

Call for Quotation/Application for Consultancy Services

Title:

Event Executive

Objective of the Consultancy

This consultancy aims to deliver the following outcomes:

1. Provide support for event team leader to organise the awarding ceremony on water saving competition in close consultation with DWRM, UNICEF, IUCN
2. Collect data about indicators on youth and gender engagement as inputs for final report

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&P03926-2

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 | 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 member.

Position Details

- **Title:** Event Executive
- **Category:** National Consultant
- **Duration:** 15 working days, 6 Feb 2026 to 30 Feb 2026
- **Payment Modality:** Delivery-based (against accepted deliverables)

Description of the Assignment

- Provide support for event team leader to organise the awarding ceremony on water saving competition in close consultation with DWRM, UNICEF, IUCN
- Collect data about indicators on youth and gender engagement as inputs for final report

Scope of Work

The consultant will be responsible for the following tasks:

- Support team leader to collect data and information related to youth engagement and gender inclusion for finalising report
- Support experts and team leader to consolidate the list of awarded students and schools from marking results
- Design the necessary communication items (invitation, certificates, backdrop, promotion gifts, etc) for review by team leader
- Develop social media contents and web articles to ensure the branding and contents alignment with donors and partners, in consultation with DWRM and IUCN.
- Invite media for the event
- Support the logistic organization of the event including prizes preparation

Deliverables and Timeline

No	Deliverables	Description	Deadline
1	Consultancy contract signed	Sign consultant contract	06 Feb 2026
2	Winner list is finalised	Support experts to consolidate list of awarded students and schools	3 rd week of Feb 2026
3	Even location is decided with participation of a host school	Support team lead in discussing about ceremony location and participation with a hosted school	Mid Feb 2026
4	Invitation letter, standees, leaflets, backdrops, promotion gift (if any) are developed	Design communications materials	1st week of Mar 2026
5	Media list is prepared and invited (at least 6-7 journalists are invited)	Invite media for the event in consultation with DWRM and IUCN	Mid Mar 2026
6	02 webstories are finalised	Develop webstories related to water saving painting competition in consultation with DWRM and IUCN	4 th week of Mar 2026
7	05 social media contents are produced	Develop social media contents related to the competition in consultation with DWRM and IUCN	Before, during and after the event
8	Data and information are gathered as inputs for the final report	Provide support for team leader in preparing data for final report especially indicators on youth and gender	30 Mar 2026

Duration and Level of Effort

The assignment will be completed within nearly 2 months with an estimated level of effort of 15 working days, allocated as follows:

- Support event preparation and organisation – 6 days

- Develop communications contents and materials - 5 days
- Collect data as inputs for final report – 3 days
- Finalization and Submission – 1 day

Total: 15 days

Qualifications and Experience

Applicants must meet the following criteria:

- Master degree in water resources management or natural resources management or relevant fields;
- At least 5-8 years of professional experience in water sectors and familiar with communication, media, or public relations missions;
- Experience in working with governmental agencies, NGOs related on water resources and international organizations or projects;
- Experience in organization of communication and public awareness raising events on water resources management;
- Excellent written and verbal communication skills in Vietnamese (proficiency in English is an advantage);
- Strong graphic design skills, with proficiency in tools such as Adobe Creative Suite (InDesign, Photoshop, Illustrator) and other design software;
- Teamwork and coordination skills; and

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
- Email Subject Line: IUCN-26-01-P03794&P03926-2– 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.