### [Full proposal package] Project proposal

**(1) Summary page**

|  |  |
| --- | --- |
| **C:\Users\Administrator\Desktop\New_MKCF LOGO.png** | |
| **Project Classification (check all that applies)** | |
| □ Infrastructure  □ Information Communication Technology (ICT)  □ Green Growth  □ Water Resource Development  □ Agriculture and Rural Development  □ Human Resource Development  The objective of the project is creating opportunity for Water User Organizations (WUOs) participation in water management and agriculture extension; and recommending suitable modalities of the WUOs in the Mekong Delta to the government. Thus, the project classification could be in **Agriculture and Rural Development** Sector (support to develop better irrigation schemes to get a regional agricultural value chain). However, the project may linkages and support/meet other sectors as (i) Infrastructure (irrigation schemes); (ii) Information Communication Technology (automatically irrigation system control; (iii) Green Growth (irrigation schemes deliver the clean and safety water resources; (iv) Water Resources Development (consider the linkage irrigation schemes between Viet Nam and Cambodia in the regional water resources context); (v) Through this project, implementing project organizations and local authorities as well as the local people will get better awareness, experiences; heighten education and skill… in another word, human resources will be developed. | |
| **Project Title** | |
| **“Strengthen the Water User Organizations (WUOs) for Irrigated Agriculture Development in the Mekong Delta”** | |
| **Brief Description of the Project** | |
| The project aims to provide technical support as well as capacity building to strengthen the water user organizations for irrigated agriculture development in the Mekong Delta. It will also encourage the exchange of information, knowledge and experiences between relevant National Line Agencies (LAs) of Cambodia, Viet Nam mainly and the other regional organizations including the Mekong River Commission (MRC) Secretariat; enhance skills and strengthen capacities of staffs of relevant LAs in those Countries. | |
| **Country / Region** | |
| * Viet Nam and Cambodia | |
| **Estimated Budget** | |
| 250,000 USD | |
| **Proponent** | |
| Name | Viet Nam National Mekong Committee |
| Address | No. 23 Hang Tre – Hoan Kiem District – Ha Noi – Viet Nam. |
| **Date of Submission** | 02/07/2019 |

**(2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **C:\Users\Administrator\Desktop\New_MKCF LOGO.png** | Mekong-ROK Cooperation Fund (MKCF)  Project Proposal | | | | | |
| **Brief Project Information** | | | | | | |
| 1.1. Project Title | | Strengthen the Water User Organizations (WUOs) for Irrigated Agriculture Development in the Mekong delta | | | | |
| 1.2. Country (ies) / Region | | Viet Nam and Cambodia | | | | |
| 1.3. Date of Submission | | July 9, 2019 | | | | |
| 1.4. Proponent Contact Details | | | | | | |
| Contact person, position  Organization  Email address  Telephone number  Mailing address | | - Mr. Nguyen Dinh Dat  - Viet Nam National Mekong Committee  - dinhdat143@gmail.com  - Handphone +84-0936599669; Office +84 24 38255596  - Viet Nam National Mekong Committee, 23 Hang Tre – Hoan Kiem District – Ha Noi – Viet Nam. | | | | |
| 1.5. Project Area (check all that applies) | | | | | | |
| □ Infrastructure  □ Information Communication Technology (ICT)  □ Green Growth  □ Water Resource Development  □ Agriculture and Rural Development  □ Human Resource Development  The objective of the project is creating opportunity for WUOs participation in water management and agriculture extension; and recommending suitable modalities of the WUOs in the Mekong Delta to the government. Thus, the project classification could be addressed in **Agriculture and Rural Development** Sector (support to develop better irrigation schemes to get a regional agricultural value chain). However, the project may linkages and support/meet other sectors as (i) Infrastructure (irrigation schemes condition); (ii) Information Communication Technology (automatically irrigation system control opportunity; (iii) Green Growth (keep irrigation schemes deliver the clean and safety water resources; (iv) Water Resources Development (consider the linkage irrigation schemes between Viet Nam and Cambodia in the regional water resources context); (v) Through this project, implementing project organizations and local authorities as well as the local people will get better awareness, experiences; heighten education and skill… in another word, human resources will be developed. | | | | | | |
| **Project Milestone** | | | | | | |
| Estimated implementation start date  Estimated implementation end date  Project lifespan | | | 01/01/2020  31/12/2021  \_\_\_02\_\_\_ years \_\_\_\_\_\_ months | | | |
| **Description of Financial Elements** | | | | | | |
| *Estimated cost* | | 250,000 USD | | | | |
| **Background / Justification** | | | | | | |
| The scope of project is the Mekong Delta that includes Cambodia flood plain and the Viet Nam Mekong Delta. The top of the Mekong Delta is defined near Phnom Penh where the largest distributary river channel, the Bassac River, splits from the mainstream. South of Phnom Penh, the delta rapidly expands to form a wedge-shaped delta plain that covers an area of 62,520 km2 (Nguyen et al.2000). The modern delta has two major distributary channels, the Mekong and Bassac Rivers, which split into a number of smaller channels to form the Nine Dragons, as the mouths of the Mekong are collectively known.  Irrigation has played a significant role in increasing agricultural yields and production to serve food security and export policies in the Mekong Delta. It is also expected to decrease crop damage from water shortages and salinity intrusion in the dry season and expansion of cropping areas or flooding in the wet season for adaptation to the impacts of climate change. While the proportion of arable land that is irrigated is quite small, its productivity is much higher than from rain-fed cultivated areas.  In Cambodia, the irrigated area supports to agriculture are still limited, the major water resources for cropping systems are mainly from natural resources such as the Mekong river, Tonle Sap lake and river, and its tributaries. The irrigation headworks include various types, such as regulator, pump station, reservoir, and flood prevention devices. The existing irrigation areas serving for both wet and dry seasons.  In the Viet Nam Mekong Delta (VMD), irrigation canal systems have been developed for over a century with the initial objective to develop water transportation. Recently, irrigation with small pumps are not very effective both in rice and orchard cultivation areas. In flooded areas of the VMD (1.9 million ha), a small dike system of about 1,000–2,000 ha controls flooding in the agricultural lands. Few sluices under dikes were constructed due to the limited capital investment. The temporary earth dams were constructed instead for flood control; however, the dams are always broken and need maintenance every year. In the approximately 2 million ha of coastal areas affected by salinity, the embankment and culverts to control saline water intrusion to protect agriculture production have been developed. The irrigation system is a complex set of dense river system, linked together, for water supply for irrigated areas and flood control. The irrigation system in the VMD is divided into 4 regions, 22 sub-regions and 120 irrigation zones based on the natural characteristics, orientation of socio-economic development, and land-use planning and management strategy.  Because of limited funds, Viet Nam and Cambodia do not have the financial means to build irrigation works like those in the Netherlands and South Korea. So, the weakness of the delta’s irrigation systems has limited the control of floods and saline intrusion in recent years in general; and the irrigation systems in the Ca Mau peninsular, Long Xuyen Quadrangle and Dong Thap Muoi (Plain of Reeds) regions are weak and canals need to be dredged to cope with the damaging effects of climate change as well as the biggest threat coming from a string of major hydropower projects and dams along the upper part of the Mekong mainstream.  Current socio-economic activities in the MeKong basin include mining, change of land use, migration, hydropower development, transportation, agricultural and forestry development, which have impacts on the environment, the ecosystem and disrupt the balance of the natural systems in the MeKong Delta. This situation requires a change from the current management method to a holistic, multi-sectoral approach to ensure sustainable development. Mekong Delta with Mekong River is being shared by Viet Nam and Cambodia, in addition to the implementation of the regulations on water use as stipulated in the 1995 Mekong Agreement, the cooperation and coordination between Viet Nam and Cambodia in the management of river basins has also become an imperative necessity, in order to better manage water resources to ensure sustainable development. Therefore, creating opportunity for WUOs participation in water management and agriculture extension; and recommending suitable modalities of the WUOs in the Mekong Delta to the government is very important action. The Proposal on “Strengthen the Water User Organizations (WUOs) for Irrigated Agriculture Development in the Mekong delta” was developed to support above objective. Thus, we would like to obtain the opportunity to receive support from MKCF in order to strengthen the WUOs for Irrigated Agriculture Development in the Mekong delta. | | | | | | |
| **Problems (to be addressed)** | | | | | | |
| Irrigation is generally seen as a core part of rural development, with an important role in poverty reduction in the Mekong Delta. However, the irrigation schemes itself as well as management work still have many limitations. The problems are not only national but also regional in nature and its cause can be effectively and appropriately addressed at regional level (Cambodia and Viet Nam). The major problems are:   1. Low irrigation efficiency is the problem faced by most of irrigation schemes in the Mekong Delta in Both Cambodia and Viet Nam. It is largely due to lacking farmer participation in whole process of system planning and design, inadequate on-farm water management, lacking incentives and opportunities for farmers, lacking appropriate water control structures. 2. Lacking regulations and poor process in transferring management responsibilities in operation and maintenance of irrigation schemes from the central levels to the established water user groups of farmers is also one of the reasons for weakness in Irrigation scheme management. 3. The schemes are affecting by the Mekong mainstream transboundary flow regime. The affected flow regime causes by not only transboundary issue between Cambodia and Viet Nam but also upper part of Mekong Basin with LMB. The major problems may cause by both hydropower projects on mainstream and main tributaries, climate change... | | | | | | |
| **Project Objective** | | | | | | |
| *Is it relevant to (1) national (2) regional priorities and (3) consistency to the MKCF Priorities?*  Yes! The objective of the project is creating opportunity for local WUOs participation in water management and agriculture extension; and recommending suitable modalities of the WUOs in the Mekong Delta to the government at both national and regional levels.  The project is dealing with the issues that link to the MKCF priorities as indicated in 6 sectors mentioned above at regional/basin levels. | | | | | | |
| **Project Description / Implementation Arrangement** | | | | | | |
| *Describe the main activities (Refer to (3) Indicative Work Plan)*  With the above information on general current irrigation schemes condition as well as management capabilities of related LAs/WUOs, in order to provide further support in fulfill the gap, the project will implement main activities as following:   1. Assess the existing situation and capability of organizations and other agencies involved in water management at the farm co-operative levels. 2. Review the concept of Irrigation Management Transfer (IMT) process and rules and regulations regarding the establishment of WUOs. 3. Study the legal aspects of water user organization 4. Workout plan for establishment of water user organizations and their activities and main functions in water management. 5. Create demonstration pilots for application of IMT process. 6. Train farmers on the skill and techniques in water management and agriculture extension 7. Workshops, forum and consultation to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system.   *Provide information on how the activities are linked to objectives that the project intends to achieve*  We may see from above addressed problems, there are weak in operation and maintaining the irrigation schemes. It is the one reason to create low irrigation efficiency. The other reason is the capability in operation/management of WUOs, related LAs, farmers and other stakeholders are weak too and they may not fully involve in all operation cycle (the irrigation schemes itself in providing water resources and the needs from other water user sectors). Thus, in order to fulfill the gap to meet the objectives, those activities are really needed. They may need to train more on the skill and new techniques in water management and agriculture extension; then, they may confident in contribution their capabilities to get their own better benefit in term of products.  Moreover, the project’s activities on rules, regulations, legal aspects will provide good help in creating new rules/regulations; establishment/strengthen the WUOs through the demonstration pilot cases for application of Irrigation Management Transfer (IMT) process. | | | | | | |
| **Value Added for the MKCF Involvement/Impact Potential** | | | | | | |
| *Please specify why the MKCF involvement is critical for the project and the potential of the project to contribute to the achievement of the Fund’s objectives*  The MKCF involvement is not just simple provides funding support. Through this funding support and implementing the project in Mekong Delta, all related LAs/WUOs and farmers may have a good chance to learnt and apply the successful cases in Korea to Cambodia and Viet Nam. | | | | | | |
| **Exit Strategy** | | | | | | |
| *Explain how the project sustainability will be ensured in the long run, after the project is implemented with support from the MKCF*  Surely that the project will be continued to perform and deliver project benefits to all related LAs/WUOs and farmers after the [funding](https://www2.fundsforngos.org/tag/funding/) from MKCF terminates. The project will be implemented in pilot cases/areas, strengthen capacity and improves the rules, regulations related to irrigation schemes and water use in more efficient way. Thus, with these outputs, the project could be played the leading role for later application to other areas/systems.  The Viet Nam National Mekong Committee will play a leading role to success of project implementation and play similar implementation as well as coordination roles to upscale the outcomes, outputs of the project to the other cases/systems in LMB for the Mekong Member Countries in general.  The successful of the project implementation will help to call for financial support from Governments to strengthen further **Agriculture and Rural Development** Sector in a modern way base on the successful project. | | | | | | |
| **Outcomes, Outputs, Activities and Inputs at Project level** | | | | | | |
| **Expected Result** | **Indicator** | | **Means of Verification** | **Target** | | **Remarks** |
| Mid-term | Final |
| **Project outcomes** | | | | | | |
| 1. **The Water User Organizations for Irrigated Agriculture Development in the Mekong Delta are strengthened** | Enhanced cooperation and exchange in the field of water management and agriculture extension among WUOs of Cambodia, Viet Nam and Partners. | | Final regional consultation workshop for completion of the project with representation of MKCF | Nov 2021 | |  |
| 1. **Rules, procedures and the related legal aspects of water user organization are improved** | Those related rules, procedures will be reviewed and recommended to develop further for application. | | Mid-term and final component reports | Nov 2020 and Nov 2021 | |  |
| 1. **Farmers, related stakeholders are more involved in water management at the farm co-operation levels.** | The dedicated LAs/WUOs, famers and related stakeholders at the project area will have built technical and management capacities; and are able to further strengthen & enhance their operation/participation | | Mid-term and final project report | Nov 2020 and Nov 2021 | |  |
| Project outputs (that contribute to outcomes) | | | | | | |
| 1. **Improved the capability of organizations and other agencies involved in water management at the farm co-operative levels.** | Number of LAs/WUOs, famers are involved in the project | | Indicated in the annex attached to final report | Nov 2021 | |  |
| 1. **The concept of irrigation management transfer process, rules, procedures and related legal aspects of water user organization are reviewed and proposed to improve further.** | Concept paper will be provided | | Indicated in the annex attached to final report | Now 2021 | |  |
| 1. **Workshops, forum, consultations to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system are provided.** | Feedback/evaluation from participants | | Indicated in the annex attached to final report | Nov 2021 | |  |
| 1. **Demonstration pilot cases for application of IMT process is created.** | Selection of demonstration pilot cases that provide much benefit to the users and stakeholders | | Demonstration pilot case reports | Nov 2020 and Nov 2021 | |  |
| **Activities** | Description | | | | | |
| * 1. **Problem identification, application and compilation of supporting tools and techniques to support the project implementation** | * Field visit and collection of the information and data on irrigation schemes, agricultural sector conditions of Mekong Delta; * Prepare the inception report for implementation. | | | | | |
| * 1. **Setting up the involvement plan of LAs/WUOs, famers, stakeholders; prepare progress report.** | * Contact to all project members to keep them clear informed and come up with agreed plan; * Make clear outputs, activities for each member and expected results. | | | | | |
| 1. **Review current rules, procedures, legal aspects, strategy… to find the gaps and propose the improvement/ solutions** | * Collect related document (rules, procedures, legal aspects, strategy…); Overview and short description of all existing, on-going and planned projects and initiatives related to water use management of the Mekong Delta; * Analysis of collected information and data to identify the major problems and set up the detailed implementation plan. | | | | | |
| 1. **Prepares and provides the concept of Irrigation Management Transfer (IMT) process for application** | * Study the regulations, legal aspects of water user organization; * Prepare concept paper and supporting document/materials for application. | | | | | |
| 1. **Organize the necessary workshops, forum and consultation** **to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system** | * Organize a stakeholder meeting with provincial and local authorities and stakeholders, to introduce the project and discuss the major problems and issues, expectations and needs; collect idea about demonstration pilot areas & select locations; * Organize the regional consultation meeting to exchange views and experiences in water management, agriculture extension with involvement of Cambodia and Viet Nam’s WUOs; * Organize the regional forum for broader consultation and get more comment for finalize the project. | | | | | |
| 1. **Lesson learnt analysis from international organizations and application on the project implementation** | Literature review to find the current international infrastructure, technical and management levels in order to know well, get experiences and apply to the project. | | | | | |
| 1. **Implement the demonstration pilot cases for application of IMT process** | * Suggest, screening, and select a specified site to explore the demonstration pilot cases; * Apply the new concept of IMT process; train farmers on the skill and techniques in water management and agriculture extension. | | | | | |
| 1. **Improve/ Establish the Farmer’s organizations for management and operation of irrigation schemes and agriculture production.** | * Assessment of capability of WUOs in irrigation management at the demonstration pilot cases; * Organize technical training workshop for target group. | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C:\Users\Administrator\Desktop\New_MKCF LOGO.png   |  | | --- | |  | | |  | | |  | |  | |  | |  | |  | |  | |
|  | |  | | |  | |  | |  | |  | |  | |  | |
| **Explanation of Budget Estimates\*** | | | | | | | | | | | | | | | | |
|
|
|  | |  | | |  | |  | |  | |  | |  | |  | |
|  | |  | | |  | |  | |  | |  | |  | |  | |
| **Project Title: Strengthen the Water User Organizations (WUOs) for Irrigated Agriculture Development in the Mekong delta** | | | | | | | | | | | | | | | | |
| **Project Implementing Agency / Country: Viet Nam National Mekong Committee** | | | | | | | | | | | | | | | | |
| **Duration: 02 year(s) 00 month(s)** | |  | | |  | |  | |  | |  | |  | |  | |
| **Total budget: 250,000 USD** | |  | | |  | |  | |  | |  | |  | |  | |
|  | |  | | |  | |  | |  | |  | |  | |  | |
|  | |  | | |  | |  | |  | |  | |  | |  | |
| **Budget Line** | | **Description** | **Unit Cost (USD)** | | **Quantity 1** | | **Unit 1 (month)** | | **Quantity 2** | | **Unit 2 (working day)** | | **Total Cost (USD)** | |
| **A. Direct Costs** | | | | | | | | | | | | | | |
| 1. Personnel | |  |  | |  | |  | |  | |  | |  | |
| 1.1 Personnel (Senior Resource person) | | 1 Top executive (Project Director); 2 Deputy Project Directors (the one for interior work; the other for transboundary work) | 3,400 | | 3 | | 2 | |  | |  | | 20,400 | |
| 1.2 Personnel (Facilitator) | | 2 Facilitators (Vietnamese & Cambodian) to work on trans-boundary issues | 1,500 | | 2 | | 2 | |  | |  | | 6,000 | |
| 1.3 Project officer | | 3 Project officers in implementing organization | 1,200 | | 3 | | 4 | |  | |  | | 14,400 | |
| 1.4 Project assistant | | 2 Project assistants | 1,000 | | 2 | | 4 | |  | |  | | 8,000 | |
| 1.3 Project secretariat | | 1 Secretariat | 750 | | 1 | | 10 | |  | |  | | 7,500 | |
| **Sub total of category 1** | |  |  | |  | |  | |  | |  | | **56,300** | |
| 2. Consultancy services | |  |  | |  | |  | |  | |  | |  | |
| 2.1. Consultant/Remuneration fee | | 4 Consultants | 200 | | 4 | |  | |  | | 25 | | 20,000 | |
| 2.2. Reports, communication materials etc. | | 12 kind of reports, communication materials, publications (Concept note, proposal, inception report, progress report, six-month, yearly reports, interim report, component/output reports (related sector information reviewing & data collection...), pilot case reports, final report with annexes. | 400 | | 12 | |  | |  | |  | | 4,800 | |
| 2.3. Airfare | | Economy class, actual costs. About **8-two way air tickets(\*)/each consultant (32 in total) will be required (assume that airfare rate for Ha Noi - HCMC and Phnom Penh - HCMC are the same (about 500 USD).** | 400 | | 32 | |  | |  | |  | | 12,800 | |
| 2.4. Ground transportation | | lumpsum |  | |  | |  | |  | |  | | 2,000 | |
| 2.5. Accommodation | | Executive level C, 4 consultants for 20 days travel |  | |  | |  | |  | |  | | 6,320 | |
| **Sub total of category 2** | |  |  | |  | |  | |  | |  | | **45,920** | |
| 3. Direct Supplies and Services | |  |  | |  | |  | |  | |  | |  | |
| 3.1. Meeting/training Package | |  | 50 | | 30 | |  | |  | | 6 | | 9,000 | |
| 3.2. Translation services | |  | 11 | | 1000 | |  | | 5 | | 200 | | 12,000 | |
| 3.3. Other expenditures under Category 3 | |  |  | |  | |  | |  | |  | |  | |
| **Sub total of category 3** | |  |  | |  | |  | |  | |  | | **21,000** | |
| 4. Travel | | For Kick-off meeting, field visit, data collection, stakeholder, consultation, forum, demonstration pilot case implementation (see (\*), (\*\*) and (\*\*\*) Justifications below). |  | |  | |  | |  | |  | |  | |
| 4.1. Airfare | |  | 400 | | 32 | |  | |  | |  | | 12,800 | |
| 4.2. Ground transportation | | See rental car price and using day in below (\*\*) justification |  | |  | |  | |  | |  | | 5,500 | |
| 4.3. Accommodation | | See participants will be involved and their night stay in the hotel in below (\*\*\*) justification |  | |  | |  | |  | |  | | 40,494 | |
| 4.4. Per Diem/Food | |  |  | |  | |  | |  | |  | | 16,074 | |
| 4.5. Travel issuance | | Actual cost |  | |  | |  | |  | |  | | 2,500 | |
| **Sub total of category 4** | |  |  | |  | |  | |  | |  | | **77,368** | |
| 5. Equipment (10% of the total budget) | | Purchase laptops |  | |  | |  | |  | |  | | 25,000 | |
| … | |  |  | |  | |  | |  | |  | |  | |
| **Sub total of category 5** | |  |  | |  | |  | |  | |  | | **25,000** | |
| 6. Other Direct Costs | |  |  | |  | |  | |  | |  | |  | |
| … | |  |  | |  | |  | |  | |  | |  | |
| **Sub total of category 6** | |  |  | |  | |  | |  | |  | | **0** | |
|  | |  |  | |  | |  | |  | |  | |  | |
| **B. Indirect Costs** | | | | | | | | | | | | | | |
| 1. Management fee (10% of the total budget) | |  |  | |  | |  | |  | |  | | 25,000 | |
| **TOTAL** | |  |  | |  | |  | |  | |  | | **250,588** | |

**(\*) Justification for air ticket, participants may involve (base on the number of events that will be organized during project implementation):**

. Kick-off meeting for project implementation (about 20 participants; 4 participants from Ha Noi & 2 from Phnom Penh (6 in total) are required air ticket, others just required ground transportation)

. Field visit & information, data collection (6 persons; 2 persons are required air ticket; remaining just required ground transportation)

. Stakeholder, regional consultation meeting, technical training workshop, regional forum (about 30 participants/each event; 6 participants/each event (24 in total) are required air ticket, others just required ground transportation)

. Implement demonstration pilot cases (Two locations; 20 participants may involve in each pilot case; 3 participants/each pilot case (6 in total) are required air ticket, other just required ground transportation)

**(\*\*) Justification for the meeting, consultation, forum, field visit, implement demonstration pilot case:**

. 1-day Kick-off meeting (car rental: 2 cars for 1 day; rental price: 2 X 250/day = 500 USD)

. 10 days field visit, data collection (1 car for 10 days; total rental price: 2.500 USD)

. 1 stakeholder meeting (2 cars for 1 day; total rental price: 500 USD)

. 1-day regional consultation meeting (2 cars for 1 day; total rental price: 500 USD)

. 2-day technical training workshop (2 cars for 2 days; total rental price: 1,000 USD)

. 1-day regional forum (2 cars for 1 day; total rental price: 500 USD)

Total rental car price for all events: 5,500 USD

**(\*\*\*) Justification for accommodation**

. Total participants will be involved in the events: 188 (Participants); night stay in the hotel will be 24 nights for all events base on justification (\*\*)

. Top Executive level C: 15/25 participants need hotel for 2 night (assume remaining 10 participants are local may not need the hotel);

. Executive level C: 18/50 participants need hotel for 2 nights;

. Team Director level C: 18/50 participants for 2 night;

. Staff level C: 25/63 participants need hotel for 18 nights.

Thus, accommodation and per diem/food will be estimated as follow:

***Accommodation:***

Unit cost USD Participant night Total cost

Top Executive level C 100 15 2 3,000

Executive level C 79 18 2 2,844

Team Director level C 75 18 2 2,700

Staff level C 71 25 18 31,950

***Accommodation cost 40,494***

***Per Diem/Food:***

Unit per diem cost Participant night Unit food cost day Total cost

Top Executive level C 40 15 2 61 2 1,322

Executive level C 35 18 2 49 2 1,358

Team Director level C 30 18 2 37 2 1,154

Staff level C 26 25 18 30 18 12,240

***Per Diem/Food cost 16,074***

**\*Please provide the indicative budget in MS Excel file**

(See attached excel file for budget estimate)

### [Proposal package] Indicative Work Plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Month | | | | | | | | | | | | | | | | | | | | | | | |
| Task | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| **Output 1.** | **Improved the capability of organizations and other agencies involved in water management at the farm co-operative levels.** | | | | | | | | | | | | | | | | | | | | | | | |
| *Activity 1.1.* | *- Kick-off meeting for project implementation*  *- Budget: 10,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
| x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.2.* | *- Field visit and collection of the information and data on irrigation schemes, agricultural sector conditions of Mekong Delta*  *- Budget: 15,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.3.* | *- Prepare the inception report for implementation; make clear outputs, activities for each member and expected results*  *- Budget: 15,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output 2.** | **The concept of** **irrigation management transfer process, rules, procedures and related legal aspects of water user organization are reviewed and proposed to improve further.** | | | | | | | | | | | | | | | | | | | | | | | |
| *Activity 2.1.* | *- Collect related document (rules, procedures, legal aspects, strategy…); analysis the document to identify the major problems*  *- Budget: 15,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.2.* | *- Study the regulations, legal aspects of WUOs; Prepare concept paper & supporting document/materials for application the IMT*  *- Budget: 15,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | x | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output 3.** | **Workshops, forum, consultations to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system are provided.** | | | | | | | | | | | | | | | | | | | | | | | |
| *Activity 3.1.* | *- Organize a stakeholder meeting with local authorities; collect idea about demonstration pilot areas & select locations*  *- Budget: 15,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 3.2.* | *- Progress report; organize the regional consultation meeting to exchange views and experiences in water management, agriculture extension*  *- Budget: 20,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output 4.** | **Demonstration pilot cases for application of IMT process is created.** | | | | | | | | | | | | | | | | | | | | | | | |
| *Activity 4.1.* | *- Implement the demonstration pilot cases for application of IMT process; organize technical training workshop for target group*  *- Budget: 60,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  | x |  |  | x |  |  |  |  |  |  |  |  |
| *Activity 4.2.* | *- Improve/ Establish the Farmer’s organizations for management and operation of irrigation schemes and agriculture production*  *- Budget: 30,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |
| **Project ended** | **Finalize and close project** | | | | | | | | | | | | | | | | | | | | | | | |
| *Activity 5.1.* | *- Organize the regional forum for broader consultation and get more comment for finalize the project*  *- Budget: 20,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  |  |
| *Activity 5.2.* | *- Final report, clearance and close the project*  *- Budget: 20,000 USD* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |
| ***Note: These activity budgets are not including management free.*** | | | | | | | | | | | | | | | | | | | | | | | | |

### [Proposal package] TOR

**TERMS OF REFERENCE OF KEY PROJECT CONTRACTED PERSONNEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Organization** | **Position** | **e-mail / phone** | **Remarks** |
| **1** | Dr. Truong Hong Tien | VietNam National MeKong Committee | Deputy Director General of VNMC  Project Director | thtien652004@gmail.com |  |
| **2** | Mr. Nguyen Huy Phuong | VietNam National MeKong Committee | Deputy Director of Project | huyphuongmk@gmail.com |  |
| **3** | Mrs. Le Thi Huong | VietNam National MeKong Committee | Deputy Director of Project | lethihuongmk@gmail.com |  |
| **4** | Mr. Nguyen Dinh Dat | VietNam National MeKong Committee | Project officer | dinhdat143@gmail.com |  |
| **5** | Mr. Pham Tuong | VietNam National MeKong Committee | Project officer | phamtuong307@gmail.com |  |
| **6** | Mr. Đặng Ngọc Huy | VietNam National MeKong Committee | Project officer | dangngochuy289@gmail.com |  |
| **7** | Ms. Bùi Thu Thủy | VietNam National MeKong Committee | Facilitator | thuthuy211292@gmail.com |  |
| **8** | Mr. Nguyễn Trung Quân | VietNam National MeKong Committee | Facilitator | quantnn@gmail.com |  |
| **9** | Mrs. Đào Linh Chi | VietNam National MeKong Committee | Secretary | linhchimk@gmail.com |  |
| **10** | Mr. Vũ Minh Thiện | VietNam National MeKong Committee | Assistant | vumthien@gmail.com |  |
| **11** | Mr. Nguyễn Chí Thanh | VietNam National MeKong Committee | Assistant | ngchithanh15@gmail.com |  |
| **12** | Mr. Trần Quang Thọ | Southern Institute of Water Resources Planning | Water Resources engineering Consultant | tranquangtho41c@gmail.com |  |
| **13** | Mrs. Đặng Thị Kim Nhung | Institute of Water Resources Planning | Irrigation & Agriculture specialist | dkimnhung@yahoo.com |  |
| **14** | Mr. Nguyễn Trung Nam | Southern Institute of Water Resources Planning | Hydrologist Consultant | nguyentrungnam47v@gmail.com |  |
| **15** | Mrs. Nguyễn Thị Thu Hà | Southern Institute of Water Resources Planning | Socio-economist Consultant | haanhcmcat@gmail.com |  |

\* Note: Please add more rows when needed.

**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| TOR No. 1 | |
| **Position** | Project Manager |
| **Job Level** | Level B or C according to the MKCF’s norm |
| **Duty Station** | Ha Noi |
| **Responsibilities** | Support to the Project Management Office in overall project management and implementation, monitoring and evaluation, identifying priority projects, control of physical progress in construction, procurement, implementation of project compliance to requirements of donor, local government and approved policy frameworks. Review of irrigation management transfer process, rules, procedures and related legal aspects of water user organization are reviewed and proposed to improve further and recommendations on improvements, updates. Providing training, capacity building and other technical supports to PMO, PMUs, and SIOs staff on planning, implementation, and/or supervision, and monitoring of mitigation actions. |
| **Requirements** | Advanced degree in Irrigation/Hydraulic Engineering is required. At least ten years’ experience in the relevant field. |
| **Date** | 01/01/2020 |

|  |  |
| --- | --- |
| TOR No. 2 | |
| **Position** | Project Officer |
| **Job Level** | Level B or C according to the MKCF’s norm |
| **Duty Station** | Ha Noi/Ho Chi Minh City |
| **Responsibilities** | Provide support services to the development and implementation of the project; work closely with partners, stakeholders and the community to deliver a contemporary and technically sound irrigated agriculture and water management program; maintain and enhance the monitoring, evaluation, reporting and learning framework of the project implementation plan; ensure timely, accurate, efficient and effective coordination of the project budget and expenditure responsibilities; generate information, engagement, development, implementation and consultation services for the project. Act as contact person between project management office, government, and non-government agencies and others in related. Ensure that the projects are carried out according to the standard operating procedures, technical manuals and policies. |
| **Requirements** | University diploma or higher in Hydraulic Engineering/Construction or other related subjects. At least five years’ experience in the relevant field. |
| **Date** | 01/01/2020 |

|  |  |
| --- | --- |
| TOR No. 3 | |
| **Position** | Project Assistant |
| **Job Level** | Level B or C according to the MKCF’s norm |
| **Duty Station** | Ha Noi/Ho Chi Minh City |
| **Responsibilities** | Support Project Manager to kake sure all project’s fund requests, receipts, payment requests, purchase orders, and other financial related requests are well monitored and filed; make sure procurement process have adequate and effective support including bid announcement, bid opening, and bid evaluation… |
| **Requirements** | University diploma or higher in Hydraulic Engineering/Construction or other related subjects |
| **Date** | 01/01/2020 |

|  |  |
| --- | --- |
| TOR No. 4 | |
| **Position** | Project Secretariat |
| **Job Level** | Level B or C according to the MKCF’s norm |
| **Duty Station** | Ha Noi/Ho Chi Minh City |
| **Responsibilities** | Assist in the preparation and processing of documents, correspondence, reports, logistics, appointments, minutes, travel arrangements, visa arrangement, transportation, accommodation, etc. for project implementation. |
| **Requirements** | University diploma or higher in administration and/or management or other related subjects |
| **Date** | 01/01/2020 |

|  |  |
| --- | --- |
| TOR No. 5 | |
| **Position** | Water Resources Specialist |
| **Job Level** | Level B or C according to the MKCF’s norm |
| **Duty Station** | Ha Noi/Ho Chi Minh City |
| **Responsibilities** | Lead missions responsible for the identification, preparation, appraisal and administration of water resources, agricultural water management and irrigation management projects; contribute substantial technical input into the development and administration of projects in the areas of water resources (Basin Water), irrigation management for agriculture (Rural Water) and sustainable development. |
| **Requirements** | University degree (Master or higher) in hydrology, hydraulic engineering or other related field |
| **Date** | 01/01/2020 |

|  |  |
| --- | --- |
| TOR No. 6 | |
| **Position** | Agriculture and Irrigation Specialist |
| **Job Level** | Level B or C according to the MKCF’s norm |
| **Duty Station** | Ha Noi/Ho Chi Minh City |
| **Responsibilities** | Design and coordinate implementation of the agriculture and irrigation guidelines and activities; support coordination, carry-out data collection of agriculture/irrigation data inputs; develop/update the new concept of IMT process; train farmers on the skill and techniques in water management and agriculture extension. |
| **Requirements** | University degree (Master or higher) in agricultural, engineering, agronomy, soil science or related disciplines |
| **Date** | 01/01/2020 |

|  |  |
| --- | --- |
| TOR No. 7 | |
| **Position** | Hydrologist |
| **Job Level** | Level B or C according to the MKCF’s norm |
| **Duty Station** | Ha Noi/Ho Chi Minh City |
| **Responsibilities** | Take care all activities and tasks assigned related to hydrology and hydrological monitoring, and the associated work of modelling for irrigation system. The position holder oversees the management, production, and distribution of hydro-meteorological information. The position supports the Project Manager in leading the implementation of tasks related to data and monitoring, modelling and analysis. |
| **Requirements** | University degree (Master or higher) in engineering, water resources, hydro-meteorology or related discipline. |
| **Date** | 01/01/2020 |

|  |  |
| --- | --- |
| TOR No. 8 | |
| **Position** | Socio-Economic Specialist |
| **Job Level** | Level B or C according to the MKCF’s norm |
| **Duty Station** | Ha Noi/Ho Chi Minh City |
| **Responsibilities** | * Be responsible for the socio-economic activities such as studies; social impact assessment; regular updates on socio-economic development trends in the the project area; support the development, implementation and monitoring of trans-boundary impact; lead social impact monitoring and vulnerability assessment including support implementation of technical guideline for data collection and analysis, carrying out field survey and study, and preparation of technical report and dissemination |
| **Requirements** | * University degree (Master or higher) in social sciences, economics, development studies, or other relevant fields |
| **Date** | 01/01/2020 |

**CVs of the Core team members with reference to ToR**

|  |  |
| --- | --- |
| **CV of TOR No. 1** | |
| **Position in Project** | Project Director |
| **Full time/Part time** | Full time |
| **Name** | Dr. Truong Hong Tien |
| **Qualifications** | Doctor of Engineering at Nagoya University, Japan |
| **Experiences in relevant field** | Dr. Tien has over 25 years’ experience on water management and his's fields of special competence include hydraulic assessment, flood estimation and floodplain management.  He has had project management experience in Mekong Region with more 10 years working as Flood Coordinator and Director of Technical Division, Director of Environmental Division and also the Officer in Charge of the MRC Secretariat |
| **Positions held** | Deputy Director General of VNMC |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 2** | |
| **Position in Project** | Deputy Director of Project |
| **Full time/Part time** | Full time |
| **Name** | Mr. Nguyen Huy Phuong |
| **Qualifications** | PhD candidate (part time), Hydraulic and Hydrology Department, Vrije University of Brussels, Belgium.  Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Phuong over 20 years’ experience on water management with over 15 years’ experience in hydraulic and hydrologic modelling.  He has had project management and technical experience in Mekong Region with more 10 years working as National Coordinator for Technical Division and Division Environmental Division |
| **Positions held** | Acting Director of Centre of Mekong River Basin Development Promotion |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 3** | |
| **Position in Project** | Deputy Director of Project |
| **Full time/Part time** | Full time |
| **Name** | Mrs. Le Thi Huong |
| **Qualifications** | School of Management, Asian Institute of Technology, Bangkok, Thailand Executive-Master of Business of Administration (E-MBA)  University of Law, Ha Noi, Viet Nam |
| **Experiences in relevant field** | Mrs. Huong over 20 years’ experience on water management project with over 15 years’ experience in Human Resources Management.  She has had project management experience in Mekong Region with more 10 years working as National Coordinator for Planning Division |
| **Positions held** | Chief of Planning Division of VNMC |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 4** | |
| **Position in Project** | Project Officer |
| **Full time/Part time** | Full time |
| **Name** | Mr. Nguyen Dinh Dat |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Dat over 15 years’ experience in hydraulic and hydrologic modelling.  He has had project management, and technical experience in Mekong Region with over 15 years working as Modeller and 5 years as Modeling Team Leader at MRCS |
| **Positions held** | Modeling Team Leader of VNMC |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 5** | |
| **Position in Project** | Project Officer |
| **Full time/Part time** | Full time |
| **Name** | Mr. Pham Tuong |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Tuong over 10 years’ experience on water management.  He has had project management, and technical experience in Mekong with more 6 years working as National Coordinator of Irrigation Programme and National Coordinator of Fishery Programme |
| **Positions held** | Senior Officer |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 6** | |
| **Position in Project** | Project Officer |
| **Full time/Part time** | Full time |
| **Name** | Mr. Dang Ngoc Huy |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Huy over 5 years’ experience in hydraulic and hydrologic modelling.  He has had technical experience in Mekong Region with over 5 years working as Modeller |
| **Positions held** | Senior Officer |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 7** | |
| **Position in Project** | Project Facilitator |
| **Full time/Part time** | Full time |
| **Name** | Ms. Bui Thi Thu Thuy |
| **Qualifications** | Master of Environmental Science |
| **Experiences in relevant field** | Ms. Thuy over 3 years’ experience in water resources project under VNMC.  She has had experience in Mekong Region when working as assistant for National Planning Coordinator |
| **Positions held** | Officer |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 8** | |
| **Position in Project** | Project Facilitator |
| **Full time/Part time** | Full time |
| **Name** | Mr. Nguyen Trung Quan |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Quan over 10 years’ experience in water resources project.  He has had experience in Mekong Region when working as assistant for National Technical Coordinator and as the National Coordinator of Navigation Programme |
| **Positions held** | Officer |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 9** | |
| **Position in Project** | Project Secretary |
| **Full time/Part time** | Full time |
| **Name** | Mrs. Dao Linh Chi |
| **Qualifications** | Master student at Ha Noi [Commercial University](http://www.vcu.edu.vn/) |
| **Experiences in relevant field** | Mrs. Chi over 10 years’ experience in water resources project focusing on Finance section  She has had experience in Mekong Region when working as administrative, Finance assistant for Integrated Capacity Building Programme Coordinator, and Agriculture, Irrigation, Forestry Programme. |
| **Positions held** | Officer |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 10** | |
| **Position in Project** | Project Assistant |
| **Full time/Part time** | Full time |
| **Name** | Mr. Vu Minh Thien |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Thien over 15 years’ experience in hydraulic and hydrologic modelling.  He has had technical experience in Mekong Region with over 15 years working as hydraulic and hydrologic Modeller |
| **Positions held** | Vice chief of Planning Division of VNMC |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 11** | |
| **Position in Project** | Project Assistant |
| **Full time/Part time** | Full time |
| **Name** | Mr. Nguyen Chi Thanh |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Thanh over 5 years’ experience in water management project.  He has had technical experience in Mekong Region with over 2 years working as associated Hydrologic Modeller |
| **Positions held** | Officer |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 12** | |
| **Position in Project** | Water Resources engineering Consultant |
| **Full time/Part time** | Full time |
| **Name** | Mr. Tran Quang Tho |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Tho over 10 years’ experience in hydraulic and hydrologic modelling.  He has had technical experience in Mekong Region with over 10 years working as hydraulic and hydrologic Modeller for water resources planning/management projects in Mekong delta. |
| **Positions held** | Vice chief of Technical Division of Southern Institute of Water Resources Planning |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 13** | |
| **Position in Project** | Irrigation & Agriculture specialist |
| **Full time/Part time** | Full time |
| **Name** | Mrs. Dang Thi Kim Nhung |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mrs. Nhung over 20 years’ experience on water management focusing on Irrigation & Agriculture sector for water resources planning/management projects in Mekong delta. |
| **Positions held** | Chief of Division for WR Planning for river basins in The Central and Central Highland Region of Vietnam of Institute of Water Resources Planning |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 14** | |
| **Position in Project** | Hydrologist Consultant |
| **Full time/Part time** | Full time |
| **Name** | Mr. Nguyen Trung Nam |
| **Qualifications** | Master of Engineering (Integrated Water Resources Management) |
| **Experiences in relevant field** | Mr. Nam over 10 years’ experience in hydrologic and hydraulic modelling.  He has had technical experience in Mekong Region with over 10 years working as hydrologic Modeller for water resources planning/management projects in Mekong delta. |
| **Positions held** | Senior technical staff of Southern Institute of Water Resources Planning |
| **Publications etc if any** |  |
| **Others** |  |

|  |  |
| --- | --- |
| **CV of TOR No. 15** | |
| **Position in Project** | Socio-economist Consultant |
| **Full time/Part time** | Full time |
| **Name** | Mrs. Nguyen Thi Thu Ha |
| **Qualifications** | Master of Science in Water Resources Management, UNESCO-IHE Institute for Water Education, The Netherlands |
| **Experiences in relevant field** | Mrs. Ha has over 10 years’ experience on water management projects in Mekong delta. |
| **Positions held** | Senior technical staff of Southern Institute of Water Resources Planning |
| **Publications etc if any** |  |
| **Others** |  |