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กรมทรัพยากรน้ำ

ที่ ทส ๐๖๐๖/ ๑ ๒๕



กรมประมง เล่มที่
ฉบับที่ ๒14๓
วันที่ 17 ต.ค. ๕๔

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กรมทรัพยากรน้ำ

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เรื่อง รับสมัครงานตำแหน่ง Roadmap Preparation Project Coordinator

① เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย รายละเอียด Job Description รวมจำนวน ๖ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่ง Roadmap Preparation Project Coordinator ประจำฝ่ายประสานงานและติดต่อสื่อสารระหว่างประเทศ ปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmcdwr@mail.go.th ภายในวันที่ ๒๕ มกราคม ๒๕๕๔ ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

② เรียน **ผอ.สำนัก/กอง และหัวหน้าหน่วยงาน** ขอแสดงความนับถือ

เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่ (นายชัยพร ศิริพรไพบุลย์)

ในสังกัด ทราบโดยทันทีแล้ว จะเป็นพระคุณยิ่ง รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมทรัพยากรน้ำ

(นายกิตติศักดิ์ ทาญกล้า)

๑๗ ต.ค. ๕๔

สำนักประสานความร่วมมือระหว่างประเทศ

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Mekong River Commission

The role of MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong Basin.

MRC Secretariat is looking for a qualified consultant for the following consultancy

Roadmap Preparation Project Coordinator

International Cooperation and Communication Section

*11-month service contract, based in the Office of the Secretariat in Vientiane,
Lao PDR with Occasional travel within the region*

The Term of Reference can be downloaded from <http://www.mrcmekong.org>. Women are encouraged to apply. Only short-listed candidates will be notified.

Application procedures:

The application should include a cover letter outlining clearly how the candidate meets the requirements of the position. In addition to the cover letter, the applicant should include his/her detailed CV, three reference contacts and financial expectation. The title of the consultancy needs to be indicated in the application letter.

Application should be send to:

Mekong River Commission Secretariat

P.O. Box 6101

Vientiane, 01000, Lao PDR

Email: mrcs@mrcmekong.org

Subject: Application for Roadmap Preparation Project Coordinator

Closing date for applications: 25 January 2011

Approved by: _____

Tran Duc Cuong

Officer-In-Charge of MRC Secretariat

30 December 2010



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #2, Chak Angre Krom,
P.O. Box 623, Phnom Penh, Cambodia
Tel. (855-23) 425 353. Fax (855-23) 425 363

Office of the Secretariat in Vientiane (OSV),
Office of the Chief Executive Officer
184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel. (856-21) 263 263 Fax (856-21) 263 264

Terms of Reference

Updated: 24 December 2010

Project title:	MRC Transition Roadmap Preparation Project
Position title:	Project Coordinator
Reports to:	Chief ICCS
Duty station:	MRC Secretariat, Vientiane, Lao PDR, with occasional travel in the region
Post level:	Service Contract (SC)
Duration:	Full-time, from February to December 2011

I. Background

1. The Mekong River Commission

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. In accordance with this Agreement, the MRC Mission is: "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well being."

The MRC Secretariat, which has two offices, one in Phnom Penh, Cambodia and the other in Vientiane, Lao PDR, provides technical and administrative services to the MRC Council and Joint Committee

2. The MRC Strategic Plan 2011-2015: Core functions implementation, and transition towards core functions decentralisation to Member Country agencies.

The MRC is currently developing its Strategic Plan for the period 2011-2015. The Plan is set to be approved by the MRC Council in January 2011.

The MRC intends to move towards a new operational structure with a greater focus on sustaining the MRC through in-country activities. Accompanying this is the expectation that the MRC Secretariat (MRCS) will gradually shift from its current programme-based approach to a leaner organisation built around 7 core river basin management (RBM) functions. This will contribute to a greater alignment of the MRC activities with its mandate and ensure a smooth transition towards increased ownership of the MRC by its Member Countries as well as to ensure effective implementation and integration into national systems. The first MRC Summit, which took place in Hua Hin, Thailand, in April 2010, recognised that this will take some time and set a target of 2030 by when MRC is financially sustained by the Member Countries.

While a detailed definition and description of MRC core functions are being articulated, the framework of the MRC Core functions was accepted by the MRC Joint Committee in March 2009. They comprise four categories as follows:

- (i) **Secretariat Administrative and Management Functions**
- (ii) **River Basin Management Functions**
 - (1) Data acquisition, exchange and monitoring
 - (2) Analysis, modelling and assessment
 - (3) Planning support
 - (4) Forecasting, warning and emergency response
 - (5) Implementing MRC Procedures
 - (6) Promoting dialogue and communication
 - (7) Reporting and dissemination

- (iii) **Capacity Building and Tools Development Functions**
- (iv) **Consulting and Advisory Services**

The Strategic Plan 2011-2015 defines links between these four MRC Core Functions, particularly the seven river basin management functions, and the strategic goals of the MRC for the period 2011-2015, which are as follows:

- Specific Goal 1:** Application of IWRM-based basin development and related sector strategies and guidance.
- Specific Goal 2:** Operational systems for basin-wide monitoring, impact assessment, modelling, forecasting and knowledge management to support effective decision making
- Specific Goal 3:** Efficient dialogue and coordination processes between basin countries and other stakeholders for effective regional cooperation.
- Specific Goal 4:** Capacity developed for IWRM policy adoption and implementation within the framework of the MRC mandate.
- Organisational Goal 5:** Efficient organisational transition of MRC for implementation of selected core functions and full riparianisation of its Secretariat

Of these, Organisational Goal 5 is the cross-cutting goal that provides a foundation for the implementation of the other four goals, and aims to facilitate the transition of the MRC towards the Core Function system and the full riparianisation of its Secretariat as well as aims to create enabling frameworks whereby the MRC can progress towards its vision of being a renowned international river basin organisation.

For that purpose, this cross-cutting goal also prepares for institutional arrangements and capacity development needed for the MRC to transition to a sustainable implementation model for its core RBM functions and financial autonomy by 2030.

The final draft Strategic Plan 2011-2015, which is submitted for MRC Council approval, provides five outcomes for this Organisational Goal 5 as follows:

- Outcome 5.1:** The transition of the MRC to a decentralised modality of selected core functions is well prepared and progressively initiated during this Strategic Plan period of 2011-2015
- Outcome 5.2:** An operational and transparent performance management system is in place
- Outcome 5.3:** The MRC Secretariat is staffed with qualified riparian professionals
- Outcome 5.4:** Improved organisational management and reporting systems, a functional mechanism for coordinated programme planning and management of the MRC and sustainability considerations of the MRC's operations are in place
- Outcome 5.5:** National Mekong Committee Secretariats (NMCSs), relevant line agencies and designated stakeholders have sufficient capacity to carry out the selected core river basin management functions within the agreed timeframe of the transition.

The implementation of the Core Functions will have important implications on the MRC's functioning and financing. This process will go hand in hand with the progressive decentralisation of some MRC activities to the national level, which implies national structures be set up to respond to the changes accordingly. The implementation of the Core Functions will also affect the current structure of human resources of the MRCS. The increased ownership of the MRC by its Member Countries is paired with the objective of full riparianisation of the MRC Secretariat by the end of 2012.

Though the Strategic Plan 2011-2015 is set to be approved by the MRC Member Countries at the Seventeenth Meeting of the MRC Council in January 2011, details for the Plan implementation are being discussed and finalised in consultation with the Member Countries and will be presented for approval of the MRC Joint Committee in March 2011. In connection, the Roadmap for the MRC transition towards a decentralised mode of implementing its core functions is set to be developed in 2011 for MRC Council approval.

The transition roadmap is crucial to connect the Organisational Goal 5 to execution where the Strategic Plan meets the priority, budget and time. Not only is the Transition Roadmap a prerequisite for the

overall successful implementation of the transition and decentralisation process that is set to be completed over the next two or three strategic plan periods, but the process of preparing this Roadmap will help establish or strengthen the necessary institutional and organisational links at both national and basin levels in implementing the core Mekong river basin management functions.

3. The MRC Transition Roadmap Preparation Project

The process of preparing the Transition Roadmap is being initiated with German support under the Transition Roadmap Preparation Project, for one year from January to December 2011.

In developing this roadmap, the International Cooperation and Communication Section (ICCS) of the MRCS is designated to coordinate the process under the guidance of the CEO and with inputs from the Technical Coordination Unit (TCU) on aspects related to a Performance Management System (PMS). The ICCS assists the CEO in providing overall policy and donor coordination of MRC activities and provides advice on direction and strategies for the organisation. It also provides support to the MRC governance structure, communication services and manages relations with development partners and other stakeholders.

II. Objective

The overall objective of the Transition Roadmap Preparation Project is to prepare for the MRC with the institutional, organisational and financial arrangements necessary for the decentralisation of its seven core river basin management functions. A Transition Roadmap with (i) clear benchmarks and milestones, (ii) well-defined initiatives for its implementation, and (iii) institutional and organisational arrangements to implement and finance the Roadmap by the MRC and Member Countries, is the expected outcome of this project.

The objective of this position is to ensure that the Roadmap is developed with direct inputs from Member Country ministries and line agencies and MRC programmes/sections through a professional, structured, inclusive and participatory process.

III. Responsibilities and Tasks

The incumbent will be the primary officer leading the overall implementation of the Transition Roadmap Preparation Project, and assist with the implementation of the Strategic Plan 2011-2015.

The incumbent will specifically support the MRC in managing the overall process of preparing the Transition Roadmap for the implementation and decentralisation of MRC core functions within the timeframe of the Project.

Specific tasks will include but not be limited to the following:

1. Draft a framework paper conceptualising the approach and process of the Roadmap development for internal consultation, and lead the finalisation of the document in consultation with MRC programmes and sections;
2. Prepare briefing notes and other relevant documents to support the National Mekong Committees in preparing and executing national and regional consultations;
3. Represent the MRCS and provide support to designing and organising in-country and regional consultations
4. Coordinate with MRC Development Partners and other relevant stakeholders for their inputs to developing the Roadmap;
5. Provide progress updates to ensure that relevant stakeholders are sufficiently informed about the Roadmap preparation process;
6. Design studies when relevant and prepare terms of reference for external experts to support the development of the Roadmap, in consultation and collaboration with relevant programmes/sections/units of the MRCS for respective technical inputs;
7. Propose the scope of responsibility, mode of operation and selection criteria for the Regional Advisory Group that will advise and guide the MRC in preparing and implementing the Roadmap during the transition period and decentralisation process;

8. Coordinate with the National Mekong Committee Secretariats and relevant agencies in arranging meetings with NMC members, relevant ministries and line agencies to support study teams and internal/external experts in undertaking necessary studies for the Roadmap development;
9. Facilitate consultative meetings with Member Country agencies and with MRC programmes/sections in developing the Roadmap;
10. Provide summary reports on the information and inputs gathered from Member Countries and their agencies, Development Partners and stakeholders to the Roadmap development;
11. Report regularly to the Chief of ICCS and MRCS Chief Executive Officer or his designated officer on the implementation of these responsibilities, on proposed activities and the results achieved;
12. Provide a detailed work plan. Any proposed activities with policy or financial implications for the MRC or its Secretariat must be approved in advance;
13. Perform other related duties as required.

IV. Reporting Line / Working Principles

Under the immediate supervision of the Chief, ICCS, the incumbent is responsible for the activities of the Transition Roadmap Preparation Project, with the aim to implement the Strategic Plan 2011-2015 and ultimately promote the regional cooperation and basin-wide approach highlighted in the 1995 Mekong Agreement

- **Supervision requirements:** The position is responsible for the supervision and management of short-term consultants of relevant studies. Day-to-day supervision of general support staff and quality control is also required.
- **Level of autonomy:** Decision-making is recommendatory, subject to the review and approval of others. The position carries no financial autonomy but requires preparation and monitoring of smaller project budgets.
- **Level of problem solving required:** Solutions to problems require collection and analysis of information. The incumbent needs to demonstrate creativity, independence and initiative.
- **Level and type of communications required:** The position involves wide communications, both within MRC and outside the organisation. Extensive preparation of documents for a variety of purposes required.

V. Working relationships

- Work closely with interim Development Partner and Policy Coordination Officer (ICCS), Technical Coordination Advisor (Technical Coordination Unit), designated staff of the Finance and Administration Section (FAS), and of the Human Resources Section (HRS)/Integrated Capacity Building Programme (ICBP), in developing TORs for the studies as identified under Output 3 below, supporting the undertaking of the studies in the Member Countries, ensuring quality standards of the study outputs, and in the overall implementation of the Roadmap preparation activities;
- Coordinate with all MRCS programmes (including projects and initiatives) and sections supporting and engaged in the Roadmap preparation activities;
- Act as focal point for the MRCS in coordinating with the National Mekong Committees through their respective Secretariats supporting and engaged in the Roadmap preparation activities;
- Act as contact point for relevant stakeholders and partners in relation to the Roadmap preparation project.

VI. Outputs

The incumbent is responsible for the achievement of the Project outcome. The activities and responsibilities of the Project Coordinator outlined in this ToR will contribute to the overall development of the Transition Roadmap synthesized from the direct inputs of Member Countries through national and regional consultations, and the delivered results from the various works to be undertaken by external and internal experts/consultants.

1. *Framework paper* developed to conceptualise the process and approach to preparing the MRC transition roadmap;
2. A *regional advisory group* established as an institutionalised mechanism for the preparation and implementation of the Transition Roadmap during the transition period and the decentralisation process, with clearly defined scope of responsibility, mode of operation, and selection criteria;
3. *Terms of reference* developed for all the studies needed undertaking under the Project in collaboration with relevant programmes/sections of the MRCS regarding technical aspects of the studies, and *study teams* on board according to the project timeframe;
4. *National and regional consultations* organised in coordination with the National Mekong Committees, and intensive *discussions and consultations with MRC programmes* held in coordination with the TCU during the Transition Roadmap preparation process;
5. *Progress report* on the Roadmap preparation prepared for various MRC governance meetings;
6. *Rollout options* to support the implementation of the Transition Roadmap during 2011-2015 defined.

VII. Qualifications / Requirements

- University degree or higher in organisational development, law, economics, political science, public administration, environmental policy and management, social sciences, environmental studies, behaviour change or related subject;
- At least 15 years of accumulated professional experience related to organisational change management, strategy and policy development, programme/project coordination with government agencies and international organisations in one or more of the four MRC Member Countries;
- Knowledge of the Mekong River Commission is an asset;
- Knowledge of the social, economic, cultural and political structures of the Southeast Asian region is required;
- Good sense of initiative and sound judgement;
- Excellent interpersonal and cross-cultural communication skills;
- Attention to detail, and ability to deliver work of high standard within tight deadlines;
- Very good command of English, both written and spoken.
- Working knowledge of one more riparian language(s) is an advantage.

Signature block:

Chief ICCS

Consultant

Name:

Name:

Date

Date: