Term of Reference

Consultant of Revised Operations Manual

1. Background and profile:
   MI 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.

   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.

2. Outcomes/Expected result:
   ❖ The individual or consultancy firm will provide the comprehensive MI Revised Operations Manual. Particularly, this revised policy will reflect and implement according to a standard policy of Inter-government Organizations and international organizations based in Thailand and GMS Country.
   ❖ The individual or consultancy firm will send the draft revised operations manual to MI in week 3 of June 2022.
   ❖ MI Senior Management Team will provide the feedback to consultant in week 2 of July 2022 through Zoom and email.
   ❖ The individual or consultancy firm will send the final version of revised operations manual to MI on July 31, 2022.
   ❖ The timeframe can be flexible according the negotiation of both parties.

   The individual or consultancy firm will revise MI Operations Manual refer to the type of documents are in consist of:
   ❖ International Standard of human resource, administration, procurement, and financial management.
   ❖ Thailand Labour Protection
4. Timeframe
   - Maximum number of working days is 22 days.
   - The period of the revised operations manual process from May 16 to July 31, 2022, but this period can be negotiated when s/he will be offered the assignment.

5. Main prioritized tasks and Responsibilities
   The individual or consultancy firm will keen on and pay attention to the major areas in the following:

   ❖ PART ONE: MEKONG INSTITUTE ORGANIZATION
     - Alternative organization structures
     - The remaining items are in the Operations Manual

   ❖ PART TWO: HUMAN RESOURCES
     - Staff salary and benefits survey
     - Staff recruitment and selection (hiring the quality of staff)
     - Social Security in Thailand from the international staff
     - Staff categories
     - MI Employment Contract and Contract Term
     - Staff termination (based on Thai labour law and best practice)
     - Education allowance
     - Staff career progression
     - Conflict of interest
     - The remaining items are in the Operations Manual

   ❖ PART THREE: ADMINISTRATION
     - Fixed asset guideline
     - Authorization Limit/Signing Authority for Purchase Request
     - Procurement Thresholds
     - Special Service Agreement (SSA)
     - The remaining items are in the Operations Manual

   ❖ PART FOUR: FINANCE
     - Accounting Program Software
     - Multi-currencies
     - Chart of account and MI codes
     - Electronic Bank System
     - Vouchers’ Template
     - Financial risk framework
     - DSA rate in Thailand, Asia and outside Asia
     - Fraud and Corruption procedure
     - The remaining items are in the Operations Manual

   ❖ PART FIVE: INFORMATION TECHNOLOGY and COMMUNICATION
     - This is a new section to be integrated into the Operational Manual
6. Payment terms
The individual or consultancy firm will be paid and transferred to his or her bank account in two installments as below:
   ❖ 1st installment is 20% of the total amount after the contract is signed by both parties within 2 weeks.
   ❖ The rest amount will be paid and transferred after MI receive the final version of the Revised Operations Manual.

7. Assignment Prohibited and Termination
The consultant is prohibited to assign or sub-grant any part of the activities under the agreed assignment without prior written consent of MI. Where such prior written consent is given, it shall not relieve the Consultant of any of its responsibilities under this contractual agreement.

The consultant shall ensure that the writings, textual matter, drawings, photographs, pictures, maps, and diagrams, and all materials submitted to MI are either (i) original with the Consultant in all respects and do not infringe the copyright or intellectual property right of any third party; or (ii) should there be any part of the writings, textual matter, drawings, photographs, picture, maps, diagrams and material which are not of the consultant's original work, the consultant shall have obtained / cleared all copyright permissions. MI shall have the rights to terminate this contract in the case that the Consultant is unable to fulfill his / her obligations under the terms and conditions of this TOR; or the contractual agreement may be terminated by either MI or the consultant, whichever comes first.

8. Conflict Resolution
In the case where conflict arises between MI and the consultant, the MI Management shall discuss and resolve the conflict in an amicable manner.

9. Miscellaneous
MI shall not be responsible for any liability for any damages, losses, illness, injuries, and/or death, which may occur to or be caused by the consultant during the assignment.

10. Required qualifications, skills, and experience
   ❖ Master's degree in finance, management, and business administration.
   ❖ Have experience with large international and regional organizations at 10 years.
   ❖ Proven experience in one or more the following areas: organization assessment and developing the organization policy in the package of finance, HR, general administration, logistic and information technology, and communication.
   ❖ Understand the Thai laws such as Labour Protection and Taxation Law.
   ❖ Proven ability to communicate in English language in written and spoken, another GMS Country language is desired.

11. Deadline of Application
   ❖ The individual or consultancy firm shall send an expression of interest, provide a work plan, budget proposal, your CV, and cover letter to MI Office (email: rithy@mekonginstitute.org and kanrayanat@mekonginstitute.org). Your resume and cover letter will be received no later than April 21, 2022 at 5:00 pm.
   ❖ For more information, please contact Mr. Buth Rithy, Director of Finance and Operations through email rithy@mekonginstitute.org.