



## **Term of Reference (TOR)**

### **Project Manager**

#### **Mekong Sustainable Supply Chains Transformation and Advancement (Mekong Sustain)**

Department/Unit	Trade and Investment Facilitation Department (TIF)
Title	Project Manager (ESG) Mekong Sustain Project
Report to	Director of TIF Department/ Team Leader
Timeframe	Project-based appointment (Present - August 2026)
Duty Station	Mekong Institute, Khon Kaen, Thailand

#### **About Mekong Institute**

Mekong Institute (MI) is an intergovernmental organization that contributes to regional cooperation and integration through capacity development, dialogue, and advocacy for sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion (GMS).

Founded and represented by the Mekong countries (Cambodia, P. R. China, Lao PDR, Myanmar, Thailand, and Vietnam), MI aligns its strategies 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 (ADC), Trade and Investment Facilitation (TIF), and Sustainable Energy and Environment (SEE) while addressing issues of social inclusion and vulnerability, digital economy and innovation, and labor mobility. This comprehensive approach cements holistic and sustainable developmental impacts in the subregion and beyond.

#### **Mekong Sustainable Supply Chains Transformation and Advancement (Mekong Sustain) Project**

Mekong Institute is implementing a project on Mekong Sustainable Supply Chains Transformation and Advancement subject to final approval by the donor. The project aims to support Companies suppliers/component manufactures to improve their ESG performance through an interplay of Leading companies, SME suppliers, /assemblers, Technology providers and Financing companies. Leading manufacturers guide SMEs in ESG adoption through technology and financing options, while Companies suppliers and assemblers identify improvement areas on ESG standards to comply requirements of lead companies

through adoption of ESG solutions accessing affordable technologies and financing options. This is aimed to enable companies' suppliers/component suppliers to enter the global supply chain while reducing carbon footprint. The Companies will also be provided with financing access to technology and credit through different forms of credit, leasing, to cover the cost of technological solutions. ESG regional policy adaptation will be channeled through AMEICC Working Group on the West-East Corridor Development platform/Mekong-Japan Cooperation framework. The duration of the project is 2 years for implementation in five Mekong countries namely Cambodia, Lao PDR, Myanmar, Thailand and Vietnam.

Under this project, a series of activities will be implemented by MI and its project partners during the project period of two years relating to:

- (i) Conduct preparatory research on global and regional trends on ESG as input to training curriculum development,
- (ii) Training to selected Companies in CLMTV and facilitate matching with solution providers and financial institutions to monitor the progress of decarbonization plans for the Companies
- (iii) Conduct one-on-one consultancy arrangement, monitoring and evaluation of decarbonization plan of the Companies. The evaluation result will be reported to the West-East Corridor Development Working Group (WEC-WG) with policy recommendations toward Mekong countries to accelerate Companies' action toward decarbonization through regulations and supports.

The project target group include 150 Companies/suppliers representing three sectors on i. automobiles, ii. textiles and iii. agriculture and food industry from Cambodia, Lao PDR, Myanmar, Thailand and Vietnam.

## **Project Manager of the Mekong Sustain Project**

The Project Manager will take responsibility to lead the project to implement the project activities while working closely with the project /partners under the direction of Project Team Leader/Director, Trade and Investment Facilitation Department (TIF). The project Manager will take the lead in implementing key task under the project:

### **A. Key Tasks**

#### **Module 1: Preparatory Study**

##### **Deliverables:**

- Conduct an ESG landscape study in Mekong countries.
- Analyse global environmental regulations, local company motivations for decarbonization, and training capacities of local institutions.
- Create a directory of solution providers and financial institutions.
- Inform the development of an ESG training curriculum.

#### **Module 2: Training Curriculum Development and TOT**

##### **Deliverables:**

- Develop a comprehensive training curriculum.

- Coordinate logistics for training and Training of Trainers (TOT) sessions.
- Support training delivery and gather feedback for improvements.

### Module 3: Companies Selection and IT System Development

#### Deliverables:

- Manage the open call process for company applications and assist with registration on the IT platform.
- Collaborate with developers on a cloud-based platform and ESG adoption software.
- Ensure effective tracking of decarbonization progress and compliance with project requirements.

### Module 4: Training Execution and Matchmaking

#### Deliverables:

- Facilitate capacity-building programs and consultancy arrangements.
- Monitor SME decarbonization plans and training delivery.
- Support matchmaking between companies, technology providers, and financiers.

### Module 5: Monitoring, Evaluation, and Reporting

#### Deliverables:

- Develop monitoring and evaluation tools and frameworks.
- Prepare various project reports and policy recommendations.
- Ensure compliance with donor requirements and manage communication strategies.

## **B. Responsibilities and Tasks**

### *Provide Technical Guidance*

- Review and synthesize findings from reports on the global and regional ESG landscape and the baseline survey focusing on companies' baseline data, motivations and challenges related to decarbonization.
- Coordinate baseline studies to measure ESG performance among companies in the region.
- Ensure that all findings from the study are documented and presented in a clear, actionable format.
- Collaborate with curriculum developers to ensure that study results provide a solid foundation for the development of the ESG training curriculum.
- Assist in the review and development of the comprehensive training curriculum, ensuring it meets the needs of the target audience and encompasses essential ESG topics.
- Collaborate with subject matter experts to ensure the curriculum is relevant, up-to-date, and aligned with best practices.
- Coordinate the open call process for companies to apply for participation in the project, ensuring transparency and accessibility.
- Develop and disseminate application materials and guidelines to potential applicants.
- Support the registration process for selected companies on the IT platform, ensuring all necessary information is accurately collected and entered.
- Assist in screening company applications based on the adopted criteria, collaborating with the selection committee to ensure a fair evaluation process.

- Coordinate with the programmer and review inputs for the IT system's menu and functions, focusing on the development of the cloud-based platform and ESG adoption software.
- Provide input forms for companies/ suppliers' data to ensure comprehensive information collection.
- Work closely with IT system developers and ESG indicator consultants to define and incorporate Decarbonization Area Indicators into the IT system.
- Collaborate on the development of the IT platform to effectively track companies' decarbonization progress.

#### *Project Planning and Coordination*

- Develop a comprehensive project plan outlining objectives, timelines, key activities, and milestones for the 2-year project duration.
- Coordinate with all stakeholders, including leading companies, companies/ suppliers, technology providers, and financing companies, to ensure alignment and collaboration throughout the project.
- Prepare and facilitate regular project meetings to discuss progress, challenges, and updates among project partners and stakeholders.
- Utilize project management methodologies to plan, execute, and monitor project timelines and budgets.
- Ensure deliverables meet quality standards and are completed on schedule.

#### *Facilitate Coordination with Target Companies and Project Partners:*

- Effectively manage the open call process for company applications and develop an IT platform that enables the tracking of decarbonization efforts while ensuring compliance with project requirements.
- Build and maintain relationships with government agencies, Target companies and private sector stakeholders.
- Facilitate stakeholder meetings, training sessions, and collaborative events as per the project requirements.

#### *Design and Implement Monitoring & Evaluation (M&E) Framework:*

- Facilitate the selection of companies and coordinate with IT system developers to support ESG adoption and tracks decarbonization progress.
- Create a robust M&E plan to track project impacts on GHG emissions and sustainability goals.
- Collect and analyse data to assess project effectiveness and inform future decision-making.

#### *Prepare Reporting for Stakeholders:*

- Generate regular progress reports detailing project achievements, challenges, and lessons learned in relation to sustainability and decarbonization efforts.

- Communicate project outcomes and recommendations to stakeholders effectively.

*Lead Cross-Functional Teams:*

- Mentor and guide project team members to align with sustainability objectives.
- Foster collaboration and innovation within the team to achieve project goals.

*Stay Updated on Sustainability Trends:*

- Monitor changes in environmental regulations and sustainability practices in the Mekong/ASEAN region.
- Adapt project strategies to incorporate emerging trends and best practices in sustainability.

**C. Required qualifications, skills, and experience**

- PhD or master's degree in Environmental Science, Environmental Engineering, Sustainable development or related field.
- Strong knowledge of sustainability principles, ESG frameworks, and relevant regulations.
- Proficiency in conducting ESG assessments, analysing data, and identifying material issues.
- Proficient in project management, data analysis, and utilizing ESG-related software tools.
- Experience of working in Mekong/ASEAN countries is desirable.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Good command of spoken and written English.

**D. Remuneration**

- The remuneration package comprised a total of USD 48,000 per annum, covering salary and benefits.
- Other entitlements and benefits such as health and accident insurances, relocation allowance etc. as per policies and procedures for project staff.
- This is a project-based appointment and is co-terminus with the project and/or performance of staff.

**E. How to Apply**

We are reviewing applications on an ongoing basis, so please submit your application as soon as possible to <https://forms.gle/eMbKk6SZodZRLp9H7> and with the position title "**Project Manager (ESG) Mekong Sustain Project**". Applications should be written in English with cover letter highlighting relevant qualifications and experience and curriculum vitae. Only shortlisted candidates will be contacted for an interview/written test.