

# Terms of Reference: Young Professional Scheme

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**Who we are:** Mekong Economics is a leading economic and socioeconomic development consulting firm active across the Greater Mekong sub-region and Asia-Pacific region, with a commitment to produce high-quality research products and consultancy services that meet international standards. MKE boasts a core of full-time economists and sources additional consultants from the company's network for major research projects and project management consultancies.

**What we do:** Mekong Economics has undertaken a large number of socio-economic case studies, policy research assignments, feasibility studies, rapid monitoring assessments, evaluation and impact assessments, country briefings and household and enterprise surveys. Mekong Economics typically accomplishes more than 20 consulting projects every year throughout the Asia-Pacific region.

**Our clients:** Mekong Economics key clients include Government Ministries, International Development Agencies, Non-Governmental Organisations and Private Sector Organisations.

## Overview

**Job description:** Mekong Economics (MKE) is looking for people with ambition and ideas. We want people willing and able to accept responsibilities and to lead projects to successful outcomes. To be one of our Team, you will have completed an economics/development **postgraduate degree** and are looking for a challenge to suit your abilities.

MKE is an output-focused organization, which means that we work to help each other but also have clear output responsibilities. The work is hard, challenging, but rewarding. The YP is a key role within our organisation and you will be expected to lead projects, manage teams, drive our technical research deliverables, and contribute to the growth of the company. The YP programme is ideal for aspiring development practitioners who want to gain hands-on experience in the sector, working across many themes, research typologies, and clients.

**Location:** Combination of remote work and on-site work at either our Yangon or Hanoi offices (to be discussed during interviews)

**Duration:** One year contract, with possibility of extension

## Key Responsibilities

- Contribute to a range of MKE research projects, leveraging qualitative and quantitative research skills in a range of sectors and project types
- Manage project teams and oversee project implementation including: developing the research plan, coordinating with all team members, and ensuring all deliverables are submitted according to the workplan

- Participation in some projects as MKE consultant, providing data analysis and technical guidance
- Draft and finalise written deliverables for clients, including inception reports and findings reports
- Deliver presentations to clients and partners
- Lead communication with partners, sub-contractors, clients, and consultants
- Conduct independently, or as one of a team, economic/development research on various topics of development.
- Work closely with the business development department, designing and writing proposals for potential future opportunities
- Assist in design and implementation of short training courses in economics and applied policy topics.
- Build the capacity of the local staff, helping to design and lead training courses
- Performing other related duties as required (e.g. proofreading, editing, preparing contracts, recruitment)

This is primarily a desk-based role. However, on occasion, the YP may have the opportunity to join visits to the field if it is deemed safe and necessary to do so.

The YP may also be required to provide technical, logistical or financial support on other research, monitoring and evaluation projects being implemented by Mekong Economics.

## Skills and Qualifications

- A recognized **university degree at postgraduate level**, in Economics/Development Economics or in other relevant disciplines within development or social sciences.
- Fluent command of oral and written English along with excellent communication and presentation skills.
- Computer proficiency, Word, Excel, statistical packages. Willingness to learn new software.
- Relevant experience in development projects and research on economic development issues would be desirable.
- A working knowledge in the operations of multinational, bilateral development organizations and executing agencies would be desirable.

## Personal Requirements and Commitments

- Core values: integrity, professionalism and respect for diversity.
- Ability to work as independent consultant in development projects.
- Ability in planning and organizing, accountability, creativity, client orientation, commitment to continuous learning and technological awareness.
- Strong interpersonal and organizational skills, and ability to work cooperatively and effectively as part of a team.
- Willingness to take responsibility for outcomes, and to work hard to achieve success.