Consultancy Services – Technical Liaison Consultant

GEF IW Project: Fostering Water and Environmental Security in the Ma and Neun/Ca Transboundary River Basins in Viet Nam and Lao PDR, and Related Coastal Areas in Viet Nam

1. INVITATION TO SUBMIT PROPOSALS

The International Union for Conservation of Nature (IUCN), as the Lead Executing Agency of the Global Environment Facility (GEF) International Waters (IW) project, invites qualified individual consultants to submit proposals for the provision of Technical Liaison Consultant to support the implementation of project activities in Viet Nam.

The assignment will be based in Hanoi, Viet Nam with frequent travel to project sites within the Ma and Neun/Ca river basins.

2. BACKGROUND AND PROJECT CONTEXT

The GEF IW project, *Fostering Water and Environmental Security in the Ma and Neun/Ca Transboundary River Basins in Viet Nam and Lao PDR, and Related Coastal Areas in Viet Nam*, aims to enable Viet Nam and Lao PDR to address freshwater resource management and ecosystem health in the transboundary Ma and Neun/Ca river basins and associated coastal areas by creating an enabling environment for transboundary cooperation and action.

The two river basins face several common challenges, including changes in river flows associated with hydropower development, deforestation, agricultural expansion, increasing water demand, sedimentation, flooding and drought risks. Climate change and continuing economic development are also contributing to coastal environmental pressures, including seawater intrusion, degradation of aquatic ecosystems and threats to local livelihoods.

FAO is the GEF Implementing Agency, while IUCN is the Lead Executing Agency. In Viet Nam, IUCN supports the Department of Water Resources Management (DWRM), Ministry of Agriculture and Environment (MAE), in project implementation.

The project is implemented through a Regional Project Management Unit (RPMU) based in IUCN Hanoi and a Viet Nam National Project Management Unit (NPMU) in Ha noi, in close collaboration with the respective government partners in Viet Nam and Lao PDR.

The Technical Liaison Consultant will primarily support the Viet Nam component of the project while maintaining an understanding of overall project progress and activities in Lao PDR.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of this consultancy is to provide technical, administrative and coordination support to DWRM -MAE in Viet Nam to facilitate the effective implementation of project activities.

The Consultant will act as a key liaison between DWRM, IUCN's project management teams and relevant government and non-government stakeholders, ensuring effective communication, coordination and implementation in accordance with project requirements and applicable Viet Nam laws and regulations.

4. SCOPE OF WORK AND KEY RESPONSIBILITIES

The Consultant will work under the overall guidance of the Chief Technical Advisor (CTA), in close coordination with the DWRM Project Director, the Viet Nam National Coordinator and the project teams in both countries.

The key responsibilities include:

4.1 Project Coordination and Implementation

- Support DWRM in the implementation of project activities in Viet Nam, in close coordination with the RPMU, NPMU and relevant project partners.
- Facilitate coordination between DWRM-MAE and IUCN to ensure timely implementation of project activities.
- Support the implementation and monitoring of project activities in accordance with the approved work plan, project documents and applicable national regulations.
- Maintain regular communication and information exchange between DWRM and the IUCN project management teams.

4.2 Administrative and Technical Support

- Provide secretariat and administrative support to DWRM in relation to project implementation and technical requirements.
- Support DWRM in coordinating and following up on project activities, documentation and administrative requirements.
- Assist in ensuring that project activities comply with relevant laws, regulations, standards and procedures of Viet Nam.
- Organise and maintain project documentation and records to ensure that information is properly documented and accessible.

4.3 Consultancy Contract Coordination

- In close coordination with the Viet Nam National Coordinator, support the coordination and monitoring of consultancy assignments and subcontracted activities in Viet Nam.
- In close coordination with the Viet Nam National Coordinator to follow up on the delivery of consultancy outputs and timelines.
- Facilitate communication between consultants, DWRM and the project management team regarding assignment implementation and deliverables.

4.4 Joint Technical Committee (JTC) Support

- Provide secretariat support to the Viet Nam Joint Technical Committee (JTC).
- Facilitate the review of project technical outputs and support the Committee in assessing their compliance with relevant Viet Nam laws, standards and technical requirements.
- Support the organisation of JTC meetings and follow-up on agreed actions.

4.5 Stakeholder Engagement and Communication

- Support engagement and coordination with relevant central and provincial government agencies, research institutions, organisations, local NGOs and civil society stakeholders.
- Facilitate communication and information sharing among project stakeholders.
- Ensure that relevant project updates, decisions and changes are communicated to the appropriate parties.

4.6 Meetings, Workshops and Field Activities

- In coordination with the Viet Nam National Coordinator, organise and facilitate project meetings, workshops, training sessions and field visits in Viet Nam.
- Provide logistical and administrative support for project activities.
- Support coordination with relevant government counterparts and local stakeholders during field activities.

4.7 Translation and Reporting

- Provide translation support for project documents and communications between English and Vietnamese, as required.
- Ensure the accuracy and quality of translated materials.
- Prepare and submit monthly progress reports to the CTA, covering activities undertaken, progress achieved, issues encountered and proposed follow-up actions.

5. EXPECTED DELIVERABLES

The Consultant will be expected to provide the following deliverables:

No.	Deliverable	Frequency
1	Monthly progress reports outlining activities undertaken, progress achieved, challenges and follow-up actions	Monthly
2	Coordination and administrative support for project activities in Viet Nam	Throughout the assignment
3	Support for the organisation and documentation of project meetings, workshops and field activities	As required
4	Support for coordination and follow-up of consultancy assignments and technical outputs	As required
5	Translation of project documents and communications between English and Vietnamese	As required
6	Other assignment-related outputs agreed with the CTA and DWRM Project Director	As required

All deliverables will be subject to review and acceptance by IUCN through the CTA, in coordination with the relevant project counterparts.

6. DURATION AND LOCATION

- **Duration:** One (1) year, with the possibility of annual extension, subject to satisfactory performance, project requirements and available funding.
- **Duty station:** Hanoi, Viet Nam based at or in close coordination with the Department of Water Resources Management (DWRM), MAE.
- **Travel:** Frequent travel to project sites within the Ma and Neun/Ca river basins in Viet Nam will be required.

7. REPORTING AND COORDINATION ARRANGEMENTS

The Consultant will report directly to the Chief Technical Advisor (CTA) on all assignment-related matters.

The Consultant will work in close coordination with:

- The DWRM Project Director or designated representative.
- The Viet Nam National Coordinator.
- The RPMU and NPMU project teams.

The Consultant will maintain regular communication with the relevant project counterparts and ensure timely reporting on assignment progress.

8. QUALIFICATIONS AND EXPERIENCE

Interested applicants should demonstrate the following qualifications and experience:

8.1 Education

- A Bachelor's degree in a relevant field, such as Hydrology, Water Science and Management, Forestry Sciences, Environmental Sciences or other related disciplines.

8.2 Professional Experience

- At least five (5) years of relevant professional experience in managing or coordinating projects related to transboundary water resources.
- Strong knowledge and practical experience in hydrology, Integrated Water Resources Management (IWRM), water-related hazards and risk reduction, climate change adaptation and resilience.
- Previous experience working with government agencies, particularly in a similar coordination or technical support role, will be an advantage.
- Experience working with international development projects and multidisciplinary teams is desirable.

8.3 Technical and Language Skills

- Fluency in written and spoken Vietnamese and English.
- Good computer skills, including Microsoft Word, Excel, PowerPoint, Outlook and other relevant applications.
- Knowledge and experience in GIS applications will be an advantage.
- Strong coordination, communication and interpersonal skills.

8.4 Other Requirements

- Ability and willingness to undertake frequent field visits, including extended periods of field-based activities.
- Ability to work effectively with government agencies, international organisations and diverse stakeholders.
- Demonstrated ability to work independently and within multicultural and multidisciplinary teams.

9. CONTRACT ARRANGEMENTS AND PAYMENT TERMS

The selected Consultant will enter into a consultancy contract with IUCN for an initial period of one (1) year.

Payment will be made monthly upon submission and acceptance of the following documents:

- Monthly progress report, duly reviewed and accepted by the CTA.
- Completed timesheet.
- Valid invoice.

Accommodation costs and Daily Subsistence Allowance (DSA) for approved project-related field missions will be provided by IUCN in accordance with applicable IUCN policies and procedures.

The financial proposal should clearly indicate the proposed professional fee and any other relevant costs associated with the assignment.

10. PROPOSAL SUBMISSION REQUIREMENTS

Interested individual consultants or eligible consulting service providers are invited to submit the following documents:

A. Technical Proposal

The technical proposal should include:

1. Updated CV/profile of the proposed consultant, highlighting relevant qualifications and experience.
2. Brief description of relevant assignments and previous experience.
3. Understanding of the assignment and proposed approach to delivering the services.
4. Availability to undertake the assignment, including readiness for frequent field travel.

B. Financial Proposal

The financial proposal should include:

1. Proposed monthly professional fee and/or daily consultancy rate.
2. Estimated total professional fee for the initial one-year assignment.
3. Any other proposed costs, clearly itemised.

All financial information should be presented in [USD/other currency].

11. EVALUATION AND SELECTION

Proposals will be evaluated based on the following considerations:

- Relevant academic qualifications and professional experience.
- Experience in transboundary water resources management, hydrology, IWRM and related fields.
- Understanding of the assignment and quality of the proposed technical approach.
- Relevant experience working with government agencies and international development projects.
- Language proficiency and communication skills.
- Availability and proposed financial offer.

The evaluation will be conducted by IUCN in accordance with its applicable procurement procedures. IUCN reserves the right to request clarification or additional information from applicants where necessary.

The final selection will be based on the overall assessment of the technical and financial proposals.

12. SUBMISSION INSTRUCTIONS

Interested applicants are requested to submit their technical and financial proposals by:

Submission deadline:09 November 2026

Submission method: Email: tuan.nguyenduc@iucn.org, copied: nhung.phamhong@iucn.org
IUCN Procurement Portal

Reference: Consultancy – Technical Liaison Consultant , GEF IW Ca-Ma Project, Viet Nam.

Incomplete submissions or proposals received after the deadline may not be considered.

Only shortlisted applicants will be contacted.

IUCN reserves the right to accept or reject any proposal, cancel or amend the solicitation process, and not necessarily select the lowest-priced proposal, in accordance with its applicable procurement rules and procedures.

For further information regarding this call for proposals, please contact: tuan.nguyenduc@iucn.org