

DESCRIPTION OF ASSIGNMENT– Technical Liaison

This is an assignment exclusively for a Lao PDR national.

Introduction

The consultant (Technical Liaison assignment) is a project related junior/medior expert position based at the Department of Water Resources (DWR), MAE and IUCN Office in Lao PDR. The main task of the Technical Liaison is to support DWR officials and IUCN with overall administrative and technical management of the GEF International Waters (IW) “Fostering Water and Environmental Security in the Ma and Neun/Ca Transboundary River Basins and Related Coastal Areas, Viet Nam and Lao PDR”.

With respect to her/his tasks, the Technical Liaison will focus on the Lao PDR components of the project but is also well-informed on the overall project status and affairs in Viet Nam.

The Ma and Neun/Ca are two adjacent transboundary rivers with similar-sized basins with similar characteristics and water and environmental management challenges. Key challenges include hydropower reservoirs causing significant changes to flows in tributaries of both basins; deforestation and changes to forest cover impacting flows and sediment loads; agricultural expansion; increasing water withdrawals associated with demographic growth and rapid economic development affecting environmental flows; and emergency releases from dams during extreme water events contributing to flooding. Continuing development in the two basins, combined with climate change, is affecting the coastal areas due to the degradation of surface and shallow marine waters quality, increasing frequency and magnitude of floods and droughts, seawater intrusion in coastal aquifers caused by groundwater over-extraction and sea-level rise. The emerging situation is posing serious threats to water supply for the rapidly expanding coastal populations. and to coastal habitats, such as mangroves, wetlands, fish refugia, and livelihoods (e.g. fisheries).

The project objective is to enable Viet Nam and Lao PDR to address freshwater resource management and ecosystem health in the transboundary Ma and the Neun/Ca river basins and coastal zones by creating an enabling environment for transboundary cooperation and action. Further project details can be found in the relevant project documents.

The position is based in Vientiane, with a workplace at DWR, MAE and IUCN Lao Office. It is a part time position, **for 24 hours/week (3 working days per week)**.

The Technical Liaison will be engaged as a consultant for the period of one (1) year with no extension.

Technical Liaison Tasks

The main task of the Technical Liaison is to support DWR government officials and IUCN with overall administrative and technical management of the project.

The Technical Liaison expert specifically will:

- Under supervision of the DWR Project Director (or his/her stand-in), support the in-country implementation of project activities in close collaboration with the RPMU and NPMU and project team in Lao PDR.
- Provide secretariat support to the DWR in relation to project activities and requirements (technical, administrative).
- Support to the DWR focal point of contact for all communication between RPMU – IUCN and DWR. Ensure that information is accurately shared and understood by all parties involved.

- Work closely with DWR – MAE and Lao PDR National Coordinator at IUCN to ensure all project activities follow the laws and regulations of Lao PDR for such activities.
- In close cooperation with the Lao PDR National Coordinator manage the delivery and performance of consultancy sub-contracts in Lao PDR.
- Support translation of project documents from English into Lao or vice-versa per request and needs of DWR-MAE and the project team and ensure that translations are accurate and of high quality.
- Support the interaction of the project team with relevant project stakeholders, including central and provincial government departments, research institutes/organisations, local NGOs and civil society.
- Participation to field trips related to the project and In close cooperation with the National Coordinator organize meetings, workshops, field trips, etc.
- Prepare monthly reports for the project team at DWR and IUCN (submit to the CTA)
- The position is based in Vientiane with a workplace at DWR-MAE, but it is required to work at IUCN Lao PDR Country Office 1 day per week.
- Other duties requested by IUCN Lao PDR Country Office.

REQUIREMENTS

- Bachelor degree in a relevant field such as Hydrology/ Water Science and Management; Forestry Sciences; Environmental Sciences; Administration. A Postgraduate Degree would be advantageous.
- At least 5 years of relevant experience in managing transboundary water resource related projects, and will have strong knowledge, qualifications and experience in hydrology, IWRM, water-related hazard/risk reduction, as well as climate change adaptation and resilience.
- Working experiences for government in same position is considered as an advantage.
- Good interpersonal skills.
- Proven ability to effectively motivate and collaborate with colleagues and partners.
- Clear commitment to embracing and contributing to a culture of high performance and accountability.
- Demonstrated commitment to working within multicultural and multidisciplinary teams.
- Good in written and verbal English and Lao.
- Proficient in using computers and software applications such as Word, PowerPoint, Excel.

Deliverables – monthly reports

The Technical Liaison will prepare monthly reports with an overview of the tasks undertaken and completed for the project team at DWR and IUCN (submit to the CTA). These reports will be submitted in the first week of each following month.

Invoicing and payment

- Monthly payment will be done against the acceptance of the report, timesheet, and invoice.
- Accommodation and Daily Subsistence Allowance (DSA) will be provided by IUCN while working on the field sites.

Applications

Candidates interested in this position can send a CV with the names of two professional references and a personal introduction/motivation letter, all in English, to Dr. Nguyen DucTuan, Chief Technical Advisor for the project at tuan.nguyenduc@iucn.org and cc. to Mr. Xiong LEE, Lee.Xiong@iucn.org, IUCN Vientiane Office, no later than **28 June 2026**.

Selection of candidates

Suitable candidates will be selected on the basis of CV and professional references.