



Terms of Reference (TOR) for
SUMERNET Fellowship under Component 4 & 5: Leveraging network and long-term partnerships &
Robust programme management and MEL processes
SUMERNET PLUS Programme

(Version: 6 March 2026)

A. BACKGROUND:

In this phase **SUMERNET PLUS** (July 2025 to December 2027), the Sustainable Mekong Research Network (SUMERNET) will strive to improve policies and practices through scientifically robust, policy-relevant research and diverse and innovative means of outreach to support a just and sustainable transition for enhanced climate resilience, while taking into account gender equality, disability and social inclusion and human rights based approach in the Mekong Region.

This will be realized through the following **programme objectives**:

- **Enhanced capacities and inclusive collaborations of Mekong’s knowledge producers, policy influencers, and young professionals** are needed to deliver credible research, solution-oriented knowledge co-production, policy engagement, and communications that respond to the differentiated needs of local communities, women and other marginalised groups, and local leaders in addressing climate resilience challenges.
- **Improved policy development and implementation by policymakers and practitioners** that are inclusive, gender-responsive and grounded in human rights-based approach to deliver equitable climate resilience solutions in the Mekong Region.
- **Adoption of just, equitable and sustainable practices by the private sector and other stakeholders**, based on inclusive evidence from solution-oriented knowledge co-production, will contribute to climate resilience in the Mekong Region.

Programme themes:

- **Exploring nexus interactions and trade-offs in the Mekong Region.** This theme focuses on existing dependencies, synergies, and trade-offs among key sectors (e.g., water, energy, agriculture, and forests) with the overall purpose of designing innovative solutions that address the existential threats of climate and unsustainable development using a transdisciplinary and inclusive approach.
- **Building socio-ecological resilience across scales.** Through practical and innovative partnerships (including public-private partnerships), this thematic area will maintain and enhance the resilience of socio-ecological systems to development and climate change.
- **Just sustainable transitions.** This thematic area will support the development of innovative, scalable solutions and evidence in key sectors (e.g., water, energy, agriculture, and forests) on a just sustainable transition for climate resilience. It will focus on defining the problem and solutions along with marginalized and vulnerable communities, women, youth, and local and Indigenous peoples.

Priority areas of work:

- Climate change adaptation and mitigation

- Water-energy-food nexus
- Agriculture and food systems
- Forests and environmental degradation
- Women, youth, and climate action

SUMERNET PLUS will continue linking evidence-based research with policymakers, local communities, and vulnerable and marginalised groups across the region so that policy choices made will ensure socially inclusive, equitable, and sustainable development in the Mekong Region.

SUMERNET Fellowship under Component 4 & 5: Leveraging network and long-term partnerships & Robust programme management and MEL processes

The Fellow will support strengthening regional networks, partnerships, and knowledge systems under Component 4, while contributing to effective programme management and robust monitoring, evaluation, and learning (MEL) processes under Component 5. This includes facilitating Communities of Practice (CoPs), supporting engagement of Knowledge-Based Policy Influencing Organisations (KBPIOs) and SUMERNET Young Professionals (SYPs), enhancing knowledge management systems, and contributing to programme coordination, reporting, and learning processes.

B. GENERAL TASKS:

The Fellow is expected to:

- Support the **coordination and strengthening of SUMERNET networks**, including CoPs, KBPIOs, and SYPs
- Facilitate **knowledge exchange, collaboration, and engagement** across network members and partners
- Contribute to the development and operationalisation of the **Knowledge Management System (KMS)**
- Support **documentation and dissemination of knowledge products and network learnings**
- Assist in **programme management functions**, including planning, coordination, and tracking of activities and outputs
- Support **monitoring, evaluation, and learning (MEL)** processes, including data collection, analysis, and reporting
- Contribute to ensuring **accountability, transparency, and compliance** with programme and donor requirements
- Strengthen integration of **cross-cutting themes** (e.g., GEDSI, HRBA, conflict sensitivity, ethics) across network and MEL processes

C. SPECIFIC TASKS:

Network Coordination and Engagement (KBPIOs, SYPs)

- Assist in engagement and coordination with **KBPIOs**, supporting their role in policy influence and knowledge exchange
- Support activities and networking opportunities for **SUMERNET Young Professionals (SYPs)**
- Facilitate **cross-country and cross-thematic collaboration** within the network

Knowledge Management System (KMS) and Knowledge Sharing

- Support development and operationalisation of the **KMS**, including content organisation and accessibility
- Assist in curating and uploading **programme knowledge products, datasets, and outputs**
- Support documentation of **good practices, lessons learned, and network contributions**
- Contribute to improving **user accessibility and usability** of knowledge platforms

Programme Management and Coordination

- Support tracking of **programme workplans, activities, and deliverables**
- Assist in coordination across components to ensure **alignment and timely delivery**
- Support preparation of **internal updates, meeting documentation, and coordination notes**
- Contribute to organising **programme meetings, workshops, and regional events**

Monitoring, Evaluation, and Learning (MEL)

- Support implementation of the programme’s **MEL framework**, including indicator tracking
- Assist in collecting and analysing **data from partners, grantees, and boundary partners**
- Support preparation of **progress reports, MEL summaries, and learning reports**
- Contribute to **learning reflections, adaptive management, and evidence generation**

Stakeholder Engagement and Partnerships

- Engage with network members, partners, and stakeholders to strengthen **collaboration and ownership**
- Support coordination with **regional partners and institutions**
- Contribute to identifying opportunities for **long-term partnerships and sustainability of the network**

D. DELIVERABLES AND TIMELINE

No.	Deliverables	Description	Timeline
1.	Inception Workplan and Engagement Plan	Detailed workplan outlining support to network coordination, KMS development, and MEL processes, including stakeholder engagement approach.	Within Month 1 (May 2026)
2.	Network Engagement	Support facilitation and documentation of SYP engagements, and KBPIO interactions , including summaries and key insights.	Ongoing (May 2026 – March 2027), with at least 3–5 engagement outputs

No.	Deliverables	Description	Timeline
3.	Knowledge Management System (KMS) Contributions	Support development and population of KMS, including uploading and organising knowledge products and improving accessibility.	Initial setup support by Month 4–5 (July–August 2026); ongoing updates through March 2027
4.	Knowledge Products and Learning Documentation	Develop or support 1–2 synthesis products (e.g., lessons learned, network impact stories, good practice notes).	Draft by Month 8–9 (November–December 2026); Final by Month 11 (February 2027)
5.	Programme Management Support Outputs	Support preparation of meeting notes, coordination documents, and internal updates , ensuring alignment with programme timelines.	Ongoing (April 2026 – March 2027)
6.	MEL Data Collection and Reporting Support	Support collection and analysis of programme data, including inputs from partners and boundary partners, and contribute to MEL reporting.	Ongoing , with key inputs aligned to reporting cycles
7.	Learning Reflections and Adaptive Management Notes	Support documentation of learning processes, including reflections, after-action reviews, and recommendations for programme improvement.	Mid-point reflection (October 2026) and final synthesis (February 2027)
8.	Stakeholder and Partnership Engagement Support	Support coordination and documentation of engagements with partners and stakeholders to strengthen network collaboration and sustainability.	Ongoing (May 2026 – March 2027)
9.	Final Report and Outputs Compilation	Comprehensive report summarising network strengthening, KMS contributions, MEL insights, and recommendations for future programme phases.	By End of Fellowship (March 2027)

No.	Deliverables	Description	Timeline
10.	Support SUMERNET meetings, Learning Forum and other key events.	Support to SUMERNET annual regional network meetings, Learning Forum and other key events provided	By Month 2-11 (May 2025-February 2027)
11.	Coordinate Regional SYP networking events	Coordination for Regional SYP networking events provided	By Month 2-11 (May 2025-February 2027)
12.	SYP Capacity-Building & other Networking Activities	Support to SYP Capacity-Building & other Networking Activities provided	By Month 2-11 (May 2025-February 2027)
13.	Provide coordination support to other program grants when relevant	coordination support to other program grants when relevant provided	By Month 2-11 (May 2025-February 2027)
14.	Coordinate SYP engagement at key program activities	Coordination of SYP engagement at key program activities provided	By Month 2-11 (May 2025-February 2027)
15.	Contribute to SYP network development and membership expansion	SYP network development and membership expansion contributed	By Month 2-11 (May 2025-February 2027)

E. PERIOD:

This role is expected to perform tasks within the period currently from **1 April 2026 to 31 March 2028**.