

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: National Consultant – Project Manager (Anti-Corruption Project)

AGENCY/PROJECT NAME: Advancing Anti-Corruption Efforts in Thailand – A Multi-Disciplinary Approach (AAA) project (Project ID: 00083742)

COUNTRY OF ASSIGNMENT: Thailand

1) GENERAL BACKGROUND

Corruption is a serious pandemic which is rooted in the values and structures of Thai society. It undermines the country's democracy and rule of law and has created social upheavals and impediments to Thailand's development. Despite countless efforts, the problem still persists and continues to be a major obstacle to Thailand's economic, political and social development.

To fight corruption requires a multi-disciplinary framework and strong contributions of the government, businesses, and citizens. The Advancing Anti-Corruption Efforts in Thailand – A Multi-Disciplinary Approach (AAA) project is an attempt to combine a number of activities at different levels of intervention including:

Working with public and private actors to identify sectoral corruption risks as well as generating “actionable” information to help shape anti-corruption strategies, policies, and advocacy based on evidence of the underlying causes of corruption;

Taking into account citizens' experiences and engaging them to identify anti-corruption interventions that are more targeted, innovative and practical to implement; and

Instilling norms and values, such as integrity, democracy and transparency, through youth empowerment with a platform to give them a voice and ways to exercise their citizenship and promote civic education.

The main activities for the AAA project consist of the following:

- In partnership with the Government and the private sector, conduct an integrity risk assessment in health and education sectors to support the public administration reform at the legislative, policy, and operational levels;
- In partnership with Comptroller General's Department of Thailand, support the development of public procurement secondary regulations, professionalization of public procurement functions, open data in public procurement and construction sector;
- In partnership with the Anti-Corruption Organization of Thailand, design a national youth campaign and organise university-level anti-corruption camps across the country to strengthen the Thai Youth Anti-Corruption Network;
- In partnership with private sectors, expand a social enterprise initiative -“Refuse to Be Corrupt” Café. This initiative aims to provide youth with a space to map out their plans to tackle corruption. The profits from the cafe will go directly to support forthcoming anti-corruption activities;
- In partnership with the National Anti-Corruption Commission of Thailand and university networks, develop national integrity curriculum for university and secondary students based on international-

recognized norm and principle. And develop innovative learning tools for integrity education in Thailand;

- In partnership with Transparency International and Integrity action, provide technical assistance to improve national indicators (e.g. corruption perception index) based on international best practices; and
- In partnership with National Anti-Corruption Commission of Thailand and Prime Minister's Office and Ministry of Foreign Affairs, organize south-south collaboration forum sharing experience of Thailand with other countries

The Project Manager is to work closely with government agencies, private sectors, civil society organizations, youth and project colleagues to ensure the overall smooth implementation of the Project in line with planned Project objectives and outcomes. S/he will provide strategic support as needed to the Project, particularly to ensure strong engagement from national and local stakeholders. The Project Manager will report to Team Leader/Programme Specialist (Democratic Governance and Social Advocacy) and work closely with the Project Assistant.

2) Duties and Responsibilities

Key Functions:

Manage day-to-day operations of the Anti-Corruption Project, including drafting documentation, organization of events, partnership development, policy advocacy, marketing and fundraising activities, and liaising with and acting as focal point for anti-corruption.

Technical and Coordination Support:

- Provide technical advice to responsible parties with regard to anti-corruption, transparency and public administration policy, planning, and practices, especially in the area of public procurement, health, education, and import and export.
- Ensure the coordination of activities implemented to achieve the project's objectives;
- Facilitate communications and advocacy of the project results;
- Establish a good relationship with stakeholders, RTG agencies, media, private sector, donors and UN agencies in implementing the programme;
- Determine the best use of resources and technical expertise based on best practices, cost and timing considerations; and
- Identify potential source of funding, and assisting with preparation of funding proposals and briefings in support of project implementation.

Planning:

- Organize joint planning meetings involving the stakeholders, UNDP and other relevant parties to develop annual and quarterly work plans and corresponding budget plans with clearly stated milestones contributing to the achievement of target outputs defined in the Project Document; and
- Prepare/revise work plans and budget plans in close consultation with UNDP based on the operational and strategic conditions.

Implementation:

- Mobilise competent national and international experts as needed;

- Prepare and process Terms of Reference (ToR) in consultation with UNDP and/or the Senior Beneficiaries for required inputs (individual and institutional consultancy services, the procurement of goods, organization of training, seminars, etc.) with expert technical support as required;
- Lead the Project Team and analyse the performance of consultants and Responsible Parties in delivering individual outputs as described in their ToRs/agreements under the specific project outputs;
- Follow-up and ensure that required inputs are processed in a timely and transparent manner and attest to the timeliness of submission and the quality of goods and services procured for the project; and;
- Review project resource requirements and provide inputs to UNDP on the need for budget adjustments and possible revisions.

Project Monitoring and Evaluation:

- Monitor project progress against annual and quarterly work plans and budget plans;
- Monitor activities implemented by project partners; and
- Liaise with responsible parties and UNDP on the conduct of project evaluation.

Reporting and Audit:

- Prepare project progress reports (quarterly and annual / financial and substantive) against set targets and indicators, with an analysis of evidence of progress towards planned outputs according to schedules, budgets, and inputs provided by the project;
- Prepare the project report, with an analysis of progress towards expected results as defined in the Project Document and subsequent work plans and budgets. Together with UNDP, organize the final project review meeting;
- Establish and maintain a systematic filing system of key documents (hard and soft copies) in line with audit requirements;
- Assist UNDP Programme Officer in closing Project operationally and financially in accordance of rules and regulations of UNDP and in close coordination with the responsible parties; and
- Liaise with UNDP on the conduct of project audit and ensure access by auditors to project documentation, personnel and institutions involved in the project.

3) Expected outcomes and deliverables

- Completion of project activities/outcomes as per project workplan.

4) Institutional Arrangement

The Project Manager will work under the supervision of Team Leader/Programme Specialist (Democratic Governance and Social Advocacy) of UNDP Thailand, and with partners and Country Office team in completing the listed scope of work.

5) Duration and Duty Station

Duration : 15 May 2017 – 14 May 2018 with Maximum 240 days worked

Duty Station: Bangkok, Thailand, no travel required

6) Competencies

Corporate:

- Integrity and fairness -- embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age

Technical and Functional:

- Knowledge, experience, and understanding of the public administration, anti-corruption and development policies and mechanisms as well as translation from policies to practices
- Proven ability to represent UNDP and the UN at high levels in diplomatic and government circles

Managerial:

- Proven track record in project implementation, managing and overseeing inter-disciplinary teams
- Ability to perform specialized tasks related to Results-Based Management, including support to design, planning and implementation of the Project
- Ability to establish and sustain interpersonal and professional relationships with partner organizations, local staff, national, provincial and local government, and other collaborating agencies and donors
- Excellent skills in supervision, coaching and team management with a performance orientation
- Good oral and written communication skills
- Ability to anticipate and understand client needs, formulate clear strategic plans, prioritize interventions, and allocate resources according to priorities
- Ability to establish effective working relations in a multicultural team environment.

7) Qualifications:

- Thai national is preferred;
- A Master's Degree or higher in any development related field, preferably with specialisation in public administration, economics, and/or sustainable development
- At least 5-7 years of relevant work experience at the national or international level, with a minimum 3 years of which dealing with project management.
- Experience with interagency coordination in national and local governments and UN agencies as well as experience in working with National Anti-Corruption Commission, Ministry of Finance, the Office of Prime Minister, and universities will be an advantage;
- Experience in engaging with private sector, media , civil society organizations and/or youth especially in innovative ideas for social development;
- Familiar with UNDP systems, rules and procedures is an advantage;
- Positive track record in resource mobilization and donor liaison is an advantage;
- Fluency in English and with excellent written and oral communications skills;
- Strong interpersonal, managerial and advocacy skills.

8) Price Proposal and Schedule of Payment :

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the consultant’s supervisor of a Time Sheet indicating the days worked in the period.

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

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

9) Evaluation Method and Criteria:

Individual consultants will be evaluated based on the Cumulative analysis.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as

- responsive/compliant/acceptable; and
- having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%).

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment. Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Experience in anti-corruption issues.– max 25 points;
- Criteria 2: Experience in project development, project management and developing project documents – max 15 points;
- Criteria 3: Knowledge of public administration in Thailand – max 25 Points;
- Criteria 4: Relevant education - max 5 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

10) Documents required:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

- Letter of Confirmation of Interest and Availability using the template provided in Annex II.
- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in Thai Baht.
- At least two references

Incomplete proposals may not be considered.