



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
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Terms of Reference

Updated: 1 March 2017

1. Consultancy Summary:

Title:	International Technical Adviser to support the Mekong Integrated Water Resources Management Project Phase 1 (MIWRMP-1)
Contract type:	Service Contract
Division:	Planning Division
Type of Service:	Medium term consultancy
Duration:	1 st April 2017 to 31 st March 2018
Duty station:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Director of Planning Division and MIWRM Specialist

2. Background

For basin wide water resources development and management, the Mekong River Commission (MRC) acts as the primary forum of cooperation and is established by a treaty (the 1995 Mekong Agreement) between the four sovereign states, Cambodia, Lao PDR, Thailand and Viet Nam. Whilst the national responsibility for planning, design and implementation of development projects and water resources management lies with each Member Country, the MRC is mandated to promote sustainable development and coordinate management from a basin-wide perspective. The MRC will implement Strategic Priorities and Actions through the five-yearly MRC Strategic Plan 2016-2020, in accordance with its new core functions that became effective in July 2016.

The MRC Secretariat is the technical and administrative arm of the MRC. It provides technical and administrative services to its governing bodies, the Joint Committee and the Council to achieve the MRC's mission. The position of Riparian IWRM Specialist falls within the Planning Division of the Secretariat.

The World Bank has a long history with the MRC, starting with the Mekong Water Utilization Project (2000-2008) which supported the formulation of the "Rules for Water Utilization" and the development of a Water Resources Basin Simulation Model. In 2012, the World Bank funded 8 million US\$ to the MRC, Mekong Integrated Water Resources Management Project: Phase 1, aiming to increase dialogue, cooperation and understanding on IWRM principles among the LMB countries. This is stipulated in the adaptable lending grant APL-1 and is a contractual agreement between the MRC and the World Bank, with the project ending in March 2018. Originally, the project supported: (i) trans-boundary dialogue; (ii) establishment of an approach for environment impact risk and disaster risk assessment in the LMB countries; (iii) communications outreach; and (iv) project monitoring, administrative support and oversight. The project component was revised after the midterm review conducted in December 2015 – January 2016 as (i) Bilateral Transboundary Projects, (ii) Support to MRC IWRM Activities and (iii) Project Management Support. This includes the management and implementation of the five transboundary (bi-lateral) projects and all other activity undertaken under M-IWRMP-1 Component 1, that the MRC is responsible for.

Adopted by the MRC, the **2016-2020 MRC Strategic Plan** provides the strategic direction and priorities for the MRC's organizational restructure through: i) changing from a programme based management approach to a core function management approach, ii) the reduction in staff and subsequent restructure of the organisation, iii) a decline and reliance on funding from donors, iv) the devolvement of responsibility for certain activities and tasks to member countries as part of the decentralisation road map and v) the establishment and implementation of the 'basket funding' approach, for most MRC implemented activities.

Due to the World Bank's specific management, coordination and monitoring requirements means the funding for the activities under this project remain as earmarked, and therefore are not part of the basket fund. The Financial Agreement between the MRC and the World Bank specifically stipulates that a project coordination management unit (PMCU) is needed for the purpose of management, coordination and monitoring of the World Bank project activities. The PMCU will comprise a Riparian M-IWRM Specialist, an International Technical Adviser, a Project Financial Management Officer and a Communication Consultant to the Communication Outreach Project as well as other members if needed.

3. Objective of the Consultancy:

The International Technical Adviser will support the Riparian M-IWRM Specialist in managing the PMCU by providing his/her technical direction and management advice and overall coordination and management of the PMCU.

4. Responsibilities and tasks:

The ITA performs the following tasks during the implementation phase of the MIWRM-1 Project:

- Ensure through awareness raising that IWRM/RBM principles and methodologies are institutionalised in national IWRM policies, and aligned with MRC policy including the MRC strategic plan.
- Support and improve the implementation of the MRC's Procedures between the MRC Divisions and the countries as well as the finalisation or revision of technical guidelines for the Procedures where requested by the MRC Joint Platform; and provide support to the basin development plan, if needed.
- Ensure that activities under MIWRM-1 component (under WB) are well implemented and with a harmonized approach that supports WB national project components.
- Provide advice and technical support to the MIWRM-1 Project, national line agencies, National Mekong Committees of the national and transboundary components while ensuring the linkages between the MRC Procedures and the transboundary and the national components;
- Support the coordination and management of the project as part of the implementing framework with adequate monitoring and evaluation mechanisms;
- Ensure that TORs and reports are prepared for Divisions for the mobilization of related short term technical inputs.;
- Provide concrete inputs to improve the M&E of the project implementation.
- Develop all assigned technical and progress reports in a timely manner and ensure they are of a high quality;
- Prepare technical reports, documents and presentations for the successful implementation of the project and ensure all meetings and external events are technically well prepared for.
- Advise Planning Division/MRCS on required actions to ensure timely and effective implementation of the MIWRM-1 Project and other relevant Divisional projects.
- Lead technical implementation to guarantee the IWRM WB funded project is implemented in a most effective and efficient manner including well function quality control and M&E systems of the project,
- Support the Riparian M-IWRM Specialist and provide full technical support in the planning, implementation, coordination, M&E and reporting on the IWRM WB funded project.
- Support the Riparian M-IWRM Specialist in the preparation of necessary guidelines and/or technical documents for the establishment of appropriate mechanisms for the division of roles, budgets and accountability of M-IWRMP and other relevant activities;
- Prepare or manage the preparation of technical reports for the project and other project related technical reports;
- Support the Riparian M-IWRM Specialist in the preparation of the project progress reports;
- Provide technical advice to the Director of Planning Division and contribute to MRCS activities to enhance linkages between the MRC process, the implementation of procedures and technical guidelines, other MRC activities and the MRC's move toward core functions in the longer term;
- As a cross cutting task, coach and share knowledge and skills to riparian staff of PD/MRCS and the NMCSs and line agencies;
- Perform other duties as assigned by the Director of Planning Division.



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5. Deliverables and timelines:

The International Technical Adviser (ITA) is expected to deliver the following outputs during the Project implementation.

Deliverables	Number of days	Deadline
Develop technical reports and documents needed to support implementation of the M-IWMP-1 project including the finalisation of the Outcome 2: Coordination Mechanisms Paper and Outcome 3: Joint Action Plan for the three core projects plus final report for all five transboundary projects.	To be identified	28 February 2018
Provide input into the implementation of the MRC Strategic Plan, and the development and implementation of the Annual Work Plan and Monthly Plan with regards to the M-IWRMP-1 project.	To be identified	Annually Monthly
Develop a strategy to implement and monitor the transboundary projects effectively and ensure the project management of the M-IWRMP is effective and reaches the monthly goals.	To be identified	Monthly
Monitor the project and make adjustments to ensure the five transboundary projects meet the Overall Results Indicator and Intermediate Indicator as determined by the World Bank Mid-Term Review of the M-IWRMP-1 Project.	To be identified	Regularly
Provide technical support to the MRC Joint Platform in particular the PNPCA Lessons Learnt Working Paper and development of a Commentary including the development concept notes and ToRs and review of working papers, as needed.	To be identified	Biannually (next meeting is in May 2017)
Prepare technical reports to World Bank Mission meetings and finalization of the Aide Memoire.	To be identified	Quarterly and as needed
Provide technical input and prepare meeting material for all Joint Workshops and Field Exchange visits relating to the five transboundary projects, including the preparation of the draft minutes of the meeting and back to office report.	To be identified	As per the M-IWRMP Annual Work Plan
Prepare the MRC Report to the World Bank on the Final Review of the M-IWRMP-1 Project.	To be identified	March 2018

6. Working Arrangement:

Under the overall supervision of the Director of Planning Division of the Mekong River Commission Secretariat, the International Technical Adviser will report to the Riparian M-IWRM Specialist and Director of Planning Division. He/she will be responsible for the provision of technical direction and management advice and support to the overall.

7. WORK STATION

The ITA is based at Mekong River Commission Secretariat (MRCS) in Vientiane.

8. CONDITION OF PAYMENT

- The Consultant will be required to enter in a contract with the MRCS as per the terms and conditions of the contract document.
- Payment will be made based on actual number of working day on monthly basis and based upon completion of deliverables (Deliverable Schedule) and approved by the Director, Planning Division. A record of time utilised (timesheet) is to be submitted with each invoice.
- One return-trip from home country to Lao PDR for work to be undertaken at Office of Secretariat in Vientiane (OSV) will be reimbursed.
- Daily Subsistence Allowance and travel cost for official work and all costs associated with regional travel for workshops/meeting, reimbursable costs; etc. will be paid separately in accordance with MRCS's regulations and based on actual working day (max 240 days).

9. 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.

10. POST-SPECIFIC QUALIFICATIONS

- M.Sc. or higher degree(s) in water and natural resources planning/management or a related field;
- At least 10-year experiences in Integrated Water Resources Management (IWRM), River Basin Management and in planning and administration of development projects in developing countries;
- Track record of experience in the preparation and implementation of World Bank and other financial institutions' projects is an advantage;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin and should have a proven experience of working in an international environment;
- Knowledge/experience within development project design, planning, preparation and execution/ management is a must;
- Excellent communication and organization skills. Experience with institutional development in the field of natural resources management is an advantage;
- Fluency in English both spoken and written is required.

11. SIGNATURE BLOCK

Incumbent: _____ Date: _____

Director, Planning Division: _____ Date: _____

Remark: This job description subjects to further revision based on the development of the project.