

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 13 July 2017

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**Country:** Thailand

**Description of the assignment:** Interview Report Writer

**Duty Station:** Bangkok- based with no travel

**Project name:** UNDP- BRH- TST, Thailand

**Period of assignment/services (if applicable):** Up to 25 reports (15 August 2017 – 14 August 2018)

To apply for this position, please click the link below:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=73448](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=73448)

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### 1. BACKGROUND

Recruitment of staff is the single most important human resource management activity. Each recruitment process and decision represents a major investment of organizational resources, constitutes a long term liability and is a direct reflection on the organization's reputation. Each appointment affects the performance of offices and defines UNDP's credibility with stakeholders.

Competency based interviewing is one of the ways UNDP assesses candidates to fill vacancies across UNDP. This procedure is designed to ensure a competitive selection process for rotational vacancies by establishing uniform selection procedures across the organization.

All recruitment and selection processes in UNDP are defined by five principles – competition, fairness, professional rigor and objectivity, transparency and accountability.

## 2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

### Scope of Work

The Interview Report Writing consultant will be expected to support the Bangkok Regional Hub HR team carry out the following tasks:

- Take objective and clear notes for up to 4 candidates in the interview per day identifying strengths and weakness of candidates as measured against articulated competences. More than 4 candidates would be considered as additional interview.
- In consultation with the HR representative on the interview panel, drafts the interview report in a concise and fluent manner;
- Prepares the interview report on a standard template within 24 hours from conclusion of the interview, and then circulates to panel members for comments and endorsement;
- Coordinate edits/changes to the interview report accordingly;
- Report writer must disclose any perceived or actual conflict of interest on any panel they are assisting with. Confidentiality of information, data and reports is a pre-requisite

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Education:

- Bachelor's degree in communications, business administration or related fields

### Qualifications:

- Excellent writing skills;
- Familiarity with UN competency based interviewing;
- Understanding of the UN context a distinct advantage;
- Full working knowledge of Microsoft word.

### Language:

- ) Fluency in written and spoken English.

### Core Competencies:

- ) Plans, prioritizes, coordinates and delivers tasks on time;
- ) Remains impartial and fully confidential at all times;
- ) Displays cultural and gender sensitivity;
- ) Remains calm, in control and good humored even under pressure;
- ) Demonstrates openness to change and adaptability;
- ) Responds positively to feedback.
- ) Ability to work in multicultural environment.

#### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Contract Duration:** 15 August 2017 to 14 August 2018 (up to 25 reports)

**Duty Station:** Bangkok, Thailand

#### 5. FINAL PRODUCTS

Interview report in a standard template prepared and transmitted to respective interview panels within 24 hours from a conclusion of the interview.

#### 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The IC will be supervised by HR Analyst on each interview report delivery.

#### 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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.
- ) **Report portfolio**, including **a)** a brief description of why the individual considers him/herself as the most suitable for the assignment; and **b)** At least three samples of Report or Interview report.
- ) **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.

Incomplete proposals may not be considered.

#### 8. FINANCIAL PROPOSAL

##### **Price Proposal and Schedule of Payments:**

##### **The contract will be based on interview report**

Consultant shall quote an all-inclusive Interview Report Fee per one interview 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 interview report fee per one interview submitted in the proposal. If

applicable, travel or daily allowance cost (if any work is to be done outside the consultant's duty station) should be identified separately. Payments shall be done on a monthly basis based on actual number of interview report, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the number of interview report submitted in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

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.

## **9. EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodology;

### **Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) 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.

### **Technical Criteria for Evaluation (Maximum 70 points)**

- ) Criteria 1: Relevance of Education - Maximum 15 points;
- ) Criteria 2: Relevant Experience in writing reports, taking minutes, and editing - Maximum 30 points;
- ) Criteria 3: Experience within the UN system - Maximum 15 points;
- ) Criteria 4: Samples of written materials - Maximum 20 points;
- ) Criteria 5: Fluency in English - Maximum 20 points.

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