TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

POST TITLE:	Temporary Programme Support
AGENCY/PROJECT NAME:	UNDP Thailand (IGSD Unit)
COUNTRY OF ASSIGNMENT:	Thailand

1) GENERAL BACKGROUND

UNDP Thailand works with the Royal Thai Government, civil society, national partners and the private sector to help find solutions to persistent development challenges. UNDP in Thailand provides technical expertise and policy advice to enhance the government's ability to deliver public services to the population in an efficient and accountable manner, to consolidate a participatory democracy and create an enabling environment for inclusive growth and sustainable use of natural resources.

There are two key Programmes in the Country Office: Inclusive Green growth and Sustainable Development Unit (IGSD) and Democratic Governance and Strategy and Advocacy (DGSA). Each Programme is led by a Programme Specialist/Team Lead.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is for the individual to provide temporary programmatic, secretarial and administrative support to IGSD Unit.

3) SCOPE OF WORK

Scope of work includes:

1) Provide effective and efficient support in **administration, financial management, procurement process, human resources, travel arrangements** focusing on the achievement of the following results:

- Provide administrative support to IGSD Unit Programme Specialist and Programme Analyst in organizing financial payments, official travel arrangements, goods and service procurements including consultants' contracts process, payments for consultants and vendors in close collaboration with UNDP BRH Transaction Services Team (TST) using ATLAS Programme and other online application.

- Prepare travel arrangement of official missions, including visa requests, travel requests/authorizations, security clearance, etc. Maintain the supporting documents for the official mission needed to settle travel claims for auditor purposes according to UNDP Rules and Regulations.

- Review and compile procurement plan of IGSD Unit for preparation of procurement plan in PROMPT.
- Review project budgets and ensure project budget revisions are taken in ATLAS.

2) Provide effective support to **management of the CO programme** focusing on the achievement of the following results:

- Preparation of required budget revisions, determination of unutilized funds, operational and financial close of projects
- Support planning and implementation of assurance activities under HACT Framework and implementation of audit recommendations.
- Provision of guidance to executing agencies on routine implementation of UNDP-supported projects.

3) Provide administrative support to **IGSD Unit** focusing on the achievement of the following results:

- Assistance in the preparation and review of the financial reports of NIM projects submitted to UNDP.
- Provision of support to NIM projects with the Letter of Agreement for UNDP to provide support in procuring goods, services, meetings and events organization and recruitment of project personnel.
- Support to Programme Specialist and Programme Analyst in project formulation, day-to-day project management, project monitoring and evaluation.
- Assistance to NIM projects in the application of RBM tools/methodology under supervision of Programme Specialist and Programme Analyst.

4) Provide **secretarial services** focusing on the achievement of the followings:
- Provide logistical and administrative support to Programme Specialist of IGSD Unit, monitor correspondence, telephone calls and visitors;
- Maintain effective filing system to maintain all hard and electronic files, reference materials and confidential records as required;
- Provide organization and coordination support for international and external meetings with other units, external bodies (UN Agencies, Government, Civil Society, etc.);
- Prepare minutes of meetings, write official communications, proof-read outgoing communications, and translate documents;
- Prepare documents, agendas and materials related to meetings and missions;
- Perform other duties as assigned.

4) INSTITUTIONAL ARRANGEMENTS

The contractor will work closely with IGSD Unit Programme Associate and Project staff and under the direct supervision of IGSD Programme Specialist and IGSD Programme Analyst.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Maximally 67 working days during 1 March 2017 to 31 May 2017 (3 months).
Duty Station: Bangkok, Thailand with no travel anticipated.

6) FINAL PRODUCTS

The key products of this TOR is the smooth implementation of IGSD programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Minimum 3 years of administrative or programme experience is required at the national or international level.
- Secondary Education, preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable.
- Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint.
- Strong Interpersonal skill and experience working with government is an asset
- Ability to work under pressure and time constraint.
- Excellent written and oral communication skills.
- Fluency in English is required.

8) REQUIRED DOCUMENTS

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

- Personal CV or P11
- Financial Proposal that Indicates daily rate/fee of the candidate in Thai Baht.

9) CRITERIA FOR SELECTION OF THE BEST OFFER

Candidates will be evaluated by Combined Scoring Method where qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

Technical criteria for evaluation (Maximum 100%)

- Criteria 1: Educational background-Max 25%
- Criteria 2: Years of relevant experience-Max 25%
- Criteria 3: Availability-Max 25%
- Criteria 4: Others/special Skills/language, etc -Max 25%

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ **PARTIAL** ☐ **INTERMITTENT** ■ **FULL TIME**

The assignment is full-time. The contractor's presence required at UNDP Thailand premises is essential.

10) PAYMENT TERMS

☒ Daily (Based on approved timesheets)