



## **TERMS OF REFERENCE**

### **1. CONSULTANCY SUMMARY**

<b>Title:</b>	<b>Soft skills Trainer</b>
<b>Consultancy/Staff Type:</b>	<b>Special Service Agreement (SSA)</b>
<b>Division:</b>	<b>Administration Division (AD)</b>
<b>Duration:</b>	<b>04 working days during May-June 2024</b>
<b>Duty Station:</b>	<b>Home-based and MRCS Secretariat</b>
<b>Reporting to:</b>	<b>Chief HR Officer/AD Director</b>

**Expected Deliverables:** **02 days Training Workshop on Skills (Communication, Interpersonal, Collaboration, Problem solving, and Time Management)**

### **2. INTRODUCTION AND BACKGROUND:**

The Mekong River Commission (MRC) was established by the 1995 Agreement on Co-operation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Lao PDR, Thailand, and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilisation, management, and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat (MRCS) is the operational arm of the MRC, providing technical and administrative services to the MRC Joint Committee (JC) and the MRC Council to achieve the mission of promoting and coordinating sustainable management and development of water and related resources for the member countries' mutual benefit and the people's well-being.

Recently, the MRCS has undertaken recruitment of Junior Riparian Professionals (JRPs) and Associates from its four MRC member countries – Cambodia, Lao PDR, Thailand, and Vietnam –and two dialogues partners, China and Myanmar, for its 2024 On-Job-Training Program (OJT). The JRPs/Associates are young Riparian professionals, selected and nominated by their National Mekong Committees (NMCs) to attend the MRC's yearly OJT program at the MRCS's premises and return to their NMCs and/or line agencies as trained professionals, equipped with both in technical -and soft skills to efficiently serve their respective organizations.

The 2024 OJT program has welcomed eleven JRPs/Associates nominated by NMCs of Cambodia, Lao PDR, Thailand, Vietnam, and Myanmar. Eight of them are assigned to work in the MRCS's Headquarter in Vientiane, Laos PDR, and three of them are assigned to work in the MRCS's Regional Flood and Drought Management Center (RFDMC) in Phnom Penh, Cambodia.

To achieve the objectives of the MRC OJT program, JRPs/Associates will receive training to enhance their soft skills (Communication, Interpersonal, Collaboration, Problem-solving, and Time Management) alongside an in-house training workshop on MRC’s technical activities. These trainings aim to build their capacity, strengthen performance, and increase productivity at work.

To facilitate the Soft Skills Training Workshop, the HR Unit seeks a professional, skilled, and experienced trainer to conduct the training at the MRCS’s premises.

**3. OBJECTIVES OF THE CONSULTANCY:**

To provide soft skill training on Communication, Interpersonal, Collaboration, Problem solving, and Time Management to JRPs/Associates of the MRC 2024 OJT program in June 2024.

**4. EXPECTED RESULTS:**

- Training materials (pre-test, curriculum and handouts, post-test, training evaluation, certificates, etc.)
- Two-day training workshops (face-to-face, at the MRCS’s premises)
- Training reports

**5. DELIVERABLES AND CONCRETE TIMELINES**

<b>Deliverables and expected quality</b>	<b>Expected time</b>	<b>Deadline</b>
1. Training materials submission	1 day	30 May 2024
2. 2-day training workshop ( <b>Communication, Interpersonal, Collaboration, Problem-solving, and Time Management</b> ) organized successfully with a high satisfaction rate	2 days	Mid of June 2024
3. A brief report with pre-test and post-test results, recommendations, and follow-up actions to obtain targeted deliverables	1 day	End of June 2024
<b>Total Number of Days</b>	<b>04 days</b>	

**6. REQUIRED TASKS AND RESPONSIBILITIES:**

- Meet with the HR team to discuss training contents and requirements.
- Develop and conduct pre-tests with trainees.
- Develop training curriculum (including agenda, methodologies, handouts, etc.)
- Deliver face-to-face training.
- Develop and conduct post-tests and training evaluations with trainees.
- Develop and deliver training reports with pre-test and post-test results, recommendations, and follow-up actions to obtain targeted deliverables.

## 7. PAYMENT MODALITY:

- First payment, equivalent to 30% of the contract value, will be paid upon full submission of the training workshop (Deliverable No.1).
- Second payment, equivalent to 50% of the contract value, will be paid upon completion of face-to-face training workshops (Deliverable No.2).
- Final payment, equivalent to 20% of the contract value, will be paid after the full submission of training reports (Deliverable No.3).

Note: The consultancy rate is defined by the MRCS consultancy rate policy and the level of consultancy. MRC is a tax-exempt agency for the work done for the MRC. Consultant, in case a mission is required, will be covered with a return ticket to and from the assigned duty stations with a daily related subsistence allowance of 75% of the UN for the mission days.

## 8. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights - IPR: Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property.

Any utility, announcement, and disclosure that is without MRCS's highest levels of authority permission is considered illegal and will be charged by relevant local and international legal procedures.

## 9. WORKING ARRANGEMENT

Reporting Line: Chief HR Officer / AD Director  
Communication Line: Chief HR Officer  
Workstation: Home-based and MRCS

## 10. QUALIFICATIONS AND REQUIREMENTS (select as appropriate)

<b>Education Background:</b>	- BA in Business or Public Administration or Foreign Languages or Foreign Affairs or Public Relations, MA is preferred.
<b>Working Experience:</b>	- At least 10 years experience in designing and conducting relevant professional training courses as a main trainer. - At least 10 years experience in conducting soft-skills training (Communication, Interpersonal, Collaboration, Problem-solving Time Management, etc.) for adults in a group of more than 10 participants.
<b>Required Skills and Expertise:</b>	- Communication, facilitation, interaction, presentation, inspiration, interpersonal and reporting, etc.
<b>English competency:</b>	- Excellent command of English (spoken and written)
<b>Other desirable requirements:</b>	- Knowledge of MRC - Compliance with all MRC's Rules and regulations regarding Consultancy Management Contract Monitoring and Closure

**11. SIGNATURE BLOCK**

MRCS:

Name and Title: Watt Botkosal  
Director, AD

Date: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_