



## **TERMS OF REFERENCE for Conducting Artificial Intelligence (AI) Training for Mekong Institute Staff**

### **1. Introduction**

Mekong Institute (MI) is an intergovernmental organization that contributes to regional cooperation and integration through capacity development, dialogue, and advocacy for the acceleration of sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion (GMS).

Founded and represented by Cambodia, P.R. China, Lao PDR, Myanmar, Thailand, and Viet Nam, MI's strategies are aligned with the core tenets of the GMS Cooperation Program Strategic Framework 2030, ASEAN Economic Community, and the 2030 Agenda for Sustainable Development.

MI supports these frameworks through the implementation of projects across the areas of Agricultural Development and Commercialization (ADC), Trade and Investment Facilitation (TIF), and Sustainable Energy and Environment (SEE), while addressing issues of social inclusion and vulnerability, digital economy and innovation, and labor mobility to cement holistic and sustainable development impacts in the subregion and beyond.

### **2. Objectives of the Assignment**

Therefore, training in artificial intelligence (AI) principally has various objectives aimed at enhancing the capabilities of MI staff in the application of AI systems. The common objectives include:

- Identify and engage AI experts with substantial experience in introducing practical implementation of AI technologies.
- Develop and deliver a robust AI training curriculum that covers a range of topics from basic concepts to advanced applications.
- Train MI staff in using AI functions, and understanding AI Core Concepts and tools to reflect daily work such as preparing the meeting and workshop minutes, producing the training report, and summarizing the keynotes from group work.
- Advise MI staff to minimize and protect any risks from using the AI.

### **3. Scope of Work**

Specific scope of work includes;

- Assess and discuss with the MI team to ensure the training reflects the MI context and work environment.
- Prepare the curriculum outline fit to MI's needs.
- Design a comprehensive AI training program tailored to the needs of the target audience.

- Stay updated with the latest advancements in AI and be able to incorporate them into the teaching materials.
- Create Course materials such as presentations, worksheets presentations, notes, and assignments.
- Deliver engaging and interactive lectures and practical sessions.
- Conduct the training at MI Headquarters in Khon Kaen, Thailand.
- Assess MI staff's progress and provide constructive feedback.
- Provide mentorship and support to participants during the training sessions.
- Provide sample exercises and assessments.

#### **4. Training Duration and Training Participants**

The training will be conducted for one day at MI Headquarters in Khon Kaen, Thailand, while the tentative date is the third week of July 2024. All MI staff are expected to participate in the training; hence the training contents should be flexible enough for the wide range of participants.

#### **5. Deliverables and Timeline**

Successful training firm or individual consultant will be required to submit the following deliverables:

- A training needs assessment report that outlines the findings and recommendations for the training design and delivery.
- A training curriculum and materials covering each module's content and objectives regarding AI.
- An evaluation report that measures the impact and effectiveness of the training using quantitative and qualitative data.
- Proof of enhance participants' capabilities to apply AI techniques in solving real-world problems.

#### **7. Requirement and Qualification**

Interested training firm and individual consultant should possess the following:

- Proven experience in providing training on AI or similar topics.
- A team of qualified trainers with relevant academic qualifications and professional experience in the above-mentioned areas.
- A proven track record of delivering high-quality training that meets the needs and expectations of the clients.

#### **8. Payment terms**

- ✓ 1<sup>st</sup> payment (20% of the training fees) will be transferred and paid upon signing the agreement.
- ✓ Final payment will be made after the training is completed upon submission of the training report and other deliverables.

#### **9. Bidding and Submission Date**

Interested bidders should submit a proposal in response to the Terms of Reference. The proposal should be submitted in two separate parts: (A) Technical Component and (B) Proposed training fees:

### **A. Technical Component**

The Technical component should present the following information:

- ✓ A brief discussion indicating the bidder's understanding of the assignment.
- ✓ A methodological discussion of how the bidder proposes to implement the assignment.

### **B. Proposed Training Fees**

The bidder should provide the training package cost breakdown for conducting this training.

### **10. Submission of Bid**

Applicants should send their application with a cover letter, the materials specified above, and other supporting documents via email to [procurement@mekonginstitute.org](mailto:procurement@mekonginstitute.org), copy to [narathip@mekonginstitute.org](mailto:narathip@mekonginstitute.org) no later than 21 June 2024 at 05:00 pm Bangkok time (GMT +7). Please also indicate in the email subject line: "Providing Artificial Intelligence (AI) Training for the Staff of Mekong Institute"

Approved by/date:



**Mr. Suriyan Vichitlekarn**  
Executive Director, MI