



**Terms of Reference (TOR) for**  
**SUMERNET Fellowship Component 3: Engaging policy and communications for influence**  
**SUMERNET PLUS Programme**

*(Version: 6 March 2026)*

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**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 Fellow under Component 3: Engaging policy and communications for influence:**

The Communications Fellow is a supporting role where they will work closely with the communications team for the programme Component 3: Engaging policy and communications to deliver communications tasks, activities and outputs. They will work closely with the comms team and the SN+ Secretariat to support the delivery of program content, maintain SUMERNET online digital presence and multimedia, engage in SUMERNET meetings, regional forums and workshop, and support media engagement in the Mekong Region. The fellowship is an opportunity towards building their communications capacity and enhancing knowledge about environmental and sustainability issues in the Mekong Region.

**The SUMERNET Fellow under Component 3: Engaging policy and communications for influence will**

support the SUMERNET comms team with the following tasks and deliverables:

**B. GENERAL TASKS:**

The Fellow is expected to:

1. Support the development, compilation, and dissemination of **programme publications** and communication materials, including summaries, reports, and knowledge products
2. Support the maintenance and enhancement of SUMERNET’s **online digital presence** across websites and platforms, ensuring timely updates and visibility of programme activities and outputs
3. Assist in the production and dissemination of **multimedia content**, including podcasts, videos, and other audio-visual materials
4. Support the organisation, coordination, and documentation of **workshops, meetings, and regional forums**, including preparation of communication outputs
5. Support **outreach to and engagement with regional media**, including former media fellows, to strengthen SUMERNET’s media relationships and dissemination of programme outputs and policy messages
6. Contribute to the **coordination and delivery of communications activities** in collaboration with the SUMERNET communications team and Secretariat
7. Support monitoring of **digital engagement and communications performance**, including basic analytics and reporting
8. Ensure that all communications outputs align with **SEI standards, branding, and donor visibility** requirements

**C. SPECIFIC TASKS:**

Work closely with comms team to deliver, regularly update, and produce the tasks and deliverables below:

**Program content:**

- General information: Program flyers, posters and briefings, key message summary
- Academic articles, including working papers, book chapters, special issue journal

- Program reports in summary form
- Synthesis of learnings from SUMERNET forums and workshops

**Support SUMERNET online digital presence:**

- Redesign of the SN website in Q1-Q2
- Newsletter (separate or incorporated into SUMERNET 4 All newsletter)
- Updating (once a month) of the program webpage in SEI and SUMERNET websites
- Multimedia: short films, podcasts (dedicated YouTube channel)
- Data visualization (graphs and flyers on key research outputs)
- Use of SEI and SUMERNET social media channels

**Multimedia:**

- Support production of podcast episodes for the SN podcast series “Research for All”
- Help edit audio recordings and provide transcription for sharing with podcast guests
- Support dissemination of the podcast in SN online and social media channels

**Support comms for all SN regional forums and workshops**

- Coordination with event organising including photographers, documentation of workshop content for National and regional workshops, policy dialogue and forums; Mekong Annual Regional Forums such as co-hosting events with MRC, or regional organizations

**Media engagement**

- Support dissemination of op-eds in regional outlets and press releases for events and key publications
- Coordinate media interviews and media briefings during key events
- Disseminate to media any critical SN publications of policy related documents like policy briefings and recommendations

**D. DELIVERABLES AND TIMELINE**

No.	Deliverables	Description	Timeline
1.	Inception Workplan and Communications Plan	Detailed workplan outlining priority communications activities, content pipeline, coordination approach with SN+ Comms Team and Secretariat, and personal learning objectives.	Within <b>Month 1</b> (April 2026)
2.	Communications Content Package (Ongoing)	Support development and dissemination of programme content, including flyers, posters, key messages, and summaries. Support compilation of programme reports and synthesis of workshop/forum learnings.	<b>Ongoing</b> (April 2026 – March 2027)

No.	Deliverables	Description	Timeline
3.	3. Website and Digital Presence Support	Support ongoing website updates (monthly), including content uploads and coordination with web agency during redesign (Q1–Q2). Ensure regular updates of SUMERNET and SEI webpages.	<b>Monthly updates</b> (April 2026 – March 2027); Redesign support <b>April–September 2026</b>
4.	Newsletter Production	Support preparation and dissemination of <b>SUMERNET newsletters (every 2–3 months)</b> , including content drafting, compilation, and coordination with design team.	<b>Bi-monthly / Quarterly</b> (May 2026 – March 2027)
5.	Social Media and Analytics Reporting	Support dissemination of content across platforms and prepare <b>monthly analytics reports</b> on website and social media performance, including insights for improvement.	<b>Monthly</b> (May 2026 – March 2027)
6.	Multimedia Outputs (Podcasts and Videos)	Support production of multimedia content, including: <ul style="list-style-type: none"> <li>• Editing and dissemination of podcast episodes (Research for All series)</li> <li>• Supporting short video/film production</li> <li>• Coordination with external vendors and guests</li> </ul>	<b>Ongoing</b> (June 2026 – March 2027), with <b>at least 3–5 outputs supported</b>
7.	Event Communications and Documentation	Support communications for SUMERNET meetings, regional forums, and workshops, including event documentation, coordination with photographers, and content outputs (summaries, highlights).	<b>Ongoing</b> , aligned with event calendar (May 2026 – March 2027)
8.	Media Engagement Support	Support outreach to media, dissemination of press releases and op-eds, and coordination of interviews and briefings during key programme events. Contribute to strengthening media relationships.	<b>Ongoing</b> (June 2026 – March 2027)

No.	Deliverables	Description	Timeline
9.	Data Visualization and Communications Materials	Support preparation of visual content (graphs, infographics, communication materials) in collaboration with designers, based on programme outputs and research findings.	<b>Ongoing</b> , with key outputs aligned to major publications/events
10.	Learning Reflections and Communications Insights	Document lessons learned from communications activities, including performance of different channels and approaches, and recommendations for improvement.	Mid-point reflection ( <b>October 2026</b> ) and final synthesis ( <b>February 2027</b> )
11.	Final Report and Outputs Compilation	Comprehensive report summarising communications activities, outputs, performance metrics, lessons learned, and recommendations for strengthening SUMERNET communications and policy engagement.	By End of Fellowship (March 2027)
12.	Support SUMERNET meetings, Learning Forum and other key events.	Support to SUMERNET annual regional network meetings, Learning Forum and other key events provided	By <b>Month 2-11</b> (May 2025-February 2027)
13.	Coordinate Regional SYP networking events	Coordination for Regional SYP networking events provided	By <b>Month 2-11</b> (May 2025-February 2027)
14.	SYP Capacity-Building & other Networking Activities	Support to SYP Capacity-Building & other Networking Activities provided	By <b>Month 2-11</b> (May 2025-February 2027)
15.	Provide coordination support to other program grants when relevant	coordination support to other program grants when relevant provided	By <b>Month 2-11</b> (May 2025-February 2027)
16.	Coordinate SYP engagement at key program activities	Coordination of SYP engagement at key program activities provided	By <b>Month 2-11</b> (May 2025-February 2027)

No.	Deliverables	Description	Timeline
17.	Contribute to SYP network development and membership expansion	SYP network development and membership expansion contributed	By <b>Month 2-11</b> (May 2025-February 2027)

**E. PERIOD:**

This role is expected to perform tasks within the period currently from **1 April 2026 to 31 March 2027**.