



Terms of Reference

Project	Enhancing Sustainability of the Transboundary Cambodia – Mekong River Delta Aquifer (CMDA)
Position	National Liaison Officer (Vietnamese only)
Location	Vietnam
Report to	CMDA Project Management Unit
Expected starting date	01 June 2025
Expected duration	10 months (to 1 April 2026) with possible extension based on performance and needs of CMDA Project
Position Number	01 in Vietnam

BACKGROUND/CONTEXT OF ASSIGNMENT

The GEF-7 IW project between Cambodia and Vietnam focuses on improving the transboundary management of the Cambodia-Mekong Delta Aquifer (CMDA) to strengthen environmental sustainability and water security in the Lower Mekong Basin. Implemented from November 2023 to August 2028, the project involves:

- **FAO:** Implementing Agency
- **The General Directorate of Environmental Protection “GDEP” (MoE, Cambodia) and The Department of Water Resources Management “DWRM” (MAE, Vietnam):** Government Partners
- **IUCN:** Lead Executing Agency
- **UNESCO and Mekong Region Futures Institute (MERFI):** Executing Partners

The CMDA programme is a bilateral GEF International Waters project between Cambodia and Vietnam focuses on the improved transboundary management of the shared Cambodia-Mekong Delta Aquifer (CMDA). The project addresses key challenges: rapid groundwater decline, land surface subsidence, increasing arsenic and other contaminants, salinity intrusion, and degrading groundwater-dependent ecosystems.

The project aims to strengthen environmental sustainability and water security in the Lower Mekong Basin through specific components include:

- **Component 1: Transboundary Diagnostic Analysis (TDA),** Joint science-based diagnostic for groundwater dynamics.
- **Component 2: Piloting solutions** for improved transboundary groundwater management
- **Component 3: Transboundary cooperation mechanisms**
- **Component 4: Joint Strategies and Action Programs (SAP)**
- **Component 5: Reinforced institutional capacity,** improved participation, gender mainstreaming, monitoring and coordination

The Transboundary Diagnostic Analysis (TDA) process will be executed by UNESCO and the Mekong Region Futures Institute (MERFI), while IUCN will lead all Strategies and Action Programs (SAP)-related steps. UNESCO WWAP will coordinate gender-focused activities. Pilot projects executed by Government Partners, based on TDA results, will inform the SAP formulation process.



OBJECTIVE OF CONTRACTOR ASSIGNMENT

In 2025, IUCN/CMDA, together with Project Management Unit (PMU) members as GDEP in Cambodia and DWRM in Vietnam, is planning to implement Output 4.1 and a part of Output 4.2 under “**Component 4: Joint Strategies and Action Programs (SAP)**”. These activities require the involvement of ministerial partners and relate to policy making, for this reason, IUCN/CMDA Team is looking for one national qualified expert (Vietnamese only) to support in identifying key stakeholders, advising on water-related policy making, coordinating and supporting in consultation workshop organization in Vietnam. A duplicate and complementary role will also be developed in Cambodia to support these outputs.

This qualified officer will work under the supervision of IUCN and will be technically and administratively managed exclusively by IUCN, with DWRM providing support as needed.

The National Liaison Officer, hereafter “Consultant”, will assist IUCN and PMU members in executing activities of 4.1.1, 4.1.3, and 4.2.2, highlighted as below:

Output	Main activities
Output 4.1 Countries establish ad hoc Inter-Ministerial Committees (IMCs).	4.1.1: Identification and selection of key province and central Government agencies and staff
	4.1.2: Definition and agreement of roles
	4.1.3: Inception meeting of IMCs
Output 4.2 A shared long-term Vision (horizon 20 years) including the agreement on environmental quality targets.	4.2.1: Assessment of main drivers and trends; specification of indicators
	4.2.2: Conduct two visioning workshops (most desirable, least desirable, and most likely futures)
	4.2.3: Analysis of workshop results and writing of visioning report
Output 4.3 Strategic Action Program (SAP) with horizon of 5 years, consistent with the Shared Vision.	4.3.1: SAP Workshop 1: Present vision assessment and possible intervention points; draft action program
	4.3.2: SAP workshop 2: Present intermediate results from demonstration projects
	4.3.3: SAP workshop 3: Present scientific assessments to decision makers and revise SAP

RESPONSIBILITIES

The main task of the Consultant is to support CMDA members as IUCN/CMDA and DWRM/MAE in Vietnam in developing Joint Strategies and Action Programs (SAP), the first contract will focus on Stakeholder Engagement, Situation Analysis, Define Objectives, and Strategy Development (visioning workshop organization). To achieve this, Consultant will:

- Review the “ProDoc”, and other documents provided by IUCN/CMDA as part of the project orientation process.



- Work closely with IUCN/CMDA Team and DWRM/MAE to assess all provincial, regional and national strategies and plans related to groundwater and water-sector in Vietnam, creating a solid foundation for SAP development for the Mekong Delta region.
- Participate in the consultation meetings regarding TDA and SAP implementation once requested by IUCN/CMDA, primarily visioning workshops for SAP development.
- Liaise closely and directly with DWRM/MAE and Vietnamese JTCs and provinces to ensure that relevant key stakeholders are involved.
- Support IUCN/CMDA in organizing the RPSC meetings in July in Hanoi, Vietnam and visioning workshops in June 2025 forwards (in Vietnam, specific location to be decided).
- Conduct ad-hoc activities upon request in implementing SAP.

REQUIRED QUALIFICATIONS

1. Educational Background:

- Minimum of a Bachelor's degree in a relevant field such as Groundwater, Water Resources Management and/or Policy

2. Experience:

- At least 05 years in water resources management, focusing on water governance and transboundary water management.
- Experience working on water projects in Vietnam and internationally.
- Experience in managing and implementing Official Development Assistance (ODA) programs in Vietnam

3. Technical Skills:

- Expertise in water management, environmental sustainability, and water security and hydro-politics.

4. Communication Skills:

- Strong verbal and written communication skills in English and Vietnamese.

5. Legal and Government Engagement Expertise:

- Strongly understanding of water law and water-related policies in Vietnam.
- Experience in water-related policies making in Vietnam
- Proven track record of collaboration with Vietnam's government ministries responsible for water management, including engagement with internationally funded programs.
- In-depth knowledge of institutions and agencies shaping water-related policies in Vietnam is essential.

Notably, if you are currently employed, a Release Letter is required to confirm that you are “***not fully paid from the Government's budget or other projects.***”



COMPENSATION

Compensation and support for the Consultant include:

- **Daily Rate:** consultancy rate applied to expert advice.
- **Travel Costs and Per Diem:** IUCN will cover required travel costs outside of this contract.

IUCN REQUEST FOR EXPERT ADVICE PROCESS

IUCN will formally request advice through the process of providing the Consultant a written Technical Advisor Work Briefs (TAWBs) via email, including:

- **Scope of Work:** Detailed task description (e.g., review groundwater national).
- **Timeline:** Completion deadline for draft and final written deliverables.
- **Estimated Time and Compensation:** Required time and corresponding compensation estimate.
- **Meeting Attendance and Travel:** Details of required meetings and travel, with associated costs covered.
- **Deliverables:** Specific task requirements.
- **Confirmation of Acceptance:** Written confirmation from the advisor.

This approach ensures clarity, efficiency, and fairness in the compensation and support process, aligning with the project's goals and guaranteeing equal pay for equal work.

EQUAL OPPORTUNITY AND GENDER INCLUSION

The CMDA Project is committed to promoting equal opportunity and gender inclusion in all aspects of implementation. In alignment with IUCN policies and UNESCO WWAP's role in the project, CMDA will ensure that women and underrepresented groups are meaningfully engaged in stakeholder consultations, policy dialogue, and capacity-building activities. The recruitment process and project activities will be guided by principles of non-discrimination, equal participation, and gender-responsive decision-making.

OUTPUTS/DELIVERABLES

IUCN will provide written instructions as to the types of deliverables required for each request for technical support. These deliverables could range from physical attendance in a meeting, verbal advice and/or written review comments and/or reports.

CONTRACT TEMPLATE

Attached to this TOR, IUCN have provided the Contract template for consideration for final contracting.



Annex-II

Agreed Budget and Deliverables and Payments Schedule

1. BUDGET

The assignment is duration from the date of the contract signing (tentatively from 1 June 2025) to 1 April 2026 with the maximum budget of 250,000,000 VND.

Travel dates and trips/destinations must be communicated and agreed with CMDA/IUCN staff(s) in advance.

2. AGREED DELIVERABLES AND DELIVERY TIMETABLE

The Consultant will hand over all deliverables/reports in electronic Microsoft Office format. Other formats need the prior agreement of CMDA/IUCN. All outputs and deliverables in English language. The Consultant will keep a time sheet for each working day on the assignment, using the CMDA/IUCN's template. Deliverables need to be approved by the CMDA Chief Technical Advisor in order to be valid. The timetable for the delivery of deliverables is as follows:

Deliverable	Due Date
Deliverable 1 A mid-term report documenting all findings from participated meetings, the project document and reviewed documents, emails exchange, and institutional advisory contributions, including list of relevant stakeholders and important strategies and plans Timesheet and photos (if any).	30 October 2025
Deliverable 2 A final report documenting all findings from participated meetings, emails exchange, and institutional advisory contributions, including list of relevant stakeholders and important strategies and plans for SAP, a suggestion for next activities to develop SAP, Timesheet and photos (if any).	30 March 2026

3. INVOICING AND PAYMENT

SCHEDULE	AGREED PAYMENT
Submission of an invoice after signing this contract.	The Consultant will be paid a maximum of 30% of the total consultancy fee of this contract.
Submission of an invoice after successful delivery of Deliverable 1 and IUCN written acceptance of this Deliverable.	The Consultant will be paid a maximum of 40% of the total consultancy fee of this contract.



SCHEDULE	AGREED PAYMENT
Submission of an invoice after successful delivery of Deliverable 2 and IUCN written acceptance of this Deliverable.	The Consultant will be paid the remaining amount of the total consultancy fee of this contract.

4. APPLICATION SUBMISSION

Interested individuals are invited to submit their application, including a CV and 2-page proposal stating their perception of the CMDA project and their approach to the assignment and the consultancy rate, by **30 May 2025** to Le Viet Minh at minh.leviet@iucn.org and copying Pham Hong Nhung at nhung.phamhong@iucn.org.

5. EVALUATION CRITERIA

Consultants will be evaluated based on their qualifications, relevant experience, the submitted proposal, and budget proposed.

The 2-page proposal is required to clearly demonstrate in-depth knowledge of institutions and agencies shaping water-related policies in Vietnam, this is essential criteria for selection.

IUCN follows a transparent, merit-based recruitment process, ensuring fairness, equal opportunity, and alignment with organizational policies.

Prepared by IUCN / CMDA Team

Dated 16 May 2025