



Terms of Reference (TOR)

Consultancy:	Training on Regional Project Identification
Type:	Consultancy Services
Duration	22 nd May – 7 th July, 2023
Location:	Khonkean, Thailand
Project:	Capacity Building on Regional Project Design, Implementation, Monitoring & Evaluation of MKCF projects
Reporting to	Trade and Investment Facilitation Department, Mekong Institute

1. Introduction

Mekong Institute (MI) is an intergovernmental organization that works closely with the governments Cambodia, P.R. China, Lao PDR, Myanmar, Vietnam, and Thailand to promote regional development, cooperation, and integration. Guided by the strategic plan, MI accelerates socioeconomic development, alleviates poverty, and fosters deeper regional cooperation in the Mekong region.

With support from Korea Government namely Mekong-RoK Cooperation Fund, MI implements a project on **‘Capacity Building on Regional Project Design, Implementation, Monitoring & Evaluation of MKCF projects’** to enhance capacities of the eligible partners under the MKCF program by reinforcing regional cooperation and integration through designing and delivering collaborative projects across the seven priority sectors of the MKCF.

Under the umbrella of the project, MI will provide a Capacity Building Session namely **Training on Regional Project Identification** to equip the stakeholders with critical analysis of regional issues to formulate projects to determine whether and how they may ultimately benefit Mekong region promoting sub regional cooperation in the seven priority sectors. This in person training will be conducted from 19th to 23rd June, 2023 at MI with 30 participants from relevant ministries and MKCF project implementing agencies.

In line with this, MI is looking for the services of a consultant(s) who will design, conduct and document the in-person training on regional project identification to enhance participants’ knowledge and practical experience on regional project identification and project design, the application of Project Cycle Management and Logical Framework in accordance with international project management standards.

2. Brief Background of the Project

Recognizing the importance of sub regional cooperation in the Mekong region, Mekong– Republic of Korea Cooperation Fund (MKCF) was established by Republic of Korea in 2013 following the Han River Declaration in 2011, and has been managed by the Mekong Institute as the Fund Coordinator so far. Much progress has been achieved in absolute terms however a lot remains to be done to enhance the institutional capabilities among the Mekong countries to realize the benefits of the Mekong RoK cooperation initiatives by fostering a sense of Mekong community through enhancing institutional networking capabilities.

Mekong Institute has been tasked to coordinate the MKCF with its role to announce, evaluate and select project proposals from the Mekong countries and provide necessary guidance in implementation, documentation of results and sharing the outcomes with the Mekong governments and development partners for further integrating their projects and plans and replicating and upscaling the results through larger program interventions.

It was witnessed that limited capacity of human resource to identify, design and implement regional projects and programs is a major stumbling block for promoting sub regional cooperation and integration among the Mekong countries. Most of the Mekong countries programs and projects are focused on issues of national interest while emerging transboundary issues are not adequately addressed or receive due attention. This limits the prospects of identifying joint projects on regional issues resulting in limited scope for institutional networking among the organizations.

Apart from it, as the significance and complexity of the fund and projects are growing in terms of the volume of the fund, eligible entities and priority areas, there are the needs for systematic result-based project management with appropriate human capacity and, for a platform to share lesson-learnt and knowledges among stakeholders and to reach out to the public.

To tackle those stumbling blocks for ultimate regional cooperation, Mekong Institute is implementing a project on 'Capacity Building on Regional Project Design, Implementation, Monitoring & Evaluation of MKCF projects' with an aim to enhance the institutional capacities on whole project cycle management with systematic M&E for better regional cooperation and integration among the Mekong countries and the RoK. The duration of the Project is 3 years from January 10, 2023 to January 9, 2026 with funded by the Mekong - RoK Cooperation Fund(MKCF).

3. Project Objectives and its Outcomes

The project activities have been designed to obtain the expected short-term and long - term outcomes for further contributing to enhance the capacity of project managers and personnel, who are able to develop, implement, monitor and evaluate projects that are on-budget, on-schedule, on-target through result-based approach and achieve the desired results.

Project Outcomes



4. Outline the Training

The Training will highlight critical analysis of regional issues to formulate projects to determine whether and how they may ultimately benefit Mekong region promoting sub regional cooperation in the seven priority sectors.

4.1 Objectives

- To develop participants' capacity to identify, plan and develop implement regional development projects that address issues of the seven priority sectors of the MKCF in the Mekong region.

4.2 Duration and format

- One week with around 30 persons in person training at the Mekong Institute

4.3 Target participants

- The target participants will include prospective applicants from the sectoral Ministries under the seven priority sectors of MKCF, selected development agencies in the Mekong countries and RoK and Project Implementing Agencies (PIA) under ongoing MKCF funded projects. Total 30 participants consist of five participants from five Mekong countries and Korea.

4.4 Potential contents of the Training

- Planning and designing projects using goal-oriented project planning tools and logical framework;
- Analytical assessment of emerging regional issues and trends in managing development projects at national and regional levels;
- Stakeholder analysis, problem analysis, objective analysis, alternative analysis and formulation of program goals, objectives and expected outputs;

- Developing objectively verifiable indicators and using them as benchmarks for monitoring, reporting and evaluating projects;
- Formulation of regional project proposals and operational/ budget plans following an international standard format and criteria of the project development and appraisal.

4.5 Outcome:

- At the end of this training, participants will acquire knowledge and practical experience on regional project identification and project design, the application of Project Cycle Management and Logical Framework in accordance with international project management standards.

5. Scope of Work and Deliverables

5.1. Scope of Work

The consultant(s) will work closely with the project team of MI namely Trade and Investment Facilitation (TIF) Department, and Monitoring, Evaluation and Learning (MEL) Unit, and national and sub-national stakeholders including relevant ministries in Mekong countries and Project Implementing Agencies for MKCF projects. The consultant(s) is required to:

- work with the project team to design and execute the learning program on Regional Projects Identification.
- prepare detailed training session plans for Modules, the session plan should include the following points: Detailed topics, objectives, expected results of all sessions which should cover the given topics
- detailed training participatory methodologies in each session, such as real case study, group work, discussion, etc. which are requested to facilitate the learning process of the participants.
- construct an overall work plan for the course preparation, implementation and evaluation in consultation with the project team of Mekong Institute and other resource persons;
- make suggestions for mechanisms to screen and select participants to the program;
- prepare a completion report to be submitted to the Mekong Institute which includes: (i) suggestions for follow through activities after the program; (ii) recommendations to improve the preparatory activities, design and administration of the learning program;
- provide copies of learning materials to MI Project Team.

5.2. Deliverables

The consultant(s) is required to deliver:

1. Finalized training package outline
2. Module overview: learning objectives, overview, detailed session and sub-session topics outline for the advance course

3. Daily Session plan: detailed in-class activities and delivery methods, materials (e.g. Power Point, Group work Guideline, Handouts, Reading materials etc.) to be used for each session, time allocation and leading facilitator / presenter for preliminary course and advance course
4. Detailed Session content
 - a. Overview of each session, including the sub-session topics outline, key words, objectives, session overview (summary), expected outcome, delivery methods in class
 - b. The detailed session materials to be used in class, including handouts, group work/simulation/role play guideline, reference reading materials, video clip etc.,
 - c. Class room activity to be included in the training package such as role play, simulation, group discussion, video clip, calculation, etc.
5. Data to show the effectiveness of the training
 - a. Pre-post test result, satisfaction survey, assessment using the Kirkpatrick's model or other methods to prove the result of the training.
 - b. Participant's action plans
6. Photos, Videos, visual works and any kinds of recordings, if any.

6. Methodology

The training should be designed and conducted aligned with adult learning principles through participatory approach.

7. Timeframe

On the basis of the tentative schedule as given below, the consultant(s) may prepare a detailed work plan that sets out approach for conducting the activities within the overall timeframe.

Table. Tentative time schedule on training on Regional Project Identification

Activity and Deliverables	Location	May				June				July
		2	3	4	5	1	2	3	4	1
▪ Sign the contract (by 22 nd May)	Home based									
▪ Final draft of Work plan, modules and curriculum outline, session plan (by 29 th May)	Home based									
▪ Training package with detailed session contents (by 6 th June)	Home based									
▪ Finalize training curriculum and conduct pretest and pre-departure orientation with participants (12 th June)	Home based									

Activity and Deliverables	Location	May				June				July
		2	3	4	5	1	2	3	4	1
<ul style="list-style-type: none"> Final submission of the training package with session contents (16th June) 	Home based									
<ul style="list-style-type: none"> Conducting training course Post tests and surveys if necessary 	MI									
<ul style="list-style-type: none"> Draft completion report (28th June) 	Home based									
<ul style="list-style-type: none"> Finalize the completion report as per suggestions from project team if any (4th July) 	Home based									
<ul style="list-style-type: none"> Submission of the completion report with all annex (7th July) 	Home based									

8. Fee and Payment Terms

The total lumpsum amount of this consultancy service is **US\$ 4,000**. The payment terms and conditions are as follows:

- 10% of the total fees will be paid upon the submission of the finalized draft of the work plan, modules, curriculum outline and sessions of the course by 29th May, 2023
- 50% of the total fees will be paid upon submission of the delivery of the training package with detailed session contents by 6th June
- 40% of the total fees as final payment will be paid upon on satisfactory completion of all activities and delivery of the expected outputs. The mission completion report which includes all the training materials, surveys and tests results related to the training, and final report should be submitted by 7th July, 2023, reflecting suggestions and recommendations of MI project teams and training participants, if any.

Note

- MI will provide round trip economy airfare between home country and Khon Kaen, Thailand and accommodation during the consultant's visit to MI
- MI shall not be responsible for any further costs incurred by the Consultant(s) during the service and for any losses and / or damages caused to the Consultant(s).
- All payments will be made by bank transfers in the name of the Consultant(s) as specified in the TOR / contract.
- The delay of the work by the consultant without notice (at least 5 days in advance) and agreement from MI will be penalized by deducting the payment at 0.5% of the total consultancy fee /per day based on the days of latency.
- The consultant's failure to deliver all the required outputs for over one month delay will be considered as a default, which requires the consultant to pay back the first payment added with the compensation for the loss of the MI (50% of the total consultancy fee).

9. Qualifications / Selection Criteria

The selection of the Consultant(s) for this assignment is based on the following qualification:

- Postgraduate Degree in Regional Studies, Economics, International Development, or related areas;
- At least 5-10 years working in development sector, especially in the areas of regional project management and evaluation;
- Sound knowledge and successful experiences in program and project development, especially development projects in Mekong countries;
- Excellent training and facilitation skills, experience in delivery of regional international training program;
- Fluency in English, clear communication including presentation, and good interpersonal skills;
- Knowledge of the region e.g. Mekong-countries

10. Assignment Prohibited and Termination

The Consultant(s) is prohibited to use the training curriculum for trainings provided by other institutions. The consultant should inform and get approval from the MI before using the output of the training curriculum to contribute to any other trainings.

The Consultant(s) is prohibited to assign or sub-grant any part of the activities under the agreed assignment without prior written consent of MI. Where such prior written consent is given, it shall not relieve the Consultant(s) of any of its responsibilities under this contractual agreement.

The consultant(s) shall ensure that the writings, textual matter, drawings, photographs, picture, maps, and diagrams, and all materials submitted to MI are either (i) original with the Consultant(s) in all respects and do not infringe the copyright or intellectual property right of any third party; or (ii) should there be any part of the writings, textual matter, drawings, photographs, picture, maps, diagrams and material which are not of the Consultant(s)'s original work, the Consultants shall have obtained / cleared all copyright permissions.

MI shall have the rights to terminate this contract in the case that the Consultant(s) is unable to fulfil his / her obligations under the terms and conditions of this TOR; or the contractual agreement may be terminated by either MI or the Consultant(s), whichever comes first.

11. Conflict Resolution

In the case where conflict arises between MI and the Consultant(s), the MI Management shall discuss and resolve the conflict in an amicable manner.

12. Submission of CV and Expression of Interest (EOI)

The interested consultant(s) is expected to submit an expression of interest (EOI) consisting of: (i) a CV of no more than 4 pages, and (ii) technical proposal explaining past experiences in conducting similar work, the proposed methodology for the assignment and the work plan.

Applications are being considered on a rolling basis. The EOI should be submitted to hyeyoung@mekonginstitute.org, robby@mekonginstitute.org and cc to dutta@mekonginstitute.org **not later than 17th May, 2023.**

Please note that only applications successful in progressing to the next stage will be responded to.