

TERMS OF REFERENCE

Position Title: Project Facilitator (Business Consultant)

Job Level: M6

Reporting to: Program Coordinator

Supervise: Assigned field personnel

The Mekong Institute is implementing a multi-year project on Market Development for the Poor (M4P) on East-West Economic Corridor – encompassing Vietnam, Laos, Thailand, and Myanmar. Each Business Consultant will be working with and provide business advices to local partners at the assigned project site.

Key Tasks:

- Work with local partners and collaborating agencies in designing and implementing business innovation and creative intervention to make market system work for the poor.
- Facilitate and provide administrative support to MI mission in the field, including associate researchers and collaborating partners.
- Establish and maintain good relationship with concerned government officials and local partners.
- With technical assistance of subject matter experts, make continuous improvement of assigned business portfolio.
- Design and coordinate program delivery specifications to ensure that high quality training contents and methodologies are delivered together with qualified resource persons (session planning, resource persons, field visits sites, facilitators, on-line training packages, etc.)
- In coordination with M&E officer, design evaluation form, survey questionnaire and administer monitoring and evaluation activities in the field.
- In coordination with Information and Knowledge Management Program, setting up and maintain on-line communication and remote station internet access and record system.
- Make project completion report, evaluation report and post training follow up activities in accordance with MI standard and/or as required by development partners.
- Other related tasks as assigned by the Project Coordinator or Project Manager

Qualifications:

1. Must be nationals of one of the GMS countries (Cambodia, China, Lao PDR, Myanmar, Thailand, and Vietnam)
2. Bachelor Degree in Economic, Finance or Business Administration
3. Fluency in English
4. Can work in MI field offices and travel along different GMS Economic Corridors