



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLES:	Knowledge Management and Event Coordination Assistant
AGENCY/PROJECT NAME:	UNDP BRH, Governance and Peacebuilding Team
COUNTRY OF ASSIGNMENT:	Bangkok based (with possible travel to countries in Asia-Pacific)

A. Project Title

Governance & Peacebuilding

B. Project Description

The Governance and Peace-building team at the Bangkok Regional Hub (BRH) provides advisory support to 24 UNDP country offices covering 36 countries in the Asia-Pacific region. The team works towards strengthening political-democratic processes and governance systems that take into account voices and rights of all people for equitable and sustainable development. It also spearheads regional initiatives to address the complex governance challenges in the region, including on sensitive issues such as political participation and access to services for indigenous peoples, and marginalized groups, including sexual and gender minorities.

To achieve the above objective, the 15 streams of work of the team are collated under four broad thematic areas:

- a. Inclusive and just societies for sustaining peace
- b. Transparent and accountable institutions for sustainable development
- c. Strengthening governance of finance for Sustainable Development Goals
- d. Rights and empowerment of marginalized and at-risk groups

Through its work under the above thematic areas, the team aims to contribute to the goal of the 2030 sustainable development agenda of 'leaving no one behind'!

The Knowledge Management and Event Coordination Associate will specifically work for the 'Transparent,

and Accountable Institutions for Sustainable Development’ thematic area. This thematic area includes Transparency, Accountability, and Anti-Corruption unit, and the Local/urban governance and decentralization unit. The Associate is expected to support the two units in their knowledge management and promote their work on various platforms. S/he will support the units to meet various reporting requirements.

C. Scope of Work

The consultant will be supporting and working closely with the Programme Advisors for Local Governance and Decentralization, and Anti-Corruption. The main responsibilities include:

Provide knowledge management support to the Transparency, Accountability, and Anti-Corruption Unit and the Local Governance and Decentralization Unit. (30 %)

- Collect and analyses information to produce background documents and reports for the two units;
- Assist the units to identify new ways of presenting information (including via blog posts, videos, infographics etc.,)
- Support the units to coordinate the work of various consultants and country offices in producing publications and knowledge products.
- Edit and provide comments to the draft reports produced by the units;
- Perform a backstopping role to in programme implementation including to systematically archive key documents.

Support the units to organize various events; (30%)

- Support the units to develop concept notes and agenda for various events, starting with the Local governance and climate resilience conference in Haiyang, China
- Efficient facilitation of regional workshops, team meetings and other related conference including but not limited to coordination with participants, logistics and financial management support and possible travel to China and Indonesia;
- Liaise with relevant consultants, country teams, and regional teams to ensure appropriate documentation and reporting of the events
- Liaise with the UNDP communication teams to promote the events, and share key messages from the events widely

Ensure the team’s smooth operations management by providing effective and efficient support in administration and financial management, procurement process, , travel arrangements, focusing on the achievement of the following results; (40%)

- Ensure that all activities are undertaken in full compliance with UNDP rules, regulations and policies. Build and maintain good internal relationship with all UNDP country offices and BRH’s practice teams especially with the Operation Support Team to ensure the smooth coordination and proper operational process;
- Smooth administrative process for team members’ official obligations in official financial payments, official travel arrangements, good and service procurements including consultants’ contracts process, payments for consultants and venders, using ATLAS and other related online applications;

- Well-updated BRH's event calendar, knowledge products plans, Service Trackers for advisory services provided to Asia-Pacific countries and staff movement;
- Other relevant tasks as requested by the Governance and Peace-Building Team
- Efficient coordination with BRH's Management Advisory Services Team (MAS) & Technical Support Team (TST) i.e. Procurement, Administration, IT, HR and Finance units;
- Execute internal UNDP's process including SCOD and intranet request in collaboration with MAS and TST;
- Reply and manage day-to-day correspondences with both internal UNDP units and external partners;
- Perform any other work-related tasks assigned by the supervisors.

D. Expected Outputs and Deliverables

The consultant is expected to provide a variety of programmatic and administrative services. These include:

- Monthly report on summary of team members' missions as well as other participants financially supported by UNDP.
- Completed travel arrangement for team and other partners financially supported by UNDP.
- Completed IC and procurement request cases in collaboration with Procurement and Finance unit and maintained IC payment monitoring table.
- Monthly report on Project Budget Balance expenditure of the programme.
- Completed regional meetings and workshops, and final reports, as indicated in the work plan.
- Completed knowledge products, as indicated in the work plan

E. Institutional Arrangement

The consultant will work under the overall supervision of Local Governance and Decentralization Advisor, and the Anti-Corruption Advisor at UNDP Bangkok Regional Hub. The consultant will also work closely with the Programme Assistant based in UNDP BRH, Governance and Peacebuilding team to quality and timely delivery of expected outputs.

F. Duration of the Work

Duration

The period of the assignment will be from 17 April 2017 to 16 April 2018 with maximum 260 days (with possible extension).

Duty Station: Bangkok, Thailand with potential travel to countries in Asia-Pacific.

This assignment is on a full-time and output-based basis. The Consultant's presence at UNDP Bangkok Regional Hub premises is essential.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging, living allowance and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

G. Qualifications of the Successful Individual Contractor

Education:

- University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences, preferably with specialized certification in Accounting and Finance.

Experience:

- At least one year experience of relevant administrative or programme support experience
- Familiarity with UNDP and/or UN system or other International organizations is an advantage, in particular knowledge of ATLAS
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and web-based management systems
- Experience in project management, tracking projects and reporting

Competencies

- Excellent written and oral communication skills (in English and Thai)
- Ability to work under pressure and time constraint

H. Scope of Price Proposal and Schedule of Payments

Regional Team Leader, Governance and Peacebuilding Team will review progress and quality of agreement upon outputs prior to issuance of payment.

The payment of professional fee shall be made based on approved timesheet indicating actual number of working days spent for the deliverables indicated in the TOR.

I. Recommended Presentation of Offer

Candidates wishing to be considered for this assignment are required to submit the following documents:

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate
- Financial Proposal that indicates the daily rate/fee of the candidate, in THB.
- Letter of Confirmation of Interest and Availability

J. Criteria for Selection of the Best Offer

The criteria which shall serve as basis for evaluating offers as follows;

Combined Scoring method – where the qualifications and methodology will be weighted a maximum 70%, and combined with the price offer which will be weighted a maximum of 30%

K. Annexes to the TOR

N/A

M. Approval

This TOR is approved by:

Signature	_____
Name and Designation	Phil Matsheza, Regional Team Leader
Date of Signing	_____