



Terms of Reference (TOR)

Consultancy:	Update Training Package on M&E, Deliver Training Sessions and Provide Technical Support to the MKCF M&E System
Type:	Consultancy Services
Duration	10 April – 18 December 2024
Location:	Khon Kean, Thailand and Home-based
Project:	Capacity Building on Regional Project Design, Implementation, Monitoring & Evaluation of MKCF projects (PRIME)
Reporting to	Trade and Investment Facilitation (TIF) Department, Mekong Institute

1. Background of the Assignment

Mekong Institute (MI) is an intergovernmental organization owned by the Governments of Cambodia, P.R. China, Lao PDR, Myanmar, Thailand and Viet Nam. Its mission is to promote regional development, cooperation, and integration at the bilateral and multilateral level. By providing technical assistance, capacity building, policy advice and generating targeted activities for development partners, MI contributes to socioeconomic development and better outcomes for the people of the Mekong. MI is the knowledge center for the Greater Mekong Subregion and recipient of the prestigious ASEAN Prize for its contribution to regional cooperation in the Mekong.

Within its mandate as the fund manager for the Korea Government's Mekong Initiative namely Mekong-RoK Cooperation Fund, MI is implementing a project on '**Capacity Building on Regional Project Design, Implementation, Monitoring & Evaluation of MKCF projects (PRIME project)**' to enhance capacities of the eligible partners under the MKCF program to properly implement their respective projects. Thereby reinforcing regional cooperation and integration through designing and delivering collaborative projects across the seven priority sectors of the MKCF. The seven priority sectors include (1) Culture and Tourism, (2) Human Resources Development, (3) Agriculture and Rural Development, (4) Infrastructure, (5) Information and Communication Technology (ICT), (6) Environment, and (7) Non-traditional Security Challenges.

As part of the project, MI is implementing a series of capacity building activities under the PRIME project in 2024. It comprises of

- I. Web Cloud based Projects M&E System Development
- II. Training on Regional Projects Identification
- III. Training on Project Monitoring and Evaluation
- IV. Structured Learning Visit
- V. MKCF Roundtable Meeting
- VI. MKCF Web-based Platform Design and Social Media Campaign.

To this end, MI is looking for the services of a consultant(s) who will work in close coordination with the MI-TIF project implementation team and the Director of TIF and MKCF Unit to deliver specific tasks as follow:

- i. Revise and update training package, training manual and deliver the sessions to the training on Regional Project Monitoring and Evaluation. The training aims to equip the stakeholders with a comprehensive understanding of the MKCF monitoring and evaluation (M&E) framework and the essential components of the M&E system for regional projects.
- ii. Provide technical support to the MKCF completed and ongoing projects Implementing Agencies (PIA) in the Mekong region on uploading information / data of the Logical Framework and indicators to the MKCF M&E System.
- iii. Guide the PIAs to gather M&E data by designing appropriate data collection tools to integrate into the cloud based MKCF M&E system that integrates the management of MKCF projects. This system encompasses the MKCF program including project work plan, M&E targets, progress and outcomes within a unified framework.
- iv. Develop outcome level stories and impact stories based on Results-Based MKCF M&E Framework that information and data input by the PIAs. The stories should contribute to sectoral goals and MKCF program at higher level and align with Plan of Action (POA) 2021-2025 of Mekong-Han River declaration.

2. Objectives of the Assignment

The **PRIME 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



Under these overarching project outcomes, the **objectives of the project are:**

- To enhance MKCF Project Implementing Agencies' capacity to monitor and evaluate regional development projects that address issues of the seven priority sectors of the MKCF in the Mekong region.
- To improve understanding of result-based project management and its importance for measuring, managing and achieving results, and to link each projects' outcomes to the MKCF program framework/portfolio and making fit for purpose contribution toward it;
- To offer MKCF Project Implementing Agencies a platform to share their experiences, lessons learned, and challenges related to M&E, promoting peer learning and networking;
- The training cum workshop will be leveraged to create a Results Based M&E Framework that is tailored to the MKCF program, within the broader context of Mekong RoK cooperation.

3. Scope of Work and Deliverables

The consultant will work in close coordination with the TIF project implementation team and the Director of TIF department and MKCF Unit to deliver specific tasks for implementation of the interrelated M&E training activities of the PRIME project in 2024. Specific tasks and assignments cover the project's activities as follows:

1	Update and develop a Monitoring and Evaluation training package, training manual and deliver the sessions to the training
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Assignment	<ul style="list-style-type: none"> ▪ The consultant is tasked to revise and develop a 5-day training package on Project Monitoring and Evaluation with detailed session plans, case studies, samples, PPT and in-class activities. ▪ The training content should cover practical information with explanation in simple manner with easy-to-follow instructions. ▪ The consultant is required to propose standard training package to design the training curriculum on Project Monitoring and Evaluation (sample from MI may be used as reference but not limited to). The consultant required to review and suggest update relevant topics for the training curriculum package for target participants; <ol style="list-style-type: none"> 1. The target participants will be the MKCF Project Implementing Agencies (PIA) of the MKCF funded projects representing Project Head or person responsible for project M&E under the seven key areas of development: Culture and Tourism, Human Resources Development, Agriculture and Rural Development, Infrastructure, Information and Communication Technology (ICT), Environment, and Non-traditional Security Challenges 2. The Project Implementing Agencies are the government and associated government officials including international organizations, responsible for implementing, monitoring and evaluating the program from five Mekong countries (Cambodia, Lao PDR, Myanmar, Vietnam, Thailand) and the Republic of Korea. ▪ The modules of the training curriculum should introduce the concepts in the context of MKCF program on: <ol style="list-style-type: none"> 1. Essential elements of monitoring system, standard M&E plan and its incorporation into participant’s projects 2. Knowledge and awareness of the importance of the M&E function and process; 3. Various M&E tools and its application, planning for data collection, management, and analysis 4. Defining project goals and targets and subsequently indicators for their achievement and deciding which methods to use; 5. Developing objectively verifiable indicators and using them as benchmarks for monitoring, reporting and evaluating projects; 6. Analyzing information vis-à-vis project progress and mid-course corrections 7. Define actions and work for the project implementing agencies of the monitoring and evaluation function; 8. Create a shared understanding of how to measure impact through use of practical approaches to improve the use of M&E data in project implementation and decision making. ▪ The curriculum should incorporate Action Plan implementation guideline with objectives, expected outcomes for individual project implementing agency. The
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	<p>Action Plan aims to input/upload information / data of the Logical Framework and indicators to the MKCF M&E System.</p> <ul style="list-style-type: none"> ▪ Develop Learner’s guide as a tool for the participants to understand the topic better. ▪ Provide an online orientation on curriculum package usage to MI – PRIME staff. ▪ Deliver 5-day training sessions and facilitate group work together with TIF Project team member on training project monitoring and evaluation. ▪ Provide 5-day training sessions summary with outputs of the group work. ▪ Review and finalize the training completion report per format which consolidated sessions summary and related parts of the training by the TIF project team member 	
1	<p>Deliverables on Assignment</p> <p>i. Training curriculum package outline on Project Monitoring and Evaluation with reference to MKCF program. The outline should consist of</p> <ul style="list-style-type: none"> ▪ Module overview: learning objectives, overview, detailed session and sub-session topics outline. ▪ Daily Session plan: detailed in-class activities and delivery methods, materials (e.g. Power Point, Group work Guideline, Handouts, Readings materials etc.) to be used for each session, time allocation and leading facilitator / presenter. ▪ Session content: <ul style="list-style-type: none"> - Overview of each session, including the sub-session topics outline, key words, objectives, session overview (summary), expected outcome, delivery methods in class; - The detailed session materials to be used in class, including handouts, group work/simulation/role play guideline, reference reading materials, video clip etc., - Incorporate Action Plan implementation guideline with objectives, expected outcomes for individual and/or country wise assignment. The Action Plan aims to input information/data of each approved project indicators under the Logical Framework to the MKCF M&E System. ▪ Class room activity to be included in the training curriculum package such as role play, simulation, group discussion, video clip, calculation, etc., which will be the reference manual for the Mekong countries trainers. <p>ii. Training learner’s guide as a tool for the participants to understand the topic better.</p>	<p>Timeframe (35d)</p> <p>From: 17 April to 6 May 2024</p> <p>Note: Training date from April 22 - 26, 2024</p> <p>update training curriculum package (1 days) training manual (2 days) 5-day training</p> <p>Total 8 days</p>

	<ul style="list-style-type: none"> iii. Conduct Online orientation meeting (virtual 2-3hrs) on curriculum package usage to MI- PRIME staff. iv. Deliver 5-day training sessions for the training on Project Monitoring and Evaluation at MI from April 22 to 26, 2024 v. Reviewed and finalized Course Design Statement (CDS) which incorporated by the TIF project team. The CDS will be used as a training announcement tool. 	
2	Technical support to the ongoing MKCF PIAs on Uploading Information / Data and Indicators to the MKCF M&E system (Action plan of M&E Training)	
Assignment	Work closely with the project team members to: <ul style="list-style-type: none"> - consolidate information/data of Logical framework of MKCF PIAs and upload it to the MKCF M&E System. - ensure that the PIAs provide required information / data and indicators to the M&E system through providing technical support and guidance to the TIF project implementing team on one-on-one coaching the ongoing MKCF PIAs through online platform for 4 months. - oversee the required information / data and indicators on the M&E system. 	
Deliverables on Assignment		Timeframe
2	<ul style="list-style-type: none"> - Review (# of ongoing projects) uploaded information/data of Logical framework of MKCF PIAs on the MKCF Cloud based M&E System. - Submit follow up plan on regular basis (Quarterly -every 14th day of the months) to PRIME Team. - Provide online technical support to the TIF project team for coaching the 32 (# of ongoing project) ongoing MKCF PIAs on uploading information/data in the M&E system. - Supervise / Guide the Cloud M&E Developer to ensure that the M&E system is aligned with the regional M&E system so that the PIAs are able to correctly upload their M&E Data that links to the regional ones. 	From May- Aug, 2024 (est. 6 days LOE)
3	Technical support to the MKCF PIAs to Upload Information / Data of Logical framework and Indicators to the MKCF M&E system	
Assignment	Work closely with the project team members to: <ul style="list-style-type: none"> - provide guidance to the TIF Project team in consolidating information/data of Logical framework of the completed MKCF Projects and upload it to the MKCF M&E System. - ensure that the completed PIAs provide required information / data and indicators to the M&E system in close coordination with the TIF project team. - oversee the required information / data and indicators on the M&E system. 	
Deliverables on Assignment		Timeframe

3	<ul style="list-style-type: none"> - Review 16 (# of completed projects) uploaded information/data of Logical framework of completed MKCF PIAs projects on the MKCF M&E System. - Submit follow up plan on regular basis (Quarterly -every 14th day of the months) to PRIME Team. - Oversee the Cloud M&E Developer to ensure that the M&E system well aligned with the regional M&E system so that the completed PIAs are able to correctly upload their M&E Data that links to the regional ones. 	<p>From May - Aug, 2024</p> <p>Virtual meeting (6 days)</p>
4	Technical support to the Cloud-based M&E System	
Assignment	<p>Work closely with the TIF project team members to:</p> <ul style="list-style-type: none"> - guide project team and M&E system developer to ensure that M&E system is fully functional for the entire MKCF program. The MKCF PIAs can input data, retrieve and update project level information. - conduct online technical support to the TIF project team and the M&E developer on amending and updating M&E system platform (if any). 	
Deliverables on Assignment		Timeframe
4	<ul style="list-style-type: none"> - Submit a brief core task in word and excel format on providing online technical support to the Project team and M&E system developer on revising and finalizing the project level information. - Submit a brief core task in word and excel format on reviewing the cloud-based M&E system and ensure that it's fully function for the whole MKCF project cycle 	<p>May to Aug 2024 No of days xxx (Timesheet is required)</p> <p>Virtual meetings (est. LOE 6 days)</p>
5	Develop outcome level stories and Impact sector wise story and present it in the round table meeting	
Assignment	<ul style="list-style-type: none"> - Provide guidance and strategy to TIF project team on gathering and collating results from the sectoral indicators to derive outcome and impact stories contributing to sectoral goals and MKCF program at higher levels. - Ensure that the stories are aligned with Mekong-RoK Plan of Action (POA) 2021-2025 for the implementation of Mekong-Han River Declaration. - Ensure that outcome level stories will demonstrate the outcome level results as per the selected sectoral indicators aligned with the POA. - Ensure that the impact stories will demonstrate the key results with an aim to generate interest among the development partners to collaborate to scale up or replicate the key results of the pilot projects. 	
Deliverables on Assignment		Timeframe
5	<ul style="list-style-type: none"> - Review the results of the sectoral indicators gathered by the TIF project team for further producing the outcome level stories and impact sector wise story. - Submit 7 sectoral outcome level stories. 	<p>From Aug- Sep, 2024</p>

	- Submit at least 3 impact stories contributing to MKCF goals on people, prosperity and peace and outlying scope for project upscaling and/replication.	Est 5 days LOE
6	Technical support to the Round Table Meeting	
Assignment	Work closely with the project team members to: <ul style="list-style-type: none"> ▪ design and develop concept notes for the Round Table Meeting. ▪ prepare sectoral outcome level stories report for the meeting. The report should be contributed to Mekong-Korea Cooperation Framework under the MKCF. ▪ demonstrate impact stories outlying scope for project upscaling and/replication for project development with potential donors. ▪ provide guidance to the project team member on how to obtain feedback from ROK-SOM and line ministry of seven sector of MKCF in Mekong countries including. <ul style="list-style-type: none"> - Senior Official Level (Director-General), international organization, NGOs, ROK, ROK Foreign Mission (KOICA, KITA, KOCHAM in Mekong countries, etc. 	
Deliverables on Assignment		Timeframe
6	<ul style="list-style-type: none"> - Submit final concept note for the Round Table meeting. - PPT on sectoral outcome level stories and impact stories - Sectoral outcome level stories report to the meeting. - Impact stories outlying scope for project upscaling and/replication - Online meeting with the project team members and report on guidance on how to obtain feedback from ROK and concerns. 	From Oct – Dec 18th, 2024 Est LOE 4 days

4. Time Frame

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

Table 1. Training cum workshop on Regional Project M&E Time frame

Tasks	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 Update and develop a M&E training package, training manual and deliver the sessions to the training <ul style="list-style-type: none"> • Sign the contract (by 10 April) – Home based 									

	<ul style="list-style-type: none"> • Pre-training orientation with participants (15 Apr) – Home based • Final submission of the draft of Work plan, modules and curriculum outline, session plan training package with session contents (17 April) – Home based • Conducting training cum workshop (22 – 26 April) – MI • Completion of report (6 May) – Home based 									
2	Technical support to the ongoing MKCF PIAs on Uploading Information / Data and Indicators to the MKCF M&E system									
3	Technical support to the completed MKCF PIAs to Upload Information / Data of Logical framework and Indicators to the MKCF M&E system									
4	Technical support to the Cloud-based M&E System									
5	Develop Outcome level stories and Impact sector wise and input for the round table meeting									
6	Technical support to the Round Table Meeting									

5. Fee and Payment Terms

The total lump sum amount of this consultancy service is **US\$ 25,000**. The payment will be made as in installments shown in percentage below:

Tasks	Schedule for Payment of Deliverables	Date
1.	<p>Upon completion of assignments of Task1. Update and develop a Monitoring and Evaluation training package by May 6th, 2024, with the following schedule of payment:</p> <ul style="list-style-type: none"> ▪ Final submission of the draft of Work plan, modules and curriculum outline, session plan training package with session contents – 10% ▪ Conducting training cum workshop on 22 – 26 April – 15% ▪ Completion report – 5% 	<p>17 April 2024</p> <p>30 April 2024</p> <p>6 May 2024</p>
2.	<p>Upon the completion of Task 2. Technical support to the Cloud-based M&E System and Technical support to the ongoing MKCF PIAs on Uploading Information / Data and Indicators to the MKCF M&E system by August 30, 2024, with the following schedule of payment:</p> <ul style="list-style-type: none"> ▪ Review completed for (# of the ongoing project) uploaded information/data of Logical framework of MKCF PIAs on the MKCF Cloud-based M&E System – 10% ▪ Coaching completed for the (# of ongoing project) ongoing MKCF PIAs on uploading information/data in the M&E system – 10% 	<p>30 June 2024</p> <p>30 July 2024</p>
3.	<p>Upon the completion of Task 3. Technical support to the completed MKCF PIAs to Upload Information / Data of Logical framework and Indicators to the MKCF M&E system. Schedule of payment:</p> <ul style="list-style-type: none"> ▪ Review completed for 16 (# of completed projects) and uploaded information/data of Logical framework of completed MKCF PIAs projects on the MKCF M&E System – 20% 	<p>30 Aug 2024</p>
4,5,6	<p>Upon submission Task 4, 5 and 6 Develop Outcome level stories and Impact sector-wise and input for the round table meeting and technical support to the Round Table Meeting by December 18th, 2024 with the following schedule of payment:</p> <ul style="list-style-type: none"> ▪ Submitted deliverables of Task 4 brief report on Word and supporting Timesheet – 10% 	<p>30 Sep 2024</p>

	<ul style="list-style-type: none"> ▪ Submitted deliverables for Task 5 – 10% ▪ Submitted deliverables for Task 6 - 10% 	30 Oct 2024 30 Nov 2024
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Note

- MI will provide round trip economy airfare between home country and Khon Kaen, Thailand, and accommodation during the consultant’s visit to MI for Task 1. M&E Training.
- 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 written discussion and mutual understanding will be penalized by deducting the payment at 0.5% of the total consultancy fee /per day based on the days of latency. This penalty will be imposed after mutual agreement.
- 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).

6. 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, Project management, or related areas;
- Minimum 7 years of experience in conducting trainings in the field of M&E including project/program planning, monitoring tools development, evaluation approaches, learning and accountability
- Experience in developing and implementing training programs on M&E and learning, particularly in the regional program/project M&E and participatory M&E
- Familiarity with Web/Cloud based M&E systems
- Sound knowledge and successful experiences in program and project management, and monitoring, evaluation and learning, especially development projects in Mekong countries;
- Experience in leading cross country sectoral discussions and in formulating and evaluating a regional cooperation framework or M&E framework
- Excellent training and facilitation skills, experience in delivery of regional training program and discussion workshop;
- Fluency in English, clear communication including presentation, and good interpersonal skills;
- Knowledge of the region e.g. Mekong-countries, seven MKCF priority sectors and the best practices of them.

7. 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 fulfill 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.

8. 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.

9. Miscellaneous

MI shall not be responsible for any liability for any damages, losses, illness, injuries, and / or death, which may occur to or be caused by the Consultant during the assignment.

10. Date of Proposal submission

The interested applicants must submit the proposal with CV by C.O.B. 05-April-2024 (17:00) to procurement@mekonginstitute.org.