



## **Mekong Institute Vacancy Announcement**

### **Project Coordinator Mekong Sustainable Supply Chains Transformation and Advancement (Mekong Sustain)**

Department/Unit	Trade and Investment Facilitation Department (TIF)
Title	Project Coordinator (SSA)
Report to	Director of TIF Department/ Team Leader
Timeframe	Two-year project-based appointment
Duty Station	Mekong Institute, Khon Kaen, Thailand

#### **Mekong Institute**

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

Founded and represented by the Mekong countries (Cambodia, P. R. China, Lao PDR, Myanmar, Thailand, and Vietnam), MI aligns its strategies 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. This comprehensive approach cements holistic and sustainable developmental impacts in the subregion and beyond.

#### **Mekong Sustainable Supply Chains Transformation and Advancement (Mekong Sustain)**

Mekong Institute is anticipating a project on Mekong Sustainable Supply Chains Transformation and Advancement subject to final approval by the donor. The project aims to support SME suppliers/component manufactures to improve their ESG performance through an interplay of Leading companies, SME suppliers, /assemblers, Technology providers and Financing companies. Leading manufacturers guide SMEs in ESG adoption through technology and financing options,

while SME suppliers and assemblers identify improvement areas on ESG standards to comply requirements of lead companies through adoption of ESG solutions accessing affordable technologies and financing options. This is aimed to enable SMEs suppliers/component suppliers to enter the global supply chain while reducing carbon footprint. The SMEs will also be provided with financing access to technology and credit through different forms of credit, leasing, to cover the cost of technological solutions. ESG regional policy adaptation will be channelled through AMEICC Working Group on the West-East Corridor Development platform/Mekong-Japan Cooperation framework. The duration of the project is 2 years for implementation in five Mekong countries namely Thailand, Cambodia, Vietnam, Laos and Myanmar.

Under this project, a series of activities will be implemented by MI and its project partners during the project period of two years relating to:

- (i) Conduct preparatory research on global and regional trends on ESG as input to training curriculum development,
- (ii) Training to selected SMEs in CLMTV and facilitate matching with solution providers and financial institutions to monitor the progress of decarbonization plans for SMEs.
- (iii) Conduct one-on-one consultancy arrangement, monitoring and evaluation of decarbonization plan of the SMEs. The evaluation result will be reported to the West-East Corridor Development Working Group (WEC-WG) with policy recommendations toward Mekong countries to accelerate SME's action toward decarbonization through regulations and supports.

The project target group include 150 SMEs representing three sectors on i. automobiles, ii. textiles and iii. agriculture and food industry from Thailand, Cambodia, Vietnam, Laos and Myanmar.

### **Project Coordinator of the Mekong Sustain Project**

MI's Trade and Investment Facilitation (TIF) Department is seeking a Project Coordinator with strong background on ESG, BCG (Bioeconomy, Circular Economy and Green Economy), GHG and related to environmental issue, and proven experience on project management and knowledge and experience on capacity development projects especially in the Mekong region. The Project Coordinator will take the responsibility support implement the project activities while working closely with the project /partners under the direction of Project Team Leader/Departmental Director, Trade and Investment Facilitation Department (TIF).

### **Main deliverables, Responsibilities, and Tasks**

#### ***Key deliverables***

- Lead and conduct study on ESG landscape in the Mekong countries and baseline study of SMEs for measuring ESG performance and its adoption.
- Coordinate with the programmer/ system developer on cloud web-based /online platform and application software on ESG adoption for SMEs with data/information input to the system.
- Deliver and facilitate capacity building programs together with the project partners.
- Coordinate and facilitate the consultancy arrangement between technology providers, financiers/bankers and selected SMEs.
- Monitor the progress of decarbonization plans of SMEs and business relationship improvement between global firms and SMEs.

- Prepare project reports (including quarterly, progress, annual, midterm, completion reports and policy recommendation), and other reports as required by Team Leader/TIF Director and Project team.

### **Tasks and Responsibilities**

- Prepare work plan for the project activities, and implement the work plan in cooperation with the team in TIF Department.
- Develop Term of Reference and concept notes for studies, workshops, meetings, web-based system on ESG measurement for SMEs, application for SMEs recruitment to the training with criteria, and associated events.
- Develop partnerships and identify opportunities for continual improvement in the field of supply chains transformation project management in Mekong countries and the implementing partners.
- Prepare ToR/contracts to hire/engage national and/or international consultants/subject matter experts.
- Identify implementation arrangements and needed resources to implement the project work and ensure proper management of the project budget in compliance with MI policies and procedures as well as the donor;
- Provide strategic inputs to the project implementation, e.g. inputs to application development, study, capacity building programs, priority areas, etc;
- Prepare the project reports (quarterly, progress, annual, and completion reports), and other reports that may be required by TIF Director;
- Develop M&E tools and gather relevant data from SMEs to prepare M7E reports
- Contribute to information releases on thematic area to MI website;
- Contribute and provide support for research processes undertaken in collaboration with MI and donor on related issues for preparing case studies and/or publications;
- Manage project resources efficiently and effectively;
- Perform other relevant tasks required by TIF department and MI management.

### **Required Qualifications, Skills, and Experience**

#### ***Qualification***

- At least 5-7 years of leading/implementing development projects.
- Master's degree in areas of environmental science, climate change, supply chain transformation and technology, Project Management, Information System, International Development, Administration, Economics, International Relation, or related field.
- Proven experience, knowledge and skills in ESG, BCG, GHG, environmental regulations and standards and ESG web-based system is preferred.
- Understanding of technical concepts related to project management, integrate web-based system to the ESG and research methodology.
- Good knowledge and experience on Project M&E is preferred.
- Proven skills and experience in delivering capacity building activities-training, workshops, forums, meeting, and etc,
- Proven ability to communicate in English language in written and spoken form.
- Good negotiation and interpersonal skills.
- Proven ability to work in a team and coordinate with others.
- Proficient user of all Microsoft Office applications.

***Desirable***

- Proficiency in any of the languages spoken in the Mekong region.

***Remuneration***

- The remuneration package comprised a total of USD 28,800 annum, encompassing both salary and benefits.
- Other entitlements and benefits such as health and accident insurances, relocation allowance etc. as per policies and procedures for project staff.
- This is a project-based appointment and is co terminus with the project and/or performance of staff.

If you possess the skills, expertise, and experience to thrive in this role and are passionate about promoting equitable and inclusive economic growth in the GMS, we invite you to submit your CV, passport size photo and cover letter to [recruitment@mekonginstitute.org](mailto:recruitment@mekonginstitute.org) with the subject line "Project Coordinator for Mekong Sustain Project".

Only shortlisted candidates will be contacted for interview/written test.