



## TERMS OF REFERENCE

<b>Project Title:</b>	<b>Project Coordinator</b>
<b>Project name:</b>	<b>Regional Development Project Management</b>
<b>Department/Team:</b>	<b>Trade and Investment Facilitation (TIF)/MKCF</b>
<b>Reports to:</b>	<b>TIF Program Director/ PRIME Project Manager</b>
<b>Location:</b>	<b>Khon Kaen, Thailand</b>
<b>Timeframe:</b>	<b>April 1 – December 31, 2025 with the possibility of an extension depending on the approval of the next phase of the project.</b>

**Mekong Institute** 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 Vietnam, 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, Trade and Investment Facilitation, and Sustainable Energy and Environment, 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.

### **Mekong Korea Cooperation Fund (MKCF)**

Following the launch of the Mekong- ROK partnership in 2011, the MKCF was established in 2013 to encourage and support cooperation in six priority areas outlined in the Han River Declaration of 2011. It was agreed among five Mekong countries (Cambodia, Lao PDR, Myanmar, Viet Nam and Thailand) and the ROK that the MKCF will be financed through an annual contribution from the ROK to MI which will be managed by MI in accordance with the Terms of Reference (TOR) adopted at the 3rd Mekong- ROK Foreign Ministers' Meeting in July 2013. Mekong Institute (MI) serves as the coordinator of the Mekong-Korea Cooperation Fund (MKCF) and the MKCF financed by MOFA ROK.

RoK provides financial contributions to the MI on a yearly basis, subject to the availability of resources and in accordance with its national laws and regulations, to support the implementation of cooperative activities such as projects initiated by the ROK and the Mekong countries. In this role, MI is responsible for collecting proposals for MKCF-funded projects from the Governments of the Mekong countries and the ROK, screening the proposals and circulating shortlisted proposals to the Senior Officials' Meetings (SOM) for review and approval, disbursing funds from the MKCF to the approved projects, monitor and review the implementation of the MKCF-funded projects and communicating the progress and results of the implementation of MKCF-funded projects with the Mekong countries and the ROK.

MI is looking for a project coordinator with strong project management background, proven knowledge in Project Monitoring and Evaluation, sound knowledge and experience in international development, regional cooperation, facilitation and capacity development to support the day-to-day activities of the project and work closely with the project management team at MI, effectively coordinate with project stakeholders under the direction of the Director of Trade and Investment Facilitation (TIF) Department and PRIME Project Manager.

### **Tasks and Responsibilities**

The project requires effective coordination and a result-based implementation approach to achieve its outcomes and objectives. To this end, the designated tasks and responsibilities of the project coordinator include, but are not limited to, the following:

- Coordinate and co-implement project activities with the project manager.
- Gather feedback and present insights from each activity to the MI and MKCF unit.
- Liaise with the MKCF unit to address any issues related to project implementation.
- Provide technical inputs to the project implementation, including inputs to studies, training programs, learning visits, priority areas, and more, as required.
- Support the project manager in budget management, preparation of project reports (quarterly, progress, annual, and completion reports), and any other reports as needed by the MKCF Director and project manager.
- In collaboration with MKCF Project Implementing Agencies (PIAs), the MKCF unit, and the MI communications unit, develop and oversee the creation of MKCF project communication content, ensuring consistent, targeted, and impactful messaging across all deliverables, including updates to the MKCF website, social media, announcements, news releases, and newsletters, while monitoring the MKCF projects' work plan, M&E metrics, and engagement with PIAs.
- Work closely with the M&E database developer to redesign, improve, and maintain the MKCF website and M&E database, while providing online training for PIAs to submit M&E data into the website and system.
- Coordinate with MKCF Project Implementing Agencies (PIAs) to update project progress and results at the output, outcome, activity, and impact levels using the designed M&E data collection tools and cloud-based system.

- Coordinate with relevant stakeholders to conduct field visits to project sites for data collection, showcasing best practices, stories of change, and the impacts of MKCF projects.
- Undertake other tasks as required by the MKCF unit and management.

### Key Deliverables

- Coordinated and delivered capacity-building programs on regional project management, including training on Regional Project Monitoring and Evaluation, structured learning visits, the MKCF web-based project management system, data input processes, retrieval, and report generation, and so on.
- Organized and conducted the Mekong-ROK Cooperation Forum and Roundtable Meetings with relevant partners, organizations, stakeholders, and PIAs.
- Enhanced the MKCF website, M&E data collection tools, M&E database system, and social media promotion plan.
- Designed and shared MKCF projects' updates on the website and social media channels, including reports, event announcement, stories of change, videos, photos, and more.
- Performed any other tasks related to the project and MKCF program as assigned by the TIF/MKCF Director.

### Qualification

- At least 5 years of experience in project management and coordination within international organizations.
- Master's degree in Project Management, International Development, Business Administration, Economics, International Relations, or a related field.
- Strong understanding of technical concepts related to project monitoring and evaluation, including logical frameworks, theory of change, results-based management, risk management, evidence-based advocacy, and research methodology.
- Proven experience in facilitating capacity development activities, such as training, workshops, and forums.
- Experience working with multiple project stakeholders.
- Expertise in communications, marketing, public relations, and related fields.
- Experience in communication roles, including developing content for project news, blogs, and digital content for websites.
- Basic understanding of financial and accounting procedures.
- Proven ability to communicate effectively in English, both written and spoken.
- Strong negotiation and interpersonal skills.
- Demonstrated ability to work well in a team and coordinate with others.
- Proficiency in all Microsoft Office, Canva etc. applications.
- Videography and photography skills are a plus.

## *Apply*

How to Apply If you possess the skills, expertise, and experience and passionate about promoting equitable and inclusive economic growth in the GMS, we invite you to submit your CV and cover letter to <https://forms.gle/eMbKk6SZodZRLp9H7> and with the position title "**Project Coordinator (PRIME Project)**" by March 30, 2025. Only shortlisted candidates will be contacted for an interview/written test. Any information please contact Ms.Phinyada Chanthao via email : [phinyada@mekonginstitute.org](mailto:phinyada@mekonginstitute.org) or phone number +66-4320-2411 ext. 6201