

## CONCEPT NOTE

### Mid-term Review of Mekong Institute Strategic Plan 2021-2025

#### 1. ABOUT MEKONG INSTITUTE

Mekong Institute (MI) is an intergovernmental organization (IGO) founded by the six member countries of the Greater Mekong Sub-region (GMS), namely Cambodia, P.R. China (Yunnan Province and Guangxi Zhuang Autonomous Region), Lao PDR, Myanmar, Thailand, and Viet Nam. Mekong Institute was established under the Memorandum of Understanding between the New Zealand Ministry of Foreign Affairs and Trade; and the Thai Department of Technical and Economic Cooperation (presently known as Thailand International Cooperation Agency - TICA) in August 1996. MI provides, implements, and facilitates integrated human resource development (HRD), capacity building programs and development projects related to regional cooperation and integration. MI works with and through various local government authorities, development partners and local organizations to deliver, implement standardized and customized learning programs, workshops, seminars, policy consultation, and research and development projects.

#### 2. RATIONALE AND OBJECTIVES

In 2020, at the last year of its implementation, MI conducted a review of its previous Strategic Plan 2016-2020 as one of the preparatory steps to developing the strategic plan for 2021-2025. MI conducted consultations with many different stakeholder groups including the Governing Board, development partners, alumni, and others. The results of these consultations have provided valuable guidance for MI in deciding on the strategic priorities that will enable the greatest contribution to regional development over the next five years from 2021-2025. MI is midway through the Strategic Plan 2021-2025 and would like to conduct a mid-term review.

The overall objective of this mid-term review consultancy work is to evaluate the current strategic plan; to identify strengths, weaknesses, opportunities, threats, and constraints in the implementation of the current strategic plan; and to recommend possible changes in the remaining duration of the Strategic Plan.

#### 3. SCOPE OF WORK

- Review relevant documents including policy and strategy documents, project completion/evaluation/study reports, publications, and other related documents.
- Discuss with MI staff, Governing Board members, Development partners, MI Alumni, and other relevant stakeholders; collect required data applying most suitable methods of data collection; and analyze the data.
- Assess the emerging issues and development needs in the GMS.

- Identify strengths, weaknesses, opportunities and threats and constraints in the implementation of the current strategic plan 2021-2025.
- Evaluate the progress, performance, and results of Mekong Institute in implementing of its Strategic Plan, Results Framework and Logical Frameworks in the last two and half years.
- Review the Logical Frameworks for MI's Contribution to GMS Development and Institutional Strengthening and adjust, if required. Review and establish the plausible baselines and targets for the indicators in the frameworks.
- Provide specific recommendations for further improvement of the performance of MI and any course-correction, if required, in implementing the Strategic Plan for the remaining period until 2025.

#### **4. METHODOLOGY**

MI in-house team will be formed to conduct the mid-term review. Country-level stakeholder consultation meetings will be the key method of conducting the mid-term review of MI Strategic Plan 2021-2025. Some in-dept interviews will be conducted with some key informants from both government and private sectors. The findings of the national consultation workshops will be presented and validated in a regional level workshop with key development partners of MI.

#### **5. MAJOR DELIVERABLES**

- Develop methodology of the mid-term review
- Develop data collection tools (based on the methodology)
- Design the modality of the consultation workshops for the mid-term review
- Conduct national consultation workshops in each of the six GMS country countries.
- Present and validate the findings of the mid-term review to the development partners in a regional workshop.
- Share a preliminary draft of the mid-term review report with the relevant stakeholders and participate in 2-3 rounds of edits (depending upon quality of first draft) prior to finalization
- Finalize the mid-term review report (30-40 pages without Annexes), including specific recommendations for further improvement of the performance of MI
- Review and finalize the Logical Frameworks for MI's Contribution to GMS Development and Institutional Strengthening, based on the findings of the mid-term, review.

#### **6. BUDGET**

MI will use its internal budget for travel, accommodations of the team members, and expenses for the workshops.

