



Mekong River Commission

For Sustainable Development

TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	International Consultant for Formulating and Training on Sustainable Transport
Consultancy Type:	Special Service Agreement - home-based, daily rate: one-time assignment, 1 TOR, number of consultancy days within 9 calendar months
Division:	Planning Division
Duration:	20 working days from May to December 31, 2024
Duty Station:	Home-based and regional meeting places
Reporting to:	PD Director
Expected Deliverables:	Please refer to Section 5

2. INTRODUCTION AND BACKGROUND

MRC's overall objectives are to promote freedom of navigation, to increase the international trade opportunities for the MRC member countries' mutual benefit, and to assist in coordination and cooperation in developing effective and safe waterborne transport sustainably and protectively for the waterway environment. Task 1.1.1.5.2 (Develop environmental assessment guidelines for Inland Water Transport on the Mekong River to support the implementation of Regional Action Plan for Sustainable Transport of Dangerous Goods: Training) and 3.2.3.1.6 (Establish a framework for reporting IW accidents: Assessment of existing practices and preparation of reporting and investigation) were proposed for 2024's Multi-year Working Plan (MWP) to assist the member countries in making inland waterways transportation along the Mekong River more sustainable. The task will be formulating a safety handbook for ship crews and port operators. It will increase risk awareness among the crewmembers and port workers of the impacts of dangerous goods on humans, instruct them to avoid accidents, and protect themselves and the environment. It will also provide instructions on using protective gear, emergency procedures, and accident reporting frameworks to deal with accidents.

Formulation of a general and specialized safety handbook for inland waterway transportation of dangerous goods in the Mekong River Basin

A framework on waterway accident reporting and investigation in the Mekong River basin was drafted and discussed with the four MRC Member Countries delegations in 2023. A safety handbook should be formulated for ship crews and port operators, focusing on guidelines for accident investigation in subsequent actions.

The handbooks or leaflets using simple, local language along with explicit drawings and pictures have the potential to save lives and prevent injuries. Based on the current work in risk analysis and from guides and manuals, MRC could prepare such handbooks. The handbooks should increase risk awareness by showing examples of serious accidents, such as "Instructions and cautions regarding handling Dangerous Goods," and informing crew members and port workers about the human impacts of dealing with hazardous materials.

Furthermore, the safety handbooks should provide instructions on using protective gear and following emergency procedures. The specific objective is to enhance safety on board vessels by informing the ship's crew about potential dangers and risks, instructing them to avoid accidents, and protecting themselves and the environment. The handbooks should also include procedures to deal with accidents, such as a framework for reporting inland waterway accidents based on existing practices.

Recommendations on common regulations for Crew certification and training

Planning and implementing IWT education and training actions are essential to the MRC's navigation action plans. The specific objective of the Action Plans is to assist the Member Countries in strengthening their relevant capacity-building efforts, particularly concerning crew certification and dangerous goods handling.

The actions outlined in the Master Plan Action SCB1 include:

- A regional Training of Trainers program on "Crew Certification Standard Training Programs."
- A regional Training of Trainers program on "Dangerous Goods Vessel Crew Standard Training Programs."

Moreover, implementing the Regional Action Plan for Sustainable Transport of Dangerous Goods along the Mekong River requires qualified personnel to ensure the safe transport of dangerous goods and cargo (Master Plan Action SFL4 Project 3).

The specific objective relating to Action SFL4 Project 3 is to ensure that vessels transporting dangerous goods are operated safely and manned with adequately trained crew members to prevent accidents or pollution resulting from the handling and transportation of dangerous goods and cargo.

Overview of inspection of ships and Issuance of ship sanitation certificates

The implementation of the Regional Action Plan for Sustainable Transport of Dangerous Goods along the Mekong River requires qualified personnel to ensure sustainable waterway transportation. Therefore, sharing knowledge on preparing and performing ship inspections, as well as issuing certificates for port officers, regulators, ship operators, and other competent authorities onboard ships, is essential. This follow-up action should include guidance for preparing and performing ship inspections and issuing ship sanitation certificates through regional training courses. The specific objective is to ensure that vessels are operated safely

and manned with a sufficient number of qualified crew members to prevent accidents or pollution along the Mekong River.

Recommendations and discussion on regional (bilateral) cooperation on Cross-border waste management

A manual on vessel and port waste management was prepared and discussed with delegations of the four MRC Member Countries in 2023 (Master Plan Action SPD3 Project 4). In this follow-up action, issues of regional interest and concern should be identified for discussion and recommendations made for Member States to implement (e.g., cost recovery principle, waste registration procedures, and forms, port waste management plans and requirements, inspection procedures, roles and responsibilities, and waste characterization).

This action aims to introduce cross-border measures to incentivize vessel waste delivery through implementing economic incentives, harmonized uniform measures, and strengthening cross-border inspection and communication.

3. OBJECTIVES OF THE CONSULTANCY

The objectives of this consultancy are:

- to provide training materials on ship inspection and issuance of ship sanitation certificates;
- to discuss findings with line agencies and regional and national consultants;
- to create specific safety handbooks;
- to draft recommendations for regional (bilateral) cooperation on cross-border waste management;
- to prepare recommendations on common regulations for crew certification and training.

These objectives aim to significantly facilitate international and cross-border waterborne transportation of cargo and passengers, increase the competitiveness of the MRC Member Countries' economies, and improve the safety and sustainability of navigation and port operations.

4. EXPECTED RESULTS

- Training materials on inspection of ships and issuance of ship sanitation certificates;
- Recommendations on standards for Crew certification and training in actual situations;
- Recommendations and discussion for regional (bilateral) cooperation on Cross-border waste management;
- Recommendations on common regulations for Crew certification and training;
- Formulation of specific safety book(s).

5. DELIVERABLES AND CONCRETE TIMELINES

Deliverables and Expected Quality	Number of Days	Deadline
Training materials on inspection of ships and issuance of ship sanitation certificates	2	May 2024
Determinations of safety hazards for ship crew/port staff	3	May 2024

Recommendations on standards for Crew certification and training in actual situations	4	July 2024
Recommendations and discussion for regional (bilateral) cooperation on Cross-border waste management	3	August 2024
Recommendations on common regulations for Crew certification and training	4	October 2024
Findings discussion with line agencies and formulation of specific safety book(s)	4	November 2024
Total Number of Days/Hours	20	

6. REQUIRED TASKS AND RESPONSIBILITIES

- Provide:
 - o a safety handbook with a framework for navigation accident reporting;
 - o recommendations on standards for crew certification and training;
 - o training materials on ship inspection and issuance of ship sanitation certificates;
 - o guidelines on regional cooperation for port and vessel waste management.
- Findings discussion with line agencies, and regional and national consultants.
- Attend consultation meetings.

7. PAYMENT MODALITY

- A first payment (20% of total contract value) will be paid after signing the contract.
- The second payment will be paid after the deliverables outlined in section 5. The final payment will be made based on the presentation of the deliverables outlined in section 5, including all reports, a short progress report, and a timesheet. All deliverables must be satisfactorily accepted by the MRCS Planning Division.
- The Consultant will invoice for completed deliverables outlined in Section 5.

Note: The consultancy rate is defined by the MRCS consultancy rate policy and the level of consultancy. MRC is a tax-exempted agency for the work done for the MRC. In case a mission is required, the consultant will be covered with a return ticket to and from the assigned duty stations with a daily related subsistence allowance of 75% of the UN for the mission days.

8. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights - IPR: Information, data, database, knowledge resources in briefings, reports, proceedings, articles, essays, etc., issued by and for the MRCS will be the MRCS property.

Any utility, announcement, and disclosure without MRCS's highest authority permission is considered illegal and will be charged by relevant local and international legal procedures.

9. DECLARATION OF NON-FRAUDULENCE AND PROTECTION OF PERSONAL DATA

The Subscriber shall adhere to the MRC's relevant rules and regulations of the MRC on personal data protection, business exclusion, fraud prevention, and anti-corruption principles and shall be under strict disciplinary measures should any violation occur.

10. WORKING ARRANGEMENT

Communication Line

The Consultant will work under the supervision of the Director of the MRCS Planning Division; the consultant will work with relevant staff of the MRCS, including the Navigation Specialist. Furthermore, he/she will collaborate closely with the National Mekong Committee Secretariats and the National Navigation Experts.

11. QUALIFICATIONS AND REQUIREMENTS (select or add as appropriate)

- Master's degree in waterborne transport management
- High-level knowledge and experience in transport planning and operating (15 years)
- Good knowledge of Inland waterway transport on the Mekong River.
- Demonstrated ability to write technical reports readily understood by decision-makers and the public.
- Experience with MRC, Mekong work, and regional networks is an important advantage.
- Fluency in spoken and written English.
- Excellent writing, presentation, and reporting skills.

12. SIGNATURE BLOCK

MRCS:
Full Name: Mr. Theerawat Samphawamana
Title: Director of Planning Division

Consultant:
Incumbent's Full Name:

Signature: _____
Date: _____

Incumbent's Signature: _____
Date: _____
