

Terms of Reference (TOR)

Project Officer, Mekong–Republic of Korea Cooperation Fund (MKCF)

Position title	Project Officer (MKCF)
Division / Unit	Mekong–Republic of Korea Cooperation Fund (MKCF) Unit
Reports to	MKCF Director
Contract type	Special Service Agreement (SSA)
Duty station	Mekong Institute Project Office, Bangkok, Thailand
Duration	One year, with the possibility of extension subject to satisfactory performance and availability of funds
Application deadline	21 October 2026

1. About Mekong Institute

Mekong Institute (MI) is an intergovernmental organization (IGO) that contributes to regional cooperation and integration through capacity development, dialogue, and advocacy for sustainable development in the Greater Mekong Subregion (GMS). MI is founded and represented by Cambodia, China, Lao PDR, Myanmar, Thailand, and Viet Nam, and its strategies are aligned with the GMS Economic Cooperation Program Strategic Framework 2030, the ASEAN Economic Community, and the 2030 Agenda for Sustainable Development.

MI implements projects and activities across three thematic areas: Agricultural Development and Commercialization; Trade and Investment Facilitation; and Sustainable Energy and Environment. Its work also addresses social inclusion and vulnerability, digital economy and innovation, and labor mobility to achieve holistic and sustainable development impacts in the subregion and beyond.

As one of the longest-running IGOs in the GMS, MI focuses on human resource and capacity development to strengthen regional cooperation and integration. It works closely with GMS governments, development partners, the private sector, non-governmental organizations, and research institutions to transfer knowledge, conduct research, and promote policy dialogue. For more information, please visit www.mekonginstitute.org.

2. About the Mekong–Republic of Korea Cooperation Fund

Following the launch of the Mekong–Republic of Korea (ROK) partnership in 2011, the Mekong–Republic of Korea Cooperation Fund (MKCF) was established in 2013 to support cooperation in the six priority areas set out in the Han River Declaration of 2011. The five Mekong countries (Cambodia, Lao PDR, Myanmar, Thailand, and Viet Nam) and the ROK agreed that the MKCF would be financed through an annual contribution from the Ministry of Foreign Affairs of the ROK (MOFA ROK) to MI.

MI serves as the coordinator of the MKCF and manages the fund in accordance with the Terms of Reference adopted at the 3rd Mekong–ROK Foreign Ministers’ Meeting in July 2013. The annual contributions are subject to resource availability and to the ROK’s national laws and regulations, and support cooperation projects initiated by both the ROK and the Mekong countries.

In this role, MI invites project proposals from government agencies and other organizations of the Mekong countries and the ROK, screens them, and submits shortlisted proposals to the Senior Officials’ Meeting (SOM) for

review and approval. MI then disburses funds to approved projects, monitors their implementation, and reports progress and results to the Mekong countries and the ROK. For more information, please visit www.mekongrok.org.

3. Purpose of the Position

MI is seeking a qualified and experienced Project Officer to support the MKCF Director and Project Manager in managing the MKCF portfolio. The Project Officer will support the full project cycle, from the call for Expressions of Interest (EOI) and proposal assessment to monitoring visits, progress reporting, and the implementation of the MKCF Monitoring and Evaluation (M&E) framework and work plan. The position will also serve as a key point of contact for Partner Implementing Agencies (PIAs) and contribute to the communication and visibility of MKCF results.

4. Duties and Responsibilities

4.1 Project Management Support

- Compile EOI applications and full proposals submitted by stakeholders, and coordinate with the technical teams to consolidate assessment results for submission to the MKCF Director.
- Maintain a database of proposal documents and assessment results for easy retrieval and analysis.
- Maintain up-to-date records of PIA activity plans and monitor progress against these plans, including through monitoring visits.
- Review mid-term and final project reports for consistency with approved work plans and budgets, and provide relevant inputs to the project team.
- Provide logistical and administrative support for the effective implementation of MKCF-funded projects.

4.2 Monitoring and Evaluation

- Collect, compile, and synthesize M&E data from PIAs on project activities, outcomes, and impact, in line with the agreed indicators.
- Develop, deploy, and improve M&E data collection tools in collaboration with PIAs to ensure accurate data.
- Enter and manage data in the MKCF M&E Cloud system so that it accurately reflects project activities and outcomes, and flag issues or achievements in a timely manner.
- Conduct regular training for PIAs on the effective use of the MKCF M&E Cloud system.
- Work closely with the PRIME 2.0 project team to align M&E frameworks and methodologies, share good practices, and incorporate lessons learned into MKCF programming and reporting.

4.3 Reporting, Communication, and Outreach

- Gather inputs for progress reports and other documentation, integrating qualitative and quantitative indicators to demonstrate project results.
- Develop case studies, outcome stories, and knowledge products that highlight results, good practices, and lessons learned from MKCF projects.
- Draft and compile publicity materials, such as newsletters, brochures, and presentations, for different audiences.
- In collaboration with MI's communications team, prepare content for the MKCF website and social media platforms to share project updates and results.
- Design and implement targeted outreach to government agencies, non-governmental organizations, and community organizations to raise awareness of MKCF initiatives and encourage collaboration.
- Monitor social media engagement and recommend improvements based on the data.

5. Duration and Duty Station

The Project Officer will be engaged for an initial period of one year, with the possibility of extension subject to satisfactory performance and availability of funds. The position is full-time during MI office hours and is based at

the MI Project Office in Bangkok, Thailand, with travel to the Mekong countries as required. The position is funded through the ROK's annual contribution to the MKCF and is coterminous with that funding.

6. Qualifications, Skills, and Experience

- Master's degree in a relevant field, with at least two years of professional experience in project management.
- Proven experience in project management, particularly in M&E.
- Strong analytical skills and proficiency in data analysis software (e.g., SPSS, Stata, or equivalent).
- Knowledge of, or familiarity with, the Mekong/ASEAN region, and willingness to travel to project sites in the region.
- Ability to work collaboratively within a team and with diverse stakeholders.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Publisher).
- Excellent written and spoken English and strong communication skills.

Korean nationals with relevant experience in ASEAN/Mekong countries are encouraged to apply.

7. Remuneration and Benefits

The monthly salary for this position is up to USD 2,500, plus a housing allowance of 15% of the base salary. Other entitlements and benefits, including health and accident insurance and relocation allowance, will be provided in accordance with MI's policies and procedures for project staff.

8. How to Apply

If you have the skills and experience to thrive in this role and are passionate about promoting equitable and inclusive economic growth in the Mekong region, please submit your application through the online form below by **21 October 2026**: <https://forms.cloud.microsoft/r/MFwBQJEZWE>

In the form, please select the position "**Project Officer – MKCF**" and upload your CV with a recent photo and a cover letter. Only shortlisted candidates who meet the above qualifications will be contacted for a written test and/or interview.