



MEKONG INSTITUTE

Mekong Institute Vacancy Announcement

Program Consultant Trade and Investment Facilitation Department

Department/Unit	Trade and Investment Facilitation Department (TIF)
Title	Program Consultant
Report to	Director of TIF Department
Timeframe	Six (6) months upon signing the contract
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.

Scope of Work

MI's Trade and Investment Facilitation Department (TIF) is implementing several multi-year capacity development projects in the GMS countries in the field of trade facilitation, SME development, tourism, trade agreements, digital trade, supply chain and logistics development, and projects funded by Mekong-Korea Cooperation Fund (MKCF). The ongoing projects of the department are funded by the MKCF, ASEAN-Korea Cooperation Fund (AKCF), Lancang-Mekong Cooperation Special Fund (LMCSF), ACMECS-ROK funded by Republic of Korea, Japan and Yunnan Government. The capacity building activities under

these projects include research studies, modular training programs, workshops, forums, consultative meetings, database development, structured learning visits and consultation services.

To assist the team in the implementation of project activities, MI-TIF is seeking the services of a Program Consultant. The consultant will work in close coordination with the Director of TIF Department and its team to deliver specific tasks for smooth implementation of the planned activities.

Key Tasks and Deliverables

The Program Consultant will assist the TIF team in delivering the program outputs as planned under the ongoing projects. Specific tasks and assignments cover the projects and activities as follows.

A. Project on Promoting Creative Industry for Heritage Tourism Development in the Mekong Region, funded by MKCF.

Provide support by co-working with the project team to implement the following project activities:

- Review and finalize the baseline study to map and develop a database of creative industries and associations in key sectors, their current status, challenges and prospects
- Draft ToR and conduct Mekong country wise study to assess the legal, regulatory and institutional arrangement on Intellectual Property Rights (IPR) for creative industries in Mekong Countries.
- Design and conduct training for management and development of creative industry association.
- Facilitate the formation business plans for creative associations/groups that attended the training.
- Develop concept note for familiarization exchange program on creative industries in Republic of Korea.

Deliverables (A)

- One TOR and research study report to assess the legal, regulatory and institutional arrangement on Intellectual Property Rights (IPR) for creative industries in Mekong Countries.
- One training package with contents and curriculum design statement (CDS) for the training on management and development of creative industry association.
- Facilitate training on management and development of creative industry association.
- Business plans for associations/groups that attended the training have been developed.
- One concept note for creative industries familiarization exchange program.

B. Project on Socialization Workshop on the Implementation Plan for the Framework for CLMV Development, supported by ASEAN-Korea Cooperation Fund (AKCF)

Provide support by co-working with the Project team to implement the following project activities:

- Organize a socialization workshop to introduce the Implementation Plan or the Framework for CLMV Development to the officials of CLMV countries.

- Develop guidelines to identify particular roles and responsibilities of the CLMV national coordinators and CLMV focal points in the implementation of the plan and initiate discussion to conduct monitoring and evaluation of the CLMV Implementation Plan.
- Prepare project on Capacity building for CLMV national coordinators and CLMV focal points in the implementation of the plan for submission to AKCF.

Deliverables (B)

- One inception report outlining the approach and framework for the organization of the workshop.
- One concept note on Socialization Workshop on the Implementation Plan for the Framework for CLMV Development.
- Facilitate the workshop delivery.
- One manual / guideline to identify roles, responsibilities of the national coordinators and focal points for the implementation, monitoring, reporting and evaluation of the activities contributing to the Implementation Plan.
- One workshop report containing recommendations and way forward.
- One Project Completion Report.
- Project proposal on Capacity building for CLMV national coordinators and CLMV focal points in the implementation of the plan for submission to AKCF.

C. Project on Special Economic Zones (SEZs) Promotion for Intra-regional Trade in the Lancang-Mekong Region (LMC), supported by Lancang-Mekong Cooperation Special Fund (LMCSF)

Provide support by co-working with the Project team to implement the following project activities:

- Design and facilitate the International Trade Forum in Thailand.
- Design and facilitate one modular training on “Enhancing Trade Promotion in Lancang Mekong Countries (LMC) Economic Zones (EZs).
- Facilitate Action Plan Implementation on Data Collection for input into the LMEZ Online Portal.
- Coordinate and provide inputs to upgrade the interactive web portal of Economic Zones information in the Lancang-Mekong countries for investors.

Deliverables (C)

- One concept note and report for International Trade Forum at specific SEZ in Lancang-Mekong counties in Thailand.
- One Training Curriculum Design Statement (CDS) and report for Modular training on “Enhancing Trade Promotion in Lancang-Mekong Countries (LMC) Economic Zones (EZs).
- Facilitate and deliver contents of the Modular training on “Enhancing Trade Promotion in Lancang-Mekong Countries (LMC) Economic Zones (EZs)”.
- One TOR on Data Collection for input into the LMEZ Online Portal.
- One TOR on Upgradation of interactive web portal of EZ information in the Lancang-Mekong countries for investors.

D. ACMECS-ROK Regional Branding Project on Facilitating Cross Border Trade through Synchronization of Rules and Regulations in the ACMECS, funded by Republic of Korea.

Provide support by co-working with the Project team to implement the following project activities:

- Based on the inputs of the recently held dissemination meeting, draft the project proposal to utilize the remaining fund.
- Review reports on best practices, lesson learned, case study of the project implementation.
- Prepare one final report of the one-year project with inputs from the country project implementation agencies (PIA).

Deliverables (D)

Project proposal to utilize the remaining project fund

- Reports on best practices, lesson learned, case study of the project implementation.
- Final report of the of the regional branding project.
- At least 4 projects implementation materials for dissemination.

E. Study to Reassess and Reorient SEZs and Border Economic Zones in the Greater Mekong Subregion for Growing Together, funded by Asian Development Bank.

Provide support by co-working with the Project team to implement the following activities:

- Map and describe the BEZs located in Thailand with specific economic corridor routes and points for exploring their potential of catalysing the economic corridors.
- Describe the structural, institutional and legal characteristics of BEZs in Thailand;
- Assess the opportunities and their role in promoting cross border production networks.
- Explore the implications of covid and other global megatrends for businesses in the border zones.
- Identify gaps and challenges facing businesses in the zones, in general and in the backdrop of geoeconomics and geopolitics of Covid-19.
- Provide recommendations for joint actions and mechanisms for BEZs to deepen regional collaboration and competition to reorient them especially in view of the emerging challenges and trends.

Deliverables (E)

One research report on structural, institutional and legal characteristics of BEZs in Thailand. The report will cover: i. opportunities and their role in promoting cross border production networks, ii. implications of covid and other global megatrends for businesses in the border zones, iii. gaps and challenges facing businesses in the zones, and iv. recommendations for joint actions and mechanisms for BEZs to deepen regional collaboration and competition to reorient them especially in view of the emerging challenges and trends.

F. Project on Land Based Connectivity in Greater Mekong Subregion Regional Workshop cum Structural Learning Visit along the North-South Economic Corridor: NSEC (R3A & R3B), financed by Government of Yunnan province, P.R. China.

Provide support by co-working with the Project team to implement the following project activities:

- Facilitate the regional workshop on Land Based connectivity for trade and investment in GMS economic corridors
- Conduct study visit to key trade and logistics infrastructure facilities in Thailand, Laos, and China

Deliverable (F)

- One concept note and one report for regional workshop on Land Based connectivity for trade and investment in GMS economic corridors.
- One concept note and report of the study visit to key trade and logistics infrastructure facilities in Thailand, Laos, and China.

G. Mekong Sustainable Supply Chains Transformation and Advancement (Mekong Sustain)

Provide support to the project team and Consultant:

- Lead and conduct study on ESG landscape in the Mekong countries.
- 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.

Deliverable (G)

- One report on ESG landscape in the Mekong countries.
- One Baseline study of SMEs for measuring ESG performance and its adoption.
- ToR on programmer/ system developer on cloud web-based/online platform and application software on ESG adoption for SMEs.
- SME selection criteria for training, training participant recruitment, training assessment forms and training evaluation reports, action plans.

Reporting

- Submit a summary of the assigned tasks at the end of each month to the Director-TIF for review and approval.

In addition to the above, the Program Consultant will:

- assist the TIF Director, subject experts and assigned TIF project team members in designing and developing high quality capacity development contents and methodologies as required.
- assist the TIF Director in reviewing EoIs and Full proposals under the MKCF program.

- assist the TIF Director and assigned TIF project team members in delivery of capacity building programs related to workshops, training courses, seminars, action researches, and etc. which involves tasks related to content development, proceedings and report preparations.
- assist TIF team in the preparation of project proposal, expressions of interest, concept notes, etc. for submission to donors.
- assist the TIF team in ensuring quality of knowledge and information products related to training, forum, workshop reports besides other publicity materials of the department.
- work closely with the assigned TIF project team members on event content development, news release, social media post and other announcements of TIF department 's activities.
- assist and carry out research and literature review for use in research studies, training, forums and project proposal development.
- facilitate stakeholder discussions/meetings/workshops and contribute in report preparation.
- working with the program team members on conducting research for use as case studies, developing impact stories, summarizing key finding results of the research, and etc. to present to the donor and publicity of the key results to Mekong stakeholders and beyond.
- work closely with the program team members and Director of TIF in developing activity concept papers, review quality of such knowledge and information products in terms of content and quality of reports.
- ensure the quality of project completion reports, evaluation reports, and post activities follow up in accordance with MI standards and/or as required by development partners.
- assist in compiling information of TIF to present to the MI Governing Board meetings, MEL department and other forums for publicity of TIF activities.
- others task but not limited to include drafting of consultant TOR and preparing meeting/training/seminar/workshop presentation materials.
- any other task assigned by the Program Director, TIF or MI Executive Director.

Period of Engagement

The Program Consultant will be engaged for six (6) months. The possibility of contract extension is based on the performance of the Consultant and availability of funds. The consultant will work at TIF Department, Khon Kaen, Thailand for the assigned tasks and attend events held at MI or in other locations.

Reporting

The Program Consultant will be attached to the TIF Department of MI and will report directly to the TIF Director.

Required Qualifications, Skills and Experience

Essential

- Ph.D. or advanced degree in a subject relevant to the department's program (trade, economics, regional development etc.)
- Knowledge of international trade, SME development, trade agreements, trade policy and relevant knowledge in the GMS, region, and ASEAN.
- Proven experience in project management related to trade, SME development funded by multilateral institutions will be an added advantage.
- Evidence of leading/implementing development projects related to trade, SME development will be preferred.
- Evidence of high-quality reports and publications on development issues preferably in the GMS/ASEAN context will be an advantage.
- Understanding of technical concepts related to project management such as logical frameworks, results-based management, evidence-based advocacy, and research methodology is desired.
- Experience in implementing capacity development activities, research studies and evaluations will be an added advantage.
- High level English written and spoken analytical skills and be proficient in Microsoft Office applications are essential requirements for this position.
- The candidate should be able to legally work in Thailand.

Desirable

- Experience working in the GMS and/or ASEAN.

Remuneration

- The remuneration package comprised a total of USD 5,000 per month including salary and benefits.
- Other entitlements and benefits such as health and accident insurances, relocation allowance etc. as per policies and procedures for project 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 with the subject line "TIF Program Consultant".

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