


[Full proposal package] Project proposal

**(1) Summary page**

	
<b>Project Classification (check all that applies)</b>	
<input type="checkbox"/> Culture and Tourism <input type="checkbox"/> Human Resource Development <input checked="" type="checkbox"/> Agriculture and Rural Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Information Communication Technology (ICT) <input type="checkbox"/> Environment <input type="checkbox"/> Non-traditional Security Challenges	
<b>Project Title</b>	
<b>"Strengthen the Water User Organizations (WUOs) for Irrigated Agriculture Development in the Mekong Delta"</b>	
<b>Brief Description of the Project</b>	
<p>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.</p>	
<b>Country / Region</b>	
- Viet Nam and Cambodia	
<b>Estimated Budget</b>	
250,109 USD	
<b>Proponent</b>	
Name	Viet Nam National Mekong Committee
Address	No. 23 Hang Tre – Hoan Kiem District – Ha Noi – Viet Nam.
<b>Date of Submission</b>	19 December 2022

## (2) Full Proposal Format



### 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	19 December 2022
1.4. Proponent Contact Details	
Contact person, position Organization Email address Telephone number Mailing address	- Mr. Nguyen Xuan Tung - Viet Nam National Mekong Committee - xuantungnguyen.mk@gmail.com - Handphone +84-0903236992; 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)	
<input type="checkbox"/> Culture and Tourism <input type="checkbox"/> Human Resource Development <input checked="" type="checkbox"/> Agriculture and Rural Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Information Communication Technology (ICT) <input type="checkbox"/> Environment <input type="checkbox"/> Non-traditional Security Challenges	
Project Milestone	
Estimated implementation start date	<u>30/12/2022</u>
Estimated implementation end date	<u>30/12/2024</u>
Project lifespan	___02___ years _____ months
Description of Financial Elements	

Project Cost (USD)	Contribution (USD) if any	Total Project Cost (USD)
250,109	N/A	250,109
<b>General description of organization</b>		
<p>The Viet Nam National Mekong Committee (VNMC) is an interdisciplinary coordinating agency to support the Prime Minister in directing and management of interdisciplinary, inter-provincial, international activities for effective and sustainable management and usage of water resources and other relevant resources in the Mekong River basin, including the Vietnamese Mekong River basin and Sesan and Srepok River basin. VNMC Permanent Office (established under MONRE) has long history of involvement and coordination for regional and international cooperation projects, especially with projects related to water resources management, environmental studies, as well as projects on international cooperation mechanisms for the Mekong basin.</p>		
<b>Project background and justification</b>		
<p>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.</p> <p>Because of limited funds, Viet Nam and Cambodia do not have the financial means to construct intricate irrigation works like those in the Netherlands and South Korea. The weakness of the delta's irrigation systems has limited the control of floods and saline intrusion in recent years; and the irrigation systems in the Ca Mau peninsula, 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.</p> <p>Current socio-economic activities and development related to water security in the Mekong basin 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.</p>		
<b>Problems (to be addressed)</b>		
<p>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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Lacking regulations and poor process in transferring management responsibilities in operation and</li> </ol>		

<p>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.</p> <p>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...</p>
<p><b>Project Objective</b></p>
<p>The objective of the project is to create opportunity for local WUOs participation in water management and agriculture extension; and to provide recommendations for suitable modalities of the WUOs in the Mekong Delta to the government at both national and regional levels.</p> <p>The project is dealing with the issues that link to the MKCF priorities as indicated in the sector mentioned above at regional/basin levels.</p>
<p><b>Project Description</b></p>
<p>To provide further support in fulfill the gap in relation to general current irrigation schemes condition as well as management capabilities of related LAs/WUOs, the project will implement main activities as followed:</p> <ol style="list-style-type: none"> <li>1. Assess the existing situation and capability of organizations and other agencies involved in water management at the farm co-operative levels.</li> <li>2. Review the concept of Irrigation Management Transfer (IMT) process and rules and regulations regarding the establishment of WUOs.</li> <li>3. Study the legal aspects of water user organization</li> <li>4. Workout plan for establishment of water user organizations and their activities and main functions in water management.</li> <li>5. Create demonstration pilots for application of IMT process.</li> <li>6. Train farmers on the skill and techniques in water management and agriculture extension</li> <li>7. Workshops, forum and consultation to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system.</li> <li>8. Development of a Capacity Building project proposal for WUOs in Mekong Delta for national application.</li> </ol> <p><i>Provide information on how the activities are linked to objectives that the project intends to achieve</i></p> <p>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.</p> <p>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.</p> <p><i>Potential Partners and their roles</i></p>

<div>1. Southern Institute for Water Resources Planning (SIWRP): SIWRP plays the important roles on providing the technical support such as (i) review the current situation; (ii) Irrigation scheme planning and designing; (iii) analysis and suggestion and also the capacity building</div> <div>2. Mekong River Commission Secretariat (MRCS): MRCS also plays the important roles on providing the technical support such as (i) Provide the data/information at basin level; (ii) Coordinate and support on trans-boundary issues between Cambodia and Viet Nam;(iii) Capacity building</div>					
Value Added for the MKCF Involvement/Impact Potential					
The MKCF involvement does not just simply provide funding support. This funding support and the implementation of the project in Mekong Delta would provide good opportunity for knowledge transfer to the related LAs/WUOs and farmers, with a good chance to learn from and apply experiences from successful cases in Korea to Cambodia and Viet Nam.					
Project Sustainability					
The project will be continued to deliver project benefits to all related LAs/WUOs and farmers after the 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. With these outputs, the project could be presented as a model for later application to other areas/systems.					
The Viet Nam National Mekong Committee, via the established PMU, 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 <b>Agriculture and Rural Development</b> Sector in a modern way base on the successful project. This is done via a draft Capacity Building project proposal for WUOs in Mekong Delta upon project completion to ensure sustainability for future application.					
Management Arrangements					
The project management will be implemented under a Project Management Unit (PMU) established by MONRE of Vietnam, which will consist of 4 regular salaried key Project Management staff (1 Director, 2 Deputy Directors and 1 Accountant) assigned from MONRE. The PMU will manage day-to-day project activities, in charge of procurement and hiring of consultants and required services, and coordinate between MKCF secretariat, Vietnamese line agencies and other stakeholders. This PMU will operate under Vietnamese laws and regulations, and under supervision of MONRE of Vietnam (via VNMC) and will be dissolved upon project completion. The PMU will engage a Project Manager and a Project Coordinator to manage day-to-day project operation and activities.					
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	Enhanced cooperation and exchange in the field of water management and agriculture extension	Regional consultation forum for completion of the	December 2024		

Development in the Mekong Delta are strengthened	among WUOs of Cambodia, Viet Nam and Partners.	project		
2. Rules, procedures and the related legal aspects of water user organization are improved	Related rules, procedures reviewed and recommendation provided to further develop for application.	Mid-term and final reports	December 2023 and December 2024	
3. 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	December 2023 and December 2024	
Project outputs (that contribute to outcomes)				
1. Project Management and Coordination	Establishment of PMU and progress meetings	PMU progress meetings	December 2023 and December 2024	
2. Assessment of capability and status of WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta	Gap Analysis report	Indicated in the annex attached to mid-term report	December 2024	
3. Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta	Number of LAs/WUOs, famers are involved in the project  Demonstration pilot case for application of IMT process is created.	Demonstration pilot case report  Indicated in the annex attached to final report	December 2024	
4. Workshops, forum, consultations to exchange views and experiences in water management,	Feedback/evaluation from participants	3 regional and national forum, meeting	December 2023 and December 2024	

agriculture extension and evaluation of WUOs functions in agricultural system				
5. Draft Capacity Building proposal for WUOs in Mekong Delta	Draft proposal will be provided for national application	Draft Capacity Building proposal for WUOs in Mekong Delta	December 2024	
Activities	Description			
1.1. Establishment of Project Management Unit	- Mobilization of project management staffs.			
1.2. Project Management and Coordination regular activities	<ul style="list-style-type: none"> <li>- Kick-off meeting for project implementation;</li> <li>- Regular project management unit meetings and progress reporting.</li> </ul>			
2.1 Problem identification, application and compilation of supporting tools and techniques to support the project implementation; prepare database of WUOs	<ul style="list-style-type: none"> <li>- Field visit and collection of related information and data on irrigation schemes, agricultural sector conditions, WUOs of Mekong Delta;</li> <li>- Inception Report preparation.</li> </ul>			
2.2 Review of existing policies related to WUOs in agriculture	<ul style="list-style-type: none"> <li>- Collect related document (rules, procedures, legal aspects, strategy...);</li> <li>- Policy analysis and recommendations.</li> </ul>			
2.3 Evaluation of WUOs' activities in agriculture	- Gap analysis and recommendations for WUOs in agriculture.			
3.1 Preparation of dissemination and communication materials for economical and sustainable use of water resources	- Dissemination and communication materials preparation.			
3.2 Preparation of concept for an Irrigation Management Transfer (IMT) process	- Concept for an IMT process for WUOs, including regulations and legal procedure.			

<b>3.3 Demonstration pilot case for application of IMT process</b>	<ul style="list-style-type: none"> <li>- Demonstration pilot case for IMT process application;</li> <li>- Organize technical training workshop for target group.</li> </ul>
<b>4.1 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</b>	<ul style="list-style-type: none"> <li>- 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 &amp; select locations;</li> <li>- Organize the regional consultation meeting to exchange views and experiences in water management, agriculture extension with involvement of Cambodia and Viet Nam's WUOs;</li> <li>- Organize the regional forum for broader consultation and get more comment for finalize the project.</li> </ul>
<b>4.2 Lesson learnt from analysis from international organizations and application on the project implementation</b>	<ul style="list-style-type: none"> <li>- Literature review to explore lesson learnt from international experiences for application to the project.</li> </ul>
<b>5.1 Summary and evaluation of results of Output 1 - 4</b>	<ul style="list-style-type: none"> <li>- Summary of knowledge and lesson learnt to provide recommendations and develop the draft Capacity Building proposal.</li> </ul>
<b>5.2 Develop Draft Capacity Building proposal for WUOs in the Mekong Delta</b>	<ul style="list-style-type: none"> <li>- Development of a draft Capacity Building proposal for national application.</li> </ul>



### Monitoring and Evaluation (M&E) Framework

HIERACHY OF RESULTS	RESULT STATEMENTS(S)	OBJECTIVELY VERIFICABLE INDICATORS (OVIs)	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value	DATA SOURCE / MEANS OF VERIFICATION How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
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.	Number of regional consultation forum organized	0	1 regional consultation forum held	Regional consultation forum for completion of the project	Once	PMU	Final project report
	2. Rules, procedures and the related legal aspects of water user organization are improved	Related rules, procedures reviewed and recommendation provided to further develop for application.	Draft IMT concept paper prepared; Summary report with recommendations	0	1 draft IMT concept paper; 1 summary report with recommendations	Indicated in the annex attached to mid-term and final report	Twice	PMU	Mid-term and final project report
	3. 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	Number of national stakeholders meeting organized	0	1 national stakeholder meeting organized	Indicated in the annex attached to mid-term and final report	Twice	PMU	Mid-term and final project report

		strengthen & enhance their operation/participation							
Outputs	1. Project Management and Coordination	Establishment of PMU and progress reports	PMU staff recruitment and operation of PMU	0	All PMU position recruited, PMU progress meetings held	Progress meetings and reports	Twice	PMU	Mid-term and final project report
	2. Assessment of capability and status of WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta	Gap analysis performed	Gap analysis report prepared	0	1 Gap Analysis Report	Indicated in the annex attached to mid-term report	Once	PMU	Mid-term report
	3. Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta	Number of LAs/WUOs, famers are involved in the project Demonstration pilot case for application of IMT process is created.	Pilot project identified and implemented	0	5 stakeholders involved  1 pilot project organized	Demonstration pilot case report Indicated in the annex attached to final report	Once	PMU	Final project report
	4. Workshops, forum, consultations to exchange views and experiences in water management, agriculture extension and	Feedback/evaluation from participants	Total number of regional and national forum, meeting organized	0	Total of 3 regional and national forum, meeting organized	Indicated in the annex attached to final report	Twice	PMU	Mid-term and final project report

	evaluation of WUOs functions in agricultural system								
	5. Draft Capacity Building proposal for WUOs in Mekong Delta	Draft proposal will be provided for national application	Draft Capacity Building proposal for WUOs in Mekong Delta prepared	0	1 draft Capacity Building proposal for WUOs in Mekong Delta	Draft proposal	Once	PMU	Final report



## **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: 250,109 USD**

**(Please see the indicative budget in attached MS Excel file for project cost by activity and category)**

\*Note: Exchange rates applied for calculations of the budget estimates in this proposal is using the exchange rates published on 02 June 2022 from Vietcombank (1USD = 23,070 VND). However, during implementation, actual exchange rates will be applied for payments made in VND and there might be differences when convert to USD.

## [Proposal package] Indicative Work Plan

	TIMELINE																							
YEAR	2023												2024											
TASK	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Output 1.	Project Management and Coordination																							
Activity 1.1.	- Establishment of Project Management Unit - Budget: 67,410 USD																							
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Activity 1.2.	- Project Management and Coordination regular activities - Budget: 3,902 USD																							
	x			x			x			x			x			x			x			x		
Output 2.	Assessment of capability and status of WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta																							
Activity 2.1.	- Problem identification, application and compilation of supporting tools and techniques to support the project implementation; prepare database of WUOs - Budget: 24,878 USD																							
		x	x	x	x	x																		
Activity 2.2.	- Review of existing policies related to WUOs in agriculture - Budget: 7,062 USD																							
				x	x	x	x					x												
Activity 2.3.	- Evaluation of WUOs' activities in agriculture - Budget: 21,347 USD																							
							x	x	x	x														
Output 3.	Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta																							



[illegible]

[Proposal package] Indicative Budget

**BUDGET PROPOSAL**

**Project Title : Strengthen the Water User Organizations (WUOs) for Irrigated Agriculture Development in the Mekong Delta**

**Implementing Agencies : Viet Nam National Mekong Committee**

**Duration / Period : 2023 - 2024**

Budget Item	Description	2 years	
		Output 1. Project Management and Coordination  Output 2: Assessment of capability and status of WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta  Output 3: Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta  Output 4: Workshops, forum, consultations to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system	Output 1. Project Management and Coordination  Output 3: Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta  Output 4: Workshops, forum, consultations to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system  Output 5: Draft Capacity Building proposal for WUOs in Mekong Delta
<b>A</b>	<b>DIRECT COSTS:</b>		
1	Personnel	31.500	31.500
2	Consultancy services (Professional)	52.800	29.700
3	Direct Supplies and Services	6.000	1.500



4	Travel	46.424	9.324
5	Equipment	-	-
6	Other Direct Costs	-	25.000
	<b>Sub total of Programme Cost</b>	<b>136.724</b>	<b>97.024</b>
<b>B</b>	<b>INDIRECT COSTS (7% management fee)</b>	<b>9.571</b>	<b>6.792</b>
	<b>Total (USD)</b>	<b>146.294</b>	<b>103.815</b>

**TOTAL BUDGET (USD)**

**250.109**

# BUDGET PROPOSAL

Project Title : Strengthen the Water User Organizations (WUOs) for Irrigated Agriculture Development in the Mekong Delta

Implementing Agencies : Viet Nam National Mekong Committee

Duration / Period : 2023 - 2024

## Project Components / Activities: Year 1

### Output 1. Project Management and Coordination

#### Activity 1.1. Establishment of Project Management Unit

A. Direct Costs	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
1.1.	Project Manager	1.600,00	1	person	12	month	19.200,00
1.2.	Project Coordinator	1.025,00	1	person	12	month	12.300,00
<b>Sub total of category 1</b>							31.500,00
2. Consultancy services							
<b>Sub total of category 2</b>							-
3. Direct Supplies and Services							-
<b>Sub total of category 3</b>							-
4. Travel							
<b>Sub total of category 4</b>							-
5. Equipment							
<b>Sub total of category 5</b>							-
6. Other Direct Costs							
<b>Sub total of category 6</b>							-
<b>Total Direct Cost</b>							31.500,00
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							2.205,00
<b>TOTAL</b>							33.705,00

## Project Components / Activities: Year 1

### Output 1. Project Management and Coordination

#### Activity 1.2. Project Management and Coordination regular activities

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							-
2. Consultancy services							
<b>Sub total of category 2</b>							-
3. Direct Supplies and Services							-
<b>Sub total of category 3</b>							-
4. Travel							
<b>Sub total of category 4</b>							-
5. Equipment							
<b>Sub total of category 5</b>							-
6. Other Direct Costs							
6.1.	PMU other costs (fieldtrip, operation costs etc.)	1.823,50	1	Lumpsum	1		1.823,50
<b>Sub total of category 6</b>							1.823,50
<b>Total Direct Cost</b>							1.823,50
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							127,65
<b>TOTAL</b>							1.951,15

## Project Components / Activities: Year 1

### Output 2: Assessment of capability and status of WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta

#### Activity 2.1. Problem identification, application and compilation of supporting tools and techniques to support the project implementation; prepare database of WUOs

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							-
2. Consultancy services							
2.1.	Consultant/Remuneration fee - Regional Expert	300,00	1	person	22	day	6.600,00
2.2.	Consultant/Remuneration fee - National Expert 1	150,00	1	person	22	day	3.300,00
2.3.	Consultant/Remuneration fee - National Expert 2	150,00	1	person	22	day	3.300,00
<b>Sub total of category 2</b>							13.200,00
3. Direct Supplies and Services							
<b>Sub total of category 3</b>							-
4. Travel							
4.1.	Airfare	300,00	1	pax	6	time	1.800,00
4.2.	Ground transportation	300,00	1	car rental	15	day	4.500,00

4.3.	Accommodation	75,00	1	pax	30	day	2.250,00
4.4.	Per Diem/Food	50,00	1	pax	30	day	1.500,00
<b>Sub total of category 4</b>							<b>10.050,00</b>
5. Equipment (10% of the budget)							
<b>Sub total of category 5</b>							<b>-</b>
6. Other Direct Costs							
<b>Sub total of category 6</b>							<b>-</b>
<b>Total Direct Cost</b>							<b>23.250,00</b>
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							1.627,50
<b>TOTAL</b>							<b>24.877,50</b>

**Project Components / Activities: Year 1**

**Output 2: Assessment of capability and status of WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta**

**Activity 2.2. Review of existing policies related to WUOs in agriculture**

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							<b>-</b>
2. Consultancy services							
2.1.	Consultant/Remuneration fee - Regional Expert	300,00	1	person	11	day	3.300,00
2.2.	Consultant/Remuneration fee - National Expert 1	150,00	1	person	11	day	1.650,00
2.3.	Consultant/Remuneration fee - National Expert 2	150,00	1	person	11	day	1.650,00
<b>Sub total of category 2</b>							<b>6.600,00</b>
3. Direct Supplies and Services							
<b>Sub total of category 3</b>							<b>-</b>
4. Travel							
<b>Sub total of category 4</b>							<b>-</b>
5. Equipment (10% of the budget)							
<b>Sub total of category 5</b>							<b>-</b>
6. Other Direct Costs							
<b>Sub total of category 6</b>							<b>-</b>
<b>Total Direct Cost</b>							<b>6.600,00</b>
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							462,00
<b>TOTAL</b>							<b>7.062,00</b>

**Project Components / Activities: Year 1**

**Output 2: Assessment of capability and status of WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta**

**Activity 2.3. Evaluation of WUOs' activities in agriculture**

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							<b>-</b>
2. Consultancy services							
2.1.	Consultant/Remuneration fee - Regional Expert	300,00	1	person	11	day	3.300,00
2.2.	Consultant/Remuneration fee - National Expert 1	150,00	1	person	22	day	3.300,00
2.3.	Consultant/Remuneration fee - National Expert 2	150,00	1	person	22	day	3.300,00
<b>Sub total of category 2</b>							<b>9.900,00</b>
3. Direct Supplies and Services							
<b>Sub total of category 3</b>							<b>-</b>
4. Travel							
4.1.	Airfare	300,00	1	pax	6	time	1.800,00
4.2.	Ground transportation	300,00	1	car rental	15	day	4.500,00
4.3.	Accommodation	75,00	1	pax	30	day	2.250,00
4.4.	Per Diem/Food	50,00	1	pax	30	day	1.500,00
<b>Sub total of category 4</b>							<b>10.050,00</b>
5. Equipment (10% of the budget)							
<b>Sub total of category 5</b>							<b>-</b>
6. Other Direct Costs							
<b>Sub total of category 6</b>							<b>-</b>
<b>Total Direct Cost</b>							<b>19.950,00</b>
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							1.396,50
<b>TOTAL</b>							<b>21.346,50</b>

**Project Components / Activities: Year 1**

**Output 3: Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta**

**Activity 3.1. Preparation of dissemination and communication materials for economical and sustainable use of water resources**

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
Sub total of category 1							-
2. Consultancy services							
2.1.	Consultant/Remuneration fee - Regional Expert	300,00	1	person	11	day	3.300,00
2.2.	Consultant/Remuneration fee - National Expert 1	150,00	1	person	11	day	1.650,00
2.3.	Consultant/Remuneration fee - National Expert 2	150,00	1	person	11	day	1.650,00
Sub total of category 2							6.600,00
3. Direct Supplies and Services							
3.1.	Translation services	15,00	1	page	200	pages	3.000,00
Sub total of category 3							3.000,00
4. Travel							
Sub total of category 4							-
5. Equipment (10% of the budget)							
Sub total of category 5							-
6. Other Direct Costs							
Sub total of category 6							-
Total Direct Cost							9.600,00
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							672,00
TOTAL							10.272,00

#### Project Components / Activities: Year 1

#### Output 3: Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta

#### Activity 3.2. Preparation of concept for an Irrigation Management Transfer (IMT) process

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
Sub total of category 1							-
2. Consultancy services							
2.1.	Consultant/Remuneration fee - Regional Expert	300,00	1	person	11	day	3.300,00
2.2.	Consultant/Remuneration fee - National Expert 1	150,00	1	person	22	day	3.300,00
2.3.	Consultant/Remuneration fee - National Expert 2	150,00	1	person	22	day	3.300,00
Sub total of category 2							9.900,00
3. Direct Supplies and Services							
Sub total of category 3							-
4. Travel							
4.1.	Airfare	300,00	1	pax	6	time	1.800,00
4.2.	Ground transportation	300,00	1	car rental	15	day	4.500,00
4.3.	Accommodation	75,00	1	pax	30	day	2.250,00
4.4.	Per Diem/Food	50,00	1	pax	30	day	1.500,00
4.5.							
Sub total of category 4							10.050,00
5. Equipment (10% of the budget)							
Sub total of category 5							-
6. Other Direct Costs							
Sub total of category 6							-
Total Direct Cost							19.950,00
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							1.396,50
TOTAL							21.346,50

#### Project Components / Activities: Year 1

#### Output 4: Workshops, forum, consultations to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system

#### Activity 4.1.1. Regional consultation meeting to exchange views and experiences in water management, agriculture extension

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
Sub total of category 1							-
2. Consultancy services							
Sub total of category 2							-
3. Direct Supplies and Services							
3.1.	Meeting/training Package	50,00	30	pax	1	time	1.500,00
Sub total of category 3							1.500,00
4. Travel							
4.1.	Airfare (National)	300,00	1	pax	6	time	1.800,00
4.2.	Airfare (Regional)	800,00	1	pax	4	time	3.200,00
4.3.	Ground transportation	15,00	1	pax	30	time	450,00
4.4.	Accommodation	75,00	1	pax	30	day	2.250,00
4.5.	Per Diem/Food	50,00	1	pax	30	day	1.500,00
4.6.							
Sub total of category 4							9.200,00
5. Equipment (10% of the budget)							
Sub total of category 5							-



# BUDGET PROPOSAL

Project Title : Strengthen the Water User Organizations (WUOs) for Irrigated Agriculture Development in the Mekong Delta  
Implementing Agencies : Viet Nam National Mekong Committee  
Duration / Period : 2023 - 2024

Project Components / Activities: Year 2  
Output 1. Project Management and Coordination  
Activity 1.1. Establishment of Project Management Unit

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
1.1.	Project Manager	1.600,00	1	person	12	month	19.200,00
1.2.	Project Coordinator	1.025,00	1	person	12	month	12.300,00
<b>Sub total of category 1</b>							31.500,00
2. Consultancy services							
<b>Sub total of category 2</b>							-
3. Direct Supplies and Services							
<b>Sub total of category 3</b>							-
4. Travel							
<b>Sub total of category 4</b>							-
5. Equipment							
<b>Sub total of category 5</b>							-
6. Other Direct Costs							
<b>Sub total of category 6</b>							-
<b>Total Direct Cost</b>							31.500,00
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							2.205,00
<b>TOTAL</b>							33.705,00

Project Components / Activities: Year 2  
Output 1. Project Management and Coordination  
Activity 1.2. Project Management and Coordination regular activities

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							-
2. Consultancy services							
<b>Sub total of category 2</b>							-
3. Direct Supplies and Services							
<b>Sub total of category 3</b>							-
4. Travel							
<b>Sub total of category 4</b>							-
5. Equipment							
<b>Sub total of category 5</b>							-
6. Other Direct Costs							
6.1	PMU other costs (fieldtrip, operation costs etc.)	1.823,50	1	Lumpsum	1		1.823,50
<b>Sub total of category 6</b>							1.823,50
<b>Total Direct Cost</b>							1.823,50
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							127,65
<b>TOTAL</b>							1.951,15

Project Components / Activities: Year 2  
Output 3: Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta  
Activity 3.3. Demonstration pilot case for application of IMT process

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							-
2. Consultancy services							
2.1.	Consultant/Remuneration fee - National Expert 1	150,00	1	person	55	day	8.250,00
2.2.	Consultant/Remuneration fee - National Expert 2	150,00	1	person	55	day	8.250,00
<b>Sub total of category 2</b>							16.500,00
3. Direct Supplies and Services							
<b>Sub total of category 3</b>							-
4. Travel							
<b>Sub total of category 4</b>							-

5. Equipment (10% of the budget)							
<b>Sub total of category 5</b>							-
6. Other Direct Costs							
6.1.	Pilot case for IMT concept	25.000,00	1	Lumpsum	1	time	25.000,00
<b>Sub total of category 6</b>							25.000,00
<b>Total Direct Cost</b>							41.500,00
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							2.905,00
<b>TOTAL</b>							44.405,00

**Project Components / Activities: Year 2**

**Output 4: Workshops, forum, consultations to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system**

**Activity 4.1.3. Regional forum for broader consultation and comments for finalizing the project**

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							-
2. Consultancy services							
<b>Sub total of category 2</b>							-
3. Direct Supplies and Services							
3.1.	Meeting/training Package	50,00	30	pax	1	time	1.500,00
<b>Sub total of category 3</b>							1.500,00
4. Travel							
4.1.	Airfare (Regional)	800,00	1	pax	6	time	4.800,00
4.2.	Ground transportation	15,00	1	pax	30	time	450,00
4.3.	Accommodation	75,00	1	pax	18	day	1.350,00
4.4.	Per Diem/Food	50,00	1	pax	18	day	900,00
<b>Sub total of category 4</b>							7.500,00
5. Equipment (10% of the budget)							
<b>Sub total of category 5</b>							-
6. Other Direct Costs							
<b>Sub total of category 6</b>							-
<b>Total Direct Cost</b>							9.000,00
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							630,00
<b>TOTAL</b>							9.630,00

**Project Components / Activities: Year 2**

**Output 5: Draft Capacity Building proposal for WUOs in Mekong Delta**

**Activity 5.1. Summary and evaluation of results of Output 1 - 4**

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							-
2. Consultancy services							
2.1.	Consultant/Remuneration fee - National Expert 1	150,00	1	person	22	day	3.300,00
2.2.	Consultant/Remuneration fee - National Expert 2	150,00	1	person	22	day	3.300,00
<b>Sub total of category 2</b>							6.600,00
3. Direct Supplies and Services							
<b>Sub total of category 3</b>							-
4. Travel							
<b>Sub total of category 4</b>							-
5. Equipment (10% of the budget)							
<b>Sub total of category 5</b>							-
6. Other Direct Costs							
<b>Sub total of category 6</b>							-
<b>Total Direct Cost</b>							6.600,00
<b>B. Indirect Costs</b>							
1. Management fee (7% of the total direct cost budget)							462,00
<b>TOTAL</b>							7.062,00

**Project Components / Activities: Year 2**

**Output 5: Draft Capacity Building proposal for WUOs in Mekong Delta**

**Activity 5.2. Develop Draft Capacity Building proposal for WUOs in the Mekong Delta**

Budget Line	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
<b>A. Direct Costs</b>							
1. Personnel							
<b>Sub total of category 1</b>							-
2. Consultancy services							
2.1.	Consultant/Remuneration fee - National Expert 1	150,00	1	person	22	day	3.300,00
2.2.	Consultant/Remuneration fee - National Expert 2	150,00	1	person	22	day	3.300,00

Sub total of category 2							6.600,00
3. Direct Supplies and Services							
Sub total of category 3							-
4. Travel							
Sub total of category 4							-
5. Equipment (10% of the budget)							
Sub total of category 5							-
6. Other Direct Costs							
Sub total of category 6							-
Total Direct Cost							6.600,00
B. Indirect Costs							
1. Management fee (7% of the total direct cost budget)							462,00
TOTAL							7.062,00



[Proposal package] TOR

KEY PROJECT MANAGEMENT UNIT PERSONNEL

No.	Name	Organization	Position	e-mail / phone	Remarks
1	Mrs. Nguyen Thi Thu Linh	VietNam National MeKong Committee	Acting Director General of VNMC  Director of Project Management Unit	thulinhmk@gmail.com	PMU Position No. 1  Counterpart salaried staff from MONRE
2	Dr. Truong Hong Tien	VietNam National MeKong Committee	Deputy Director General of VNMC  Deputy Director of Project Management Unit	thtien652004@gmail.com	PMU Position No. 2  Counterpart salaried staff from MONRE
3	Mr. Ngo Manh Ha	Department of Water Resources Management	Deputy Director General of DWRM  Deputy Director of Project Management Unit	ngohadwrm@gmail.com	PMU Position No. 3  Counterpart salaried staff from MONRE
4	Ms. Le Thi Doan Trang	VietNam National MeKong Committee	Chief Accountant of VNMC  Project Accountant	trangvnmc@yahoo.com	PMU Position No. 4  Counterpart salaried staff from MONRE

\* Note: Key PMU staffs are salaried staffs from MONRE and not paid under the project's budget.

PMU Position No. 1	
<b>Position</b>	<b>Director of Project Management Unit</b>
<b>Duty Station</b>	Ha Noi
<b>Responsibilities</b>	<p>PMU director works on a part-time basis and will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Manage the PMU as the leadership, make decisions and responsible before the Project Owner, Managing Agency and before the law on all PMU activities and related issues with regards to the implementation of the project under the responsibility of the PMU.</li> <li>2. Sign or authorize PMU Deputy Directors to sign contracts with consultants, contractors on the progress, quantity, quality of project implementing activities; monitor, supervise, evaluate the project activities and results of the consultants; manage the implementation of obligations as stipulate by contracts; timely resolve the arising issues during the implementation of contracts in the assigned fields.</li> <li>3. Overall responsibility and guidance for overall management of project activities; instruct the PMU to coordinate with the donor to develop, discuss and agree on project schedule; instruct the implementation of the overall program, annual activities plan and project budget adjustment and review the project to evaluate the project effectiveness; ensure the effective management and execution of project's administrative and technical contents to meet with the expected results as stated in the project documents and the approved plans.</li> <li>4. Manage, supervise and report to responsible state agencies of Vietnam on the use of Vietnamese contribution; financial management and effective usage of the grant; comply to the regulations of the donor and of the Vietnamese government.</li> <li>5. Directly implement the mechanisms to ensure coordination, continuous and effective involvement of relevant parties during project implementation.</li> <li>6. Selection, appointment and dismissal of Project Coordinator and other technical staffs in the PMU; specific assignment of tasks for PMU staffs; propose to adjust the organization of the PMU in the PMU organizational and implementation regulations and submit to competent authorities for approval.</li> <li>7. Supervise and monitor the progress of the project and make the necessary decision for adjustment; coordinate with PMU staffs and relevant agencies to discuss and agree on the project activities and plans.</li> </ol>
<b>Requirements</b>	Counterpart staff from MONRE
<b>Date</b>	01/01/2023

PMU Position No. 2	
<b>Position</b>	<b>Deputy Director of Project Management Unit</b>
<b>Duty Station</b>	Ha Noi
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>- Support the PMU Director in the management of project, responsible before the Director, Project Owner, Ministry of Natural Resources and Environment and before the law on the activities under: (i) Project management and coordination activities; (ii) Assessment of capability and status of WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta; and (iii) Capacity building for WUOs in agriculture in Mekong River Delta and part of the Cambodian Mekong Delta.</li> <li>- Personally review the financial documents and reports and any other relevant documents to ensure the compliance of these documents to the rules and regulations of the donor and of the Government before submission to the Director.</li> <li>- Authorized by the PMU Director in signing contract with contractors on the progress, quantity, quality of project implementing activities; monitor, supervise, evaluate the project activities and results of the contractors; manage the implementation of obligations as stipulate by contracts; timely resolve the arising issues during the implementation of contracts as assigned.</li> <li>- Undertake other related tasks in the project as assigned.</li> </ul>
<b>Requirements</b>	Counterpart staff from MONRE
<b>Date</b>	01/01/2023

PMU Position No. 3	
<b>Position</b>	<b>Deputy Director of Project Management Unit</b>
<b>Duty Station</b>	Ha Noi
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>- Support the PMU Director in the management of project, responsible before the Director, Project Owner, Ministry of Natural Resources and Environment and before the law on the activities under: (i) Workshops, forum, consultations to exchange views and experiences in water management, agriculture extension and evaluation of WUOs functions in agricultural system; (ii) Draft Capacity Building proposal for WUOs in Mekong Delta.</li> <li>- Undertake other related tasks in the project as assigned.</li> </ul>
<b>Requirements</b>	Counterpart staff from MONRE
<b>Date</b>	01/01/2023

PMU Position No. 4	
<b>Position</b>	<b>Project Accountant</b>
<b>Duty Station</b>	Ha Noi

<b>Responsibilities</b>	<p>a) Support the PMU to make payment for the project activities, under the management of the PMU Director, supervise and manage the budget of the Project to ensure compliance with the national procedures and regulations on ODA fund management and procedures related to Project financial reporting and statistics.</p> <p>b) Assist the PMU Director in financial matters of the project, including: Developing annual budget plans; registration, management, implementation and annual payment of reciprocal funding; register and manage the asset portfolio from funding sources (if any); implement financial reporting, accounting and auditing regimes on the basis of compliance with current financial management regulations of Vietnam and donor.</p> <p>c) Undertake other related tasks in the project as assigned by PMU Director and Deputy Director.</p> <p>d) Working on a part-time basis.</p>
<b>Requirements</b>	Counterpart staff from MONRE
<b>Date</b>	01/01/2023

**PROJECT MANAGEMENT UNIT CONTRACTED PERSONNEL**

Position No. 1	
<b>Position</b>	<b>Project Manager</b>
<b>Duty Station</b>	Ha Noi/Ho Chi Minh City
<b>Responsibilities</b>	Activity 1.1
<b>Requirements</b>	18 man-months
<b>Date</b>	01/01/2023

Position No. 2	
<b>Position</b>	<b>Project Coordinator</b>
<b>Duty Station</b>	Ha Noi/Ho Chi Minh City
<b>Responsibilities</b>	Activity 1.1
<b>Requirements</b>	18 man-months
<b>Date</b>	01/01/2023

Position No. 3	
<b>Position</b>	<b>Project Assistant (Finance and Administrative)</b>
<b>Duty Station</b>	Ha Noi/Ho Chi Minh City
<b>Responsibilities</b>	Activity 1.2
<b>Requirements</b>	18 man-months
<b>Date</b>	01/01/2023

**CONSULTANTS/EXPERTS**

Position No. 4	
<b>Position</b>	<b>Regional Expert (Water Resources/Irrigation/Agriculture)</b>
<b>Duty Station</b>	Ha Noi/Ho Chi Minh City
<b>Responsibilities</b>	Activities 2.1, 2.2, 2.3, 3.1, 3.2
<b>Requirements</b>	66 man-days
<b>Date</b>	01/01/2023

Position No. 5	
<b>Position</b>	<b>National Expert 1 (Water Resources/Irrigation/Agriculture/Fisheries)</b>
<b>Duty Station</b>	Ha Noi/Ho Chi Minh City
<b>Responsibilities</b>	Activities 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.2, 5.1, 5.2
<b>Requirements</b>	209 man-days
<b>Date</b>	01/01/2023

Position No. 6	
<b>Position</b>	<b>National Expert 2 (Water Resources/Irrigation/Agriculture/Fisheries)</b>
<b>Duty Station</b>	Ha Noi/Ho Chi Minh City
<b>Responsibilities</b>	Activities 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.2, 5.1, 5.2
<b>Requirements</b>	209 man-days
<b>Date</b>	01/01/2023

**All the above documents are to be submitted in one file.**

## Curriculum Vitae

1. **Name:** Nguyen Thi Thu Linh
2. **Proponent Organization:** Viet Nam National Mekong Committee
3. **Position:** PMU Director
4. **Citizenship:** Vietnamese
5. **Contact details:**  
Mobile: +84913075575  
Email: thulinhmk@gmail.com

6. **Education:**

- Bachelor of Science in Forestry (Forestry University, Viet Nam) (1997)
- Master of Science in Geography (Oregon State University, US) (2000)

7. **Countries of Work Experience:**

Vietnam

8. **Languages:**

Language	Speaking	Reading	Writing
Vietnamese	Mother Tongue	Mother Tongue	Mother Tongue
English	Excellent	Excellent	Excellent

9. **Employment Record:**

Date	Location	Position	Work Undertaken that Best illustrate Capability to Handle the Project
10/2022 – present	Hanoi, Vietnam	Director General of Viet Nam National Mekong Committee, Member of the Mekong River Commission Joint Committee for Viet Nam	
9/2021 – 9/2022	Hanoi, Vietnam	Acting Director General of Viet Nam National Mekong Committee, Member of the Mekong River Commission Joint Committee for Viet Nam	
8/2018 – 8/2021	Hanoi, Vietnam	Deputy Director General of Department of Water Resources Management, Ministry of Natural Resources and Environment (MONRE) of Viet Nam	

12/2012 – 8/2018		Deputy Director General of VNMCS	Duties: participating in a number of Mekong River Commission programmes: Basin Planning Programme, Environment Programme, Agriculture, Irrigation and Forestry Programme... as advisor, national coordinator; focal points in different VNMC and Mekong River Commission strategic issues and multi-lateral and bilateral cooperation under the context of Mekong Cooperation and other Mekong-related cooperation mechanisms.
10/2002-12/2012		Programme Officer; Chief of Division	Duties: participating in a number of Mekong River Commission programmes: Basin Planning Programme, Environment Programme, Agriculture, Irrigation and Forestry Programme... as advisor, national coordinator; focal points in different VNMC and Mekong River Commission strategic issues and multi-lateral and bilateral cooperation under the context of Mekong Cooperation and other Mekong-related cooperation mechanisms.

Certification:

I, the undersigned, certify to the best of my knowledge and belief:

- |      |   | Yes                      | No                       |
|------|---|--------------------------|--------------------------|
| i)   | This CV correctly describes my qualifications and my experience                             | <input type="checkbox"/> | <input type="checkbox"/> |
| ii)  | I am employed by the proponent organization   | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) | I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | <input type="checkbox"/> | <input type="checkbox"/> |



I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.

I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action.

Name: **Nguyen Thi Thu Linh**

# Curriculum Vitae

1. **Name** : **Truong Hong Tien**
2. **Date of birth** : November 10, 1965
3. **Nationality** : Vietnamese
4. **Personal address** : 10, 281/5, Tam Trinh, Hanoi  
Mobile: 098-1257395  
Email: thtien652004@gmail.com



5. **Employer** : Viet Nam National Mekong Committee  
23 Hang Tre, Ha Noi  
Tel: 84-24-39345037  
Fax: 84-2438256929

6. **Current position** : Deputy Director General

7. **Education**

2001-2003 : Postdoctoral fellow at Nagoya University, Japan

\* Field of study : Civil and Environmental engineering  
\* Research theme : Modeling of surfactant-aided bioremediation of oily contaminated soil under saturated flow conditions

1997-2000 : Doctoral student at Nagoya University, Japan

\*Degree : Doctor of Engineering  
\*Field of study : Civil and Environmental engineering  
\*Thesis title : Displacement of residual oil from porous media by brine/surfactant/alcohol solutions  
\*Grade : Excellent

1994-1996 : Master student at Asian Institute of Technology (AIT), Bangkok, Thailand

\*Degree : Master of Engineering (with honors)  
\*Field of study : Water resources development  
\*Thesis title : Evaluation of groundwater quality & monitoring system design for Hanoi aquifer, Vietnam  
\*Grade : Excellent

- 1984-1989 : Bachelor student at Moscow Water Resources University, Russia
- \*Degree : Bachelor of Engineering (with honors)
- \*Field of study : Irrigation and drainage engineering
- \*Thesis title : Design of irrigation & drainage system for far-east region of Russia
- \*Grade : Excellent
- 8. Other training** :
- Training for utilization of several softwares for office duties: Windword, Excel, Powerpoint (1994, 1997).
  - Autocad for technical design drawings (1996).
  - ArInfor for graphical management (1995).
  - Programming in Basic and Pascal languages (1985, 2000).
  - HEC-1, NaM, MIKE-11, WMS for hydrologic and flood modeling (1995, 2001).
- 9. Language & degree of proficiency** :
- English: Excellent
  - Russian: Excellent
- 10. Country of work experience** : Viet Nam, Lao, Cambodia, Thailand, Japan and Russia
- 11. Employment record**
- 10/2018 to present : Employing at the Viet Nam National Mekong Committee, 23 – Hang Tre, Ha Noi.
- \*Position : Deputy Director General
- \*Duty : Support to Director General in implementation of Mekong cooperation’s activities under the Planning Division and Environment Management Division at national level.
- 7/2016-9/2018 : Employing at the Mekong River Commission Secretariat
- \*Position : Director of Environmental Management Division
- \*Duty : Supervision of implementation of activities under the Division.
- 7/2014 to 6/2016 : Employing at the Mekong River Commission Secretariat

*Position	: Director of Technical Support Division (7/2014-6/2016) and Officer in Charge of the MRC Secretariat (7/2015-1/2016).
*Duty	: Supervision of implementation of the two MRC programmes (IKMP and FMMP)
7/2013-6/2014	: Employed at the Mekong River Commission Secretariat.
*Position	: Director of the Environment Division.
*Duty	: Supervision of implementation of the two MRC programmes (CCAI and EP).
4/2009 -6/2013	: Employed at the Viet Nam National Mekong Committee, 23 Hang Tre, Ha Noi.
*Position	: Programme Officer (4/2009-7/2010) and Deputy Director General (8/2010 – 6/2013).
* Duty	: Programme coordination and supervision of implementation of a number of programmes of the Mekong River Commission at national level.
7/2005-3/2009	: Employed at the Mekong River Commission Secretariat, Regional Flood Management and Mitigation Center, 364, Preah Monivong Boulevard, Phnom Penh, Cambodia.
*Position	: Programme Coordinator
* Duty	: Management of Flood Management and Mitigation Programme
11/2003 – 6/2005	: Employed at National Institute for Agricultural Planning & Projections (NIaPP), 61-Hang Chuoi, Hanoi, Vietnam.
*Position	: Head of Department of Agricultural and Rural Design
*Duty	: Setting up the water resource management program for Bo and Huong Rivers. Consulting for the irrigation project & Infrastructure sector project in Vietnam.
10/2000-11/2001	: Employed at National Institute for Agricultural Planning & Projections, 61-Hang Chuoi, Hanoi, Vietnam.
*Position	: Senior researcher
*Duty	: Setting up the capacity building project for water resources management program of Dong Nai river, Development project of infrastructure of rural area of Vietnam. Head of group for setting up the resettlement projects.

4/1996-10/1997	:	Employed at Span Co.Ltd, Bangkok, Thailand
*Position	:	Senior Engineer
*Duty	:	Consulting for the Second Red river basin water resources development project in Vietnam. Design of the drainage system for expressway and drainage system for Bangkok area.
1/1991-5/1994	:	Employed at National Institute for Agricultural Planning & Projections, 61-Hang Chuoi, Hanoi, Vietnam
*Position	:	Researcher
*Duty	:	Modeling the dam break for the case of Yaly Hydropower plant. Supervising for construction of irrigation & drainage systems
7/1989-12/1990	:	Employed at Center of Irrigation & Drainage for Northern Part (CIDNP) of Vietnam
*Position	:	Researcher
*Duty	:	Design of the irrigation & drainage systems

## 12. Detailed tasks assigned

Officer in Charge of the MRC Secretariat	:	Leading the process of preparation of the MRC reform process and preparation for the new strategic cycle 2016-2020.
Division Director at the MRCS	:	Supervision of implementation of the MRC programmes
Deputy Director General at the VNMC	:	Supervision of implementation of a number of programmes (ISH, CCAI, M-IWRM) of the Mekong River Commission at national level.
Programme Coordinator at the VNMC	:	Coordinate and implement the ISH and IWRM activities at national level.
Programme Coordinator at MRCS	:	<p>Act as a Manager for FMMP Coordination and a focal point for all FMMP related information that goes beyond the individual FMMP activities.</p> <p>Coordinate and implement the FMMP activities to ensure streamlined and transparent interfaces between components, other MRC programmes and with related national and regional institutions (intra-programme, inter-programme and external coordination).</p> <p>Coordinate, organize and facilitate the FMMP implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well</p>

coordinated and harmonized manner etc.

Senior researcher at : Water resource management program for Bo and Huong  
NlaPP Rivers (2004-2005) in the Thua Thien Hue. This project was supported by JBIC fund. Position held: Expert in water resources management. Time spent: 7 months. Duties rendered: Developing the capacity to improve the management of water resources through the new policy in a participatory and transparent way, which aimed to reduce the damage caused by floods in Bo and Huong river basin and enhance the biodiversity conservation in Thua Thien Hue wetland.

Local consultant with : Rural infrastructure development and living standard  
OPMAC improvement project (sector project loan III) under loan agreement No. VN VI-8 for 23 subprojects at 23 provinces of Vietnam (2004). This project was supported by JBIC fund. Position held: Water resources engineer. Time spent: 5 months. Duties rendered: Studying the change of bed and bank of Ha Coi river and method of protecting the river bank from the erosion. Understanding the morphological processes of river in order to predict the river bed variations due to natural causes and human interferences. The prediction of hydraulic roughness from the flow conditions was also constructed.

Local consultant with : Conducting the intermediate monitoring survey of  
NIPON KOE Co.Ltd implementation progress of the all projects; checking the quality and quantity of the construction works and equipments. Carrying out the study on the soil and groundwater pollution due to the waste and waste water from the ground surface.

Senior researcher at : Phan Ri's irrigation project at Phan Thiet city, Binh Thuan  
NlaPP province, Vietnam, 2004. This project was supported by JBIC fund. Position held: Soil mechanical engineer; time spent: 2 months. Duties rendered: investigation of geological conditions of the project areas including the foundation of headworks, on canal structures and canals; finding out the construction materials for embankment of canal and headworks.

Local consultant with : Capacity building for water resources management project  
SINCLAIR KNIGHT for Dong Nai river basin, supported by ADB (2000-2001).  
MERZ Position held: Expert in water resources management. Time spent: 6 months. Duties rendered: Build capacity at the river basin to introduce the water resources management. Using the HEC-1 model to simulate the surface runoff response of river basin to precipitation by representing the basin as interconnected system of hydrologic and hydraulic components. The back water curve computation and flood routing were carried out

using the Harmonic model. The result of modeling is the computation of the streamflow hydrograph at desired locations in the river basin.

International consultant : Resettlement projects for people living in the lake of Son La hydropower station in Vietnam (2001). Position held: Team leader. Time spent: 4 months. Duties rendered: technical design of the water supply system, irrigation and drainage system, road and electric networks and houses for resettlement people; assessing the environmental impact due to the rising the water level from construction of the hydropower station.

Development Project of Infrastructure of Rural Area of Vietnam, supported by ADB (2001). Position held: Construction engineer. Time spent: 3 months. Duties rendered: checking the design and monitoring the construction of the works including water supply system, irrigation and drainage systems at 23 provinces of Vietnam; studying the environmental impact due to construction of water supply and irrigation systems.

Second Red river basin water resources development project in Vietnam (1996: 9 months). Position held: Water resources engineer. Duties rendered: support for the feasibility study of the proposed section Red river basin water resources project in order to increase improve the flood control used the Saint Venant Equations to a set of implicit finite difference equations for modeling conditions in river, flood risk analysis, designing the flood alleviation systems and real-time flood forecasting. Project of the flood control (1997: 9 months) for Bangkok area. Position held: Drainage engineer. Duties rendered: design of the drainage system for Bangkok area.

Senior researcher at : Modeling the dam break for the case of Yaly Hydropower plant in Kon Tum province of Vietnam (1991). Duties rendered: Providing different alternatives for dam break occurrence and methods of flood protection in downstream area. In this project, the study of wave moment, subsidence of flood peak and time lag, speed of kinematic wave were carried out. Kinematic, diffusion (non-inertial) and dynamic method were applied for the flood computation.

Local consultant for : Project for development of irrigation and drainage system for Lap Thach district, Vinh Phu province, Vietnam (1992-1994). Position held: water resources engineer. Time spent: 24 months. Duties rendered: supervision for construction of drainage systems for food control and design of irrigation structures.

Researcher (CIDNP) : Irrigation projects at Lang Son and Bac Thai provinces (1989, 1990) in Vietnam. Position held: irrigation engineer. Time spent: 12 months. Duties rendered: Design of the irrigation & drainage systems.

Irrigation project at Long Son, Vung Tau, Con Dao, Vietnam (1990). Position held: irrigation engineer. Time spent: 4 months. Duties rendered: Design of the irrigation & drainage systems.

### 13. Certification

I, the undersigned, certified that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date of signing

2 December 2022

A handwritten signature in black ink, appearing to read 'Truong Hong Tien', with a long horizontal line extending to the right.

Truong Hong Tien



## Curriculum Vitae

1. **Name:** Ngo Manh Ha
2. **Proponent Organization:** Viet Nam National Mekong Committee
3. **Position:** PMU Deputy Director
4. **Citizenship:** Vietnamese
5. **Contact details:**  
 Mobile: +84 9015139147  
 Email: [ngohadwrm@gmail.com](mailto:ngohadwrm@gmail.com)

**6. Education:**

Year	Education
2015 – 2017	Master's degree, Department of Environmental Hydrology, University of Water Resources
2000 – 2005	Engineering degree, Department of Waterworks, University of Water Resources

**7. Countries of Work Experience:**

Vietnam

**8. Languages:**

Language	Speaking	Reading	Writing
Vietnamese	Mother Tongue	Mother Tongue	Mother Tongue
English	Excellent	Excellent	Excellent

**9. Employment Record:**

Date	Location	Position	Work Undertaken that Best illustrate Capability to Handle the Project
Oct 2021 – present	Hanoi, Vietnam	Deputy Director, Department of Water Resources Management	
Feb 2015 – Sep 2021	Hanoi, Vietnam	Head of Surface Water Management and Exploitation Division, Department of Water Resources Management	
Jan 2014 – Feb 2015	Hanoi, Vietnam	Deputy Head of Surface Water Management and Exploitation Division, Department of Water Resources Management	
Dec 2011 – Jan 2014	Hanoi, Vietnam	Head of Consulting and Services Division – Center for Water Resources Appraisal - Consultancy	
Jan 2010 – Dec 2011	Hanoi, Vietnam	Deputy Head of Appraisal Division - Center for Water Resources Appraisal - Consultancy	

July 2008 – Jan 2010	Hanoi, Vietnam	Official - Center for Water Resources Appraisal - Consultancy	
Mar 2007 – Jul 2008	Hanoi, Vietnam	Official of Surface Water Management Division, Department of Water Resources Management	
Aug 2006 – Mar 2007	Hanoi, Vietnam	Staff of Center for Technology and Assessment of Water Resources, Department of Water Resources Management	
Oct 2005 – Aug 2006	Hanoi, Vietnam	Staff of Surface Water Division, Department of Water Resources Management	

**10. Other relevant information:**

- Study: “Research on scientific basis and practice to propose contents and format of national water resources report, report on status of water resources at provincial level and report on exploitation and use of natural resources water of sectors and fields for the implementation of the Law on Water Resources”.
- Study: “Research to determine the system of criteria and sequence to determine the exploitation limit for the main river, pilot application to the Dong Nai river”.
- Study: “Research to develop a tool to determine the minimum flow in the river; Pilot application for a river system”.
- Study: “Research to determine the system of criteria and sequence to determine the exploitation limit for the main river, Pilot application for the Dong Nai river”.
- Participate in the implementation of water resources projects.
- Participate in the development of the inter-reservoir operational process for 11 river basins of Hong, Ma, Ca, Huong, Vu Gia – Thu Bon, SrePok, Se San, Ba, Tra Khuc, Kon, Dong Nai.
- Participate in the development of the Circular on the minimum flow regulation in the downstream of reservoirs and dams.
- Participate in the development of the Circular on supervision of exploitation and use of water resources.
- Participating in the formulation of the Decree on the method of calculating the fee for granting the right to exploit water resources.
- Participating in the development of the National Water Resources Planning.
- Participate in the development of the Law on Water Resources (amended)

Certification:

I, the undersigned, certify to the best of my knowledge and belief:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| i) This CV correctly describes my qualifications and my experience                               | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) I am employed by the proponent organization  | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | <input type="checkbox"/> | <input type="checkbox"/> |

I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.

I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action.

Name: **Ngo Manh Ha**

# Curriculum Vitae

## PERSONAL INFORMATION:

Family name : Le Thi Doan Trang

Date of birth: 4<sup>th</sup> November 1974

Gender: Female

Marital status: Single

Nationality: Vietnamese

Health condition: Good

Languages: Vietnamese (mother tongue) and English (good command)

Home address: No 1/20/46 Trưng Mai street, Hai Ba Trung, Hanoi, Viet Nam

Tell home: 084 36620739

Office name: Viet Nam National Mekong Committee

Office address: 23 Hàng Tre street, Ha Noi, Viet Nam

Tell office: 84 - 2438240327, Fax: 84 - 232856929

Cell phone: 84 912365878

**PRESENT POSITION:** Chief of Division

**YEARS OF SERVICE IN ACCOUNTING:** 25 years (from 1997 - present).

## EDUCATION AND QUALIFICATION:

Name and city of	From – To	Field of study	Degrees
Hanoi National University	From 1992 to 1996	Business management	Bachelor of economics
Hanoi National Economic University	From 1998 to 2002	Accounting	Bachelor of economics
Hanoi National Economic University	1997	Chief accountant	Certificate
Training center	1996	Information Technology	Certificate
English center	1996	English level C	Certificate
Ministry of Agriculture and rural development	2003	Government administrative management – official level	Certificate

Ministry of Natural resource environment	2016	Government administrative management – Senior official level	Certificate
Hanoi University	2018	English level B2, CEFR	Certificate of proficiency in English

#### **ON THE JOB TRAININGS:**

November 1998 and July 1999: Attending training courses on management National Execution Projects held by United Nation Development Programme;

November 2001: Attending the training course on management National Execution Projects (NEP) held by Mekong River Commission Secretariat (MRCS);

April 2001: Attending the training course on intensive NEX finance training held by MRCS;

Feb 2003: Attending the training course on financial management training curriculum held by MRCS.

June 2003: Attending the training course on financial management training and implementation for Impress account for Basin development plan conducted by MRCS.

May 2009: Attending the training course on leadership management conducted by MRCS

#### **WORKING EXPERIENCES**

**From 6/2015 - Present: Chief of Division,** General Administration Division cum Chief accountant of Viet Nam National Mekong Committee office

**From 2/2013 – 5/2015: Deputy Chief of Division,** General Administration Division cum Chief accountant of Viet Nam National Mekong Committee office

**From 2003 to 2012: Official** of Viet Nam National Mekong Committee office.

2005 Chief accountant of Viet Nam National Mekong Committee office

**From 2001 to 2002: Staff for Viet Nam National Mekong Committee office in various activities:**

- Accountant for Capacity Building Programme: Collecting and keeping documentation, opening and recording accounting book, financial statement. Financial report. Working with auditors.
- Accountant for Basin development plan programme, management of imprest account for programme.
- Working for documentation center of VNMC to collecting document, classification of document, enter description of document to database of library in the computer, managing reader.
- Project management assistance in correspondence documents and reports. Principal initial contact point to line agencies.
- Provided support to organizing all logistics of workshops, seminars, trainings, travel, office supply, background information for participants.
- Coordinating with line agencies especially in working group, attending to visitor and guest.
- Carried out other tasks as assigned by the Secretary General

**From 1998 to 2000: Secretary cum accountant for UNDP funded project Vie/97/010 “Strengthening capacity of Vietnam National Mekong Committee”.**

Assisting National Project Director and Project manager to implement the objectives and outputs of project. Being a member of this project management team, I have been involved in various activities such as:

- Planning for month and per quarter for project expenditures
- Monitor expenditures of the project budget. Make financial statement of month, quarter and annual and final report of the project.
- Clear all project ‘bills, invoices, sub – contracts etc ... Book-keeper in updating daily, weekly, monthly and quarterly including open bank account for the project.
- Working with auditor per year.

- Type writing and dispute letter, fax, messages for project's activities, filling in files with relevant document. Preserver overall documents, records and other materials of the project. Take short hand, make minutes in meeting.
- Assist project manage in procurement of equipment and other project personnel, purchase stationeries, miscellaneous for the project office.
- Set up appointments for National Project Director, Project Manager and concerned activities of the project. Update work schedule and diary of National project manager, National project director.
  - Cooperate with project staff for:
    - Organizing meeting with VNMC's line agencies and provincial authority in the Mekong delta and the Central Highland provinces.
    - Taking part in bidding evaluation process in procurements.
    - Organizing international and domestic seminars, workshops, training courses
    - Carry out other tasks as assigned by the National Project Director and Project Manager.

**From 1997 to 1998: Accountant and assistance for chief account for Sonthuy limited company in Hanoi**

- Meeting with customer, settlement to customer
- Record accounting book
- Make statement of month, quarter and annual assist to chief accountant.
- Carry out other task as assigned by the chief accountant and director.

**PRACTICAL ABILITIES AND SKILLS**

- Good communication skill, good attitude and behavior
- Ability and experience to work in a project comprising diverse activities
- Cross – cultural skill to interact with Government officials and others: Ministry of Finance, State Treasury, Ministry of Planning and investment, Ministry of Natural Resource and Environment, banks, etc.
- Experience in working with international consultants as well as international organization. Mekong River Commission, World Bank office, UNDP office, etc.
- Computer skills: word, excel, many kind of software

*I certify that this Curriculum Vitae is accurate and I acknowledge my willingness and availability the role for which I have been nominated.*

Ha Noi, December 2022

**Le Thi Doan Trang**