowledge and innovative solutions for the Mekong and other basins.

To ensure the event's success, the MRC Secretariat seeks a professional graphic design consultant to develop cohesive and high-quality designs and visual concept for the 5th MRC Summit and the International Conference, covering the event space, exhibition, stage, digital displays, and other visual materials, in line with the Summit's branding and protocol requirements.

3. REQUIRED TASKS AND RESPONSIBILITIES

The consultant is expected to:

- Design the overall concept, 3D layout and floor plan of the event area, including the meeting rooms, stages design, exhibition area in line with the 5th MRC Summit's key visual.
- Design the event branding and communications materials, including but not limited to:
    - Brochures, standees, leaflets, floor stickers, photo-booth backdrops.
    - Die-cut foam boards, interactive materials, digital artworks for LED screen, and other printed visuals.
- Develop designs and artwork for event memorabilia production.
- Work with exhibitors to harmonise booth designs and branding, and refine or adjust artwork as needed to ensure a cohesive exhibition layout.
- Ensure cohesive branding and high quality across all event materials.

4. DELIVERABLES AND CONCRETE TIMELINES

- Overall event design concept, including 3D layouts and floor plans.
- Visual designs for LED screens, stage, entrance, signage, and other event materials.
- Design and production-ready artwork for event memorabilia and other materials.
- Final print-ready and editable artwork files for all approved materials.
- Consistent branding and quality across all event materials.

The consultant is expected to work for the period from 16 November 2026 – 4 April 2027:
(the actual time frame can be changed according to the actual implementation)

Deliverables and Expected Quality	Number of Days	Deadline
Meetings with Communications Team to discuss for a detailed workplan	2	16 November 2026
Overall event design concept, including 3D layouts and floor plans.	7	30 December 2026
Visual designs for LED screens, stage, entrance, signage, and other event materials.	7	1 February 2027
Design and production-ready artwork for event memorabilia and other materials.	5	1 February 2027
Final print-ready and editable artwork files for all approved materials.	7	26 February 2027
Consistent branding and quality across all event materials.	7	26 February 2027

Other graphic design works related to the event preparation	5	4 April 2027

5. PAYMENT MODALITY

Payment will be made in U.S. dollars on a basis of daily rates upon satisfactory of each group of assignment(s), for which both parties agree on an estimate time required for each assignment in advance of work commencement. The final payment will be made upon satisfactory performance evaluation by the Communications Team, with other supporting documents from the consultant.

6. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights – IPR: designs, visuals or products produced 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 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. WORKING ARRANGEMENT

The consultant will work mainly from home and may require to travel to Vientiane/Bangkok to support for the Summit preparation.
The consultant will report to the Communication Officer for Outreach under the overall supervision of the Chief Strategy and Partnership Officer.

9. QUALIFICATIONS AND REQUIREMENTS

- A university degree in graphic design or a related field. A certificate demonstrating at least 2 years of full-time training, combined with 2 years of relevant work experience as a graphic designer, may be accepted in lieu of a university degree.
- At least 5 years of proven experience in large-scale event design, preferably with experience designing regional summits or conferences, including exhibition layout and branding implementation.
- Proficiency in industry-standard design software, such as Adobe Photoshop, Illustrator, InDesign, and other relevant graphic design tools.
- Strong creative and organisational skills, with the ability to deliver high-quality work under tight deadlines.
- Good command of written and spoken English.
- Familiarity with environmental, water resource management, or development sector themes would be an asset.
- Experience in video production would be an asset.

10. SIGNATURE BLOCK

MRCS:

Full Name: _____

Title: _____

Signature: _____

Date: _____

Incumbent's Full Name: _____

Incumbent's Signature: _____

Date: _____