

# Call for Quotation/Application for Consultancy Services

**Title:**

National Event Coordinator

**Objective of the Consultancy**

This consultancy aims to deliver the following outcomes:

1. Produce contest report including indicators on youth and gender engagement.
2. Take lead in organizing awarding ceremony in close consultation with DWRM, UNICEF, IUCN

**Background**

**Project Reference:** Fostering Water and Environmental Security in the Neun – Ca and Ma Transboundary River Basins and Related Coastal Areas in the Lao People’s Democratic Republic and Viet Nam (Ca-Ma project)

**Reference number:** P03926

Enhancing Sustainability of the Transboundary Cambodia – Mekong River Delta Aquifer (CMDA project)

**Reference number:** P03794

**RfP Reference:** IUCN-26-01-P03794&P03926-1

**About IUCN**

The International Union for Conservation of Nature (IUCN) is a global membership Union uniquely composed of both government and civil society organisations. It provides public, private, and non-governmental entities with the tools and knowledge needed to advance sustainable development and biodiversity conservation. IUCN combines the latest science with traditional knowledge and stakeholder engagement to support effective and equitable environmental governance.

More information: [www.iucn.org](http://www.iucn.org) | Twitter

**About the Project**

Department of Water Resources Management (DWRM), Ministry of Environment and Agriculture (MAE) in Viet Nam and the International Union for Conservation of Nature (IUCN) are executing two transboundary water projects funded by GEF with FAO’s implementation:

1. Fostering Water and Environmental Security in the Neun – Ca and Ma Transboundary River Basins and Related Coastal Areas in the Lao People’s Democratic Republic and Viet Nam (Ca-Ma project) from Nov 2023 to July 2028. The goal is to enable Viet Nam and the Lao PDR to address freshwater resource management and ecosystem health in the transboundary Neun – Ca and Ma river basins and coastal zones by creating an enabling environment for transboundary cooperation and action.
2. Enhancing Sustainability of the Transboundary Cambodia – Mekong River Delta Aquifer (CMDA project) from Mar 2024 to Dec 2028 with the main focus of enhancing transboundary aquifer management between Cambodia and Viet Nam. The major objective is to enhance the water and environmental security of the transboundary river basins through transboundary water cooperation, raising public awareness and stakeholder engagement on water and environmental security nationwide is also a core objective of projects.

In October 2025, Department of Water Resources Management (DWRM) launched a painting competition with UNICEF on [water saving initiatives](#) for school students (ages of 6 to 15) at elementary and secondary schools nationwide. After two-month implementation, DWRM has received more than 60,000 paintings from many provinces across Viet Nam, even the provinces impacted by floods such as Thai Nguyen, Ha Tinh and Gia Lai.

The Awarding Ceremony will be organized on the occasion of the World Water Day (March 22, 2026) in Hanoi with series of relevant activities and preparation. Given the strong alignment between contest’s objectives and two projects’ communications activities and aim to ensure the successful delivery of the awarding ceremony, IUCN will commission one consultant team to support DWRM and IUCN in finalising the

contest results and prepare for the awarding ceremony. The team will include 02 experts including 01 team lead and 01 team member. This call describes the objectives and required deliverables for the team leader.

### Position Details

- **Title:** National Event Coordinator
- **Category:** National Consultant
- **Duration:** 13 working days, 6 Feb 2026 to 30 Feb 2026
- **Payment Modality:** Delivery-based (against accepted deliverables)

### Description of the Assignment

- To produce contest report including indicators on youth and gender engagement.
- To take lead in organizing awarding ceremony in close consultation with DWRM, UNICEF, IUCN

### Scope of Work

The consultant will be responsible for the following tasks:

- Sorting and compiling data of entrants. Produce a report including the consolidated indicators on youth engagement and gender inclusion
- Discuss with the host school about the event location and participation
- Work close with DWRM and IUCN to develop an awarding ceremony concept note, agenda and script for the awarding ceremony of the water saving painting competition
- Review the necessary communication items to ensure the branding compliance and correct contents (invitation, certificates, backdrop, promotion gifts, etc) in consultation with IUCN.
- Prepare scripts relating to water resources management, awarding ceremony, and the theme of World Water Day.
- Arrange media to join awarding ceremony in consultation with DWRM & IUCN, produce media coverage report after the event.
- Review social media contents and web articles to ensure the branding and contents alignment with donors and partners, in consultation with DWRM and IUCN.

### Deliverables and Timeline

| No | Deliverables  | Description   | Deadline                           |
|----|---|---|------------------------------------|
| 1  | Consultancy contract signed   | Sign consultant contract  | 06 Feb 2026                        |
| 2  | Winner list is finalised  | Develop lists of awarded school students with administrative and logistic arrangements                                      | 1 <sup>st</sup> week of Mar 2026   |
| 3  | Event location is decided with participation of a host school                           | Discuss ceremony location and participation with a hosted school  | Mid Feb 2026                       |
| 4  | A concept note is submitted   | Develop concept note for awarding ceremony in consultation with IUCN, DWRM,...  | 2 <sup>nd</sup> week of Feb 2026   |
| 5  | 03 scripts are finalised in consultation with DWRM, IUCN,...                            | Prepare programme scripts for 03 activities water resources management, World Water Day and school students at the Ceremony | 2 <sup>nd</sup> week of Mar 2026   |
| 6  | Invitation letter, standees, leaflets, backdrops, promotion gift (if any) are finalised | Review communications materials ensure the contents and branding compliance and alignment with WWD themes                   | 1 <sup>st</sup> week of Mar 2026   |
| 7  | A press release is finalised  | Prepared press release  | Mid Mar 2026                       |
| 8  | A media coverage report is produced   | Prepare media coverage report after the event   | 3 <sup>rd</sup> week of Mar 2026   |
| 9  | 02 webstories are finalised   | Review webstories related to water saving painting competition in consultation with DWRM and IUCN                           | 4 <sup>th</sup> week of Mar 2026   |
| 10 | 05 social media contents are produced   | Review social media contents related to the competition in consultation with DWRM and IUCN                                  | Before, during and after the event |

|    |  |  |             |
|----|--|--|-------------|
| 11 | A final report is produced. The consolidated indicators on youth engagement and gender must be included. | Final report of consultancy assignment | 30 Mar 2026 |
|----|--|--|-------------|

### Duration and Level of Effort

The assignment will be completed within nearly 2 months with an estimated level of effort of 13 working days, allocated as follows:

- Event preparation and organisation – 4 days
- Concept note, scripts and communications contents - 5 days
- Media engagement – 2 days
- Drafting Reports – 1,5 days
- Finalization and Submission – 0,5 days

Total: 13 days

### Qualifications and Experience

Applicants must meet the following criteria:

- Master degree in the field of education, humanities, social sciences, communication or relevant fields
- Minimum fifteen years of professional experience in communication, media, or public relations, preferably within water sectors;
- Experience in working with governmental agencies related on water resources and international organizations or projects;
- Experience in World Water Day celebration or communication and public awareness raising events on water resources management;
- Capacity on facilitation and coordination of event organization with multi-stakeholders, especially with governmental agencies, international organizations and social organizations;
- Good relationship with the mass media network is preferred;
- Teamwork and coordination skills;
- Ability to work under pressure, multitask, and meet deadlines;
- Experience in participatory conservation planning and community engagement.
- Excellent command of English and Vietnamese in both written and spoken.
- Strong analytical, facilitation, and communication skills.

### Duty Station

IUCN Viet Nam

No required travel to project field sites.

### Travel Requirements (N/A)

Travel to project field sites within [Insert Country] is required. All related travel costs will be reimbursed according to IUCN's travel policy. Travel insurance will be arranged and covered by IUCN.

### Application Process

Eligibility Requirements:

Applicants must:

- Be free of any conflict of interest.
- Be a citizen of Viet Nam
- Be compliant with all applicable tax obligations.
- Not have been found guilty of environmental, financial, or ethical misconduct.
- Not be involved in any pending bankruptcy or legal proceedings.

### Required Documents:

Applicants must submit the following documents in PDF format:

- Letter of Expression of Interest (EOI), including proposed daily rate (inclusive of all applicable taxes).
- CV
- Copy of Citizenship Certificate and PAN/VAT Registration.
- Signed Declaration Form [Attach if applicable].

**Submission Details:**

- **Submission Deadline: 4 February 2026**
- Email Address: [thuyanh.NGUYEN@iucn.org](mailto:thuyanh.NGUYEN@iucn.org)
- Email Subject Line: IUCN-26-01-P03794&P03926-1– Applicant Name]
- All submissions must be in PDF format. If necessary, split large files into multiple emails (e.g., Email 1 of 2, Email 2 of 2).
- Do not use file-sharing links or platforms for submission.

**Additional Information**

- IUCN reserves the right to accept or reject any or all applications without providing any reason.
- Only shortlisted candidates will be contacted for further steps.