

## CALL FOR EXPRESSIONS OF INTEREST

### *Facility Coordinator – Australia-Mekong Water Facility*

The Australian Water Partnership is seeking to appoint a Facility Coordinator to support the delivery of the Australia-Mekong Water Facility, a new initiative funded by DFAT's Greater Mekong Water Resources Program. The Facility Coordinator is expected to be based in the Greater Mekong region, and preferably in Vientiane, Lao PDR.

#### **About the Australian Water Partnership**

The Australian Water Partnership (AWP) is an international cooperation initiative established by DFAT in 2015. Based in Canberra and managed by eWater Ltd, the AWP aims to enhance the sustainable management of water in the Indo-Pacific region (and beyond) by mobilising expertise from the Australian water sector to address the demand and needs from governments and multilateral agencies in our region.

After a successful first phase (2015–2019, AU\$20 million core grant), the AWP is now implementing its phase 2 program (2018–2023, AU\$24 million core grant). The AWP manages a range of smaller DFAT grant agreements alongside its main core grant funding, one of which is the Australia-Mekong Water Facility.

#### **About the Australia-Mekong Water Facility**

The Australia-Mekong Water Facility (AMWF, or 'the Facility') is an AU\$9.86 million investment from DFAT's Greater Mekong Water Resources Program (GMWRP), which is run out of Vientiane Post. The four-year initiative (2019–2023) aims to augment Australia's international water diplomacy by providing a responsive, nimble and flexible mechanism for Australia to further enhance existing water-related partnerships with the governments of the Mekong region. By 2023, the Facility is expected to have contributed to:

- strengthening the capacity and resilience of Greater Mekong governments to holistically manage water and respond to challenges posed by climate change;
- promoting higher standards for water infrastructure and water governance in the Greater Mekong region in support of greater water, food and energy security;
- augmenting demand for Australian expertise in water management from Greater Mekong governments; and
- increasing Australia's influence in the management of the region's strategic water resources.

AWP is administering the Facility under a DFAT contract with eWater Ltd from its Canberra office. The AMWF is managed on a day-to-day basis by a Facility Coordination Group (FCG) comprising two GMWRP members and two AWP members.

#### **About the Facility Coordinator**

On a day-to-day basis, and in close collaboration with the AWP team and FCG, the Facility Coordinator will coordinate the development and implementation of the Facility's investments (activities) to ensure they contribute to achieving its overarching aim of enhancing rules-based governance for water, food and energy security in the Greater Mekong region.

The primary responsibilities of the Facility Coordinator include, but are not limited to:

- Leading in identifying potential activities in collaboration with GMWRP, DFAT Posts and AWP
- Engaging with Mekong governments and relevant stakeholders as appropriate on regional water and energy policy issues to support and facilitate the implementation of the Facility's activities
- Preparing and maintaining a quarterly activity pipeline and annual rolling work plan for endorsement by the Facility Coordination Group (FCG)
- Working with AWP to prepare Activity Plans (terms of reference) and assess activities against agreed evaluation criteria for endorsement by the FCG
- Supporting AWP to undertake procurement to select activity teams
- Supporting AWP to prepare recommendations for approval of proposals
- Overseeing activity implementation by AWP Partners
- Providing review and advice on activity milestone reports, final report and Monitoring & Evaluation (M&E) reports prepared by AWP Partners
- Preparing quarterly updates to the FCG on ongoing activities
- Preparing quarterly updates to the FCG on recently closed activities, including description of outcomes
- Working with AWP to develop an Annual Report and Annual Plan for the Facility
- Developing an M&E framework (including Theory of Change)
- Undertaking M&E reporting
- Supporting AWP to undertake communications and knowledge management
- Developing and implementing a Gender Equality, Disability and Social Inclusion (GEDSI) strategy
- Reporting on GEDSI in annual reports
- Developing a risk management plan
- Monitoring and reporting on risks to the FCG
- Working with AWP to develop the AMWF Final Report
- Attending and providing written and verbal reports to FCG meetings as required
- Attending regional events as required.

Accordingly, outputs from the Facility Coordinator will include, but are not limited to:

- Quarterly activity pipelines
- Annual rolling workplans
- Activity Plans for each proposed activity
- AMWF Progress Reports (including updates on activities progress)
- Reviews of activity reports (milestone and closing)
- M&E framework and subsequent progress reporting
- Annual Report
- Annual Plan
- Communication and knowledge products
- GEDSI Strategy and progress reports
- Risk management plan and regular risk reporting
- Final report (at completion of the Facility).

The Facility Coordinator will be based in Vientiane (or at a minimum in the Greater Mekong region) and will be required to travel extensively through the Greater Mekong region, and occasionally to Australia and elsewhere.

The Facility Coordinator will be appointed on a full-time or near full-time basis for an initial two-year period, with an annual review of performance and the possibility for extension depending on performance.

The Facility Coordinator will report, and be accountable to, the AWP CEO and will work with the AWP team on a day-to-day basis.

Qualification requirements are detailed in the selection criteria below.

### **Application Procedure**

Candidates interested in the position should submit an Expression of Interest (EOI) via the following online form by **5.30pm AEST, Friday 7 June 2019** (late applications will not be accepted):

<http://bit.ly/AWP-submissions-public>

EOIs should include a cover letter and a CV. The cover letter (max. 2 pages) should address the selection criteria, describe relevant experience, and include a proposed monthly remuneration rate. The remuneration rate must be aligned to the [DFAT Aid Adviser Remuneration Framework](#).

Shortlisted candidates will be contacted for an interview (in person or by teleconference).

### **Selection Criteria**

EOIs will be assessed against the following selection criteria:

#### Essential criteria

- Degree in international development, water or related area.
- 10+ years' experience managing programs in the water sector.
- Outstanding communications and networking skills, and ability to engage people at all levels and across cultures.
- Ability to travel regularly across the Greater Mekong region.
- Excellent written and oral English communication skills.

#### Desirable criteria

- Knowledge of and experience in the Greater Mekong region, and preferably management of water resources in the region.
- Broad understanding of Australian water expertise.
- Previous experience with Australian aid program initiatives.
- Understanding of GEDSI principles and their application in international development.

### **Contact**

Questions regarding this call for EOIs may be addressed to Ingrid Carlier, AWP Senior Program Officer ([ingrid.carlier@waterpartnership.org.au](mailto:ingrid.carlier@waterpartnership.org.au)) before 3 June 2019.

*Note that AWP reserves the right to not proceed with the outlined activity and is not liable for any costs incurred in preparing EOIs.*