

TERMS OF REFERENCE

Location	Bangkok, Thailand
Application deadline	25 August 2017
Type of Contract	Individual Contractor
Post Level	Project Assistant (PA)
Languages required:	Fluent English (very good written English skills required)
Duration of Initial Contract:	130 days (September 15, 2017 - March 14, 2018)

BACKGROUND

On 31 March 2017, the United Nations Office for South-South Cooperation (UNOSSC) re-established its Regional Office for Asia-Pacific in Bangkok, Thailand with a complement of three professional staff consisting of the Regional Coordinator, the Advocacy Advisor and the Programme Manager. The Office requires support services from a Project Assistant (PA).

The UNOSSC Regional Office will support South-South and triangular cooperation initiatives in the expansive Asia-Pacific Region. Among the responsibilities for the Office will be facilitating knowledge sharing among countries in the region and managing some pilot South-South projects including the Republic of Korea Facility as well as monitoring of other projects under the IBSA Facility and UN-India South-South Fund.

The Project Assistant will provide support services to the UNOSSC Asia-Pacific Team including project management support, liaison with the UNOSSC Programme Support Unit, administrative services and liaison with UNDP (Regional Hub in Bangkok) administration and finance, travel arrangements and work attendance monitoring. In addition, the PA will provide support for the organization of events such as convening workshops and monitoring expenditure for workshops.

The overall scope of the work in Asia-Pacific will be specified in the umbrella project for support to UNOSSC programmes in the Asia-Pacific Region. The stakeholders that the PA will be expected to interact with include:

1. The UN Office for South-South Cooperation at Head Quarter and Regional levels;
2. The United Nations Development Programme (Regional Hub in Bangkok);
3. Eleven Korean Institutions under the Korean Facility;
4. National Institutions collaborating with the Republic of Korea Facility, and
5. Other UN Agencies in the Asia-Pacific Region.

OBJECTIVES OF THE ASSIGNMENT

The Project Assistant will work to increase the efficiency of the UNOSSC Asia-Pacific team through provision of timely operational and programme support.

Scope of Work

-) Prepare project budget revisions in ATLAS based on input from the project manager;
-) Liaise with travel company to arrange travel for UNOSSC Asia-Pacific Staff;
-) Prepare travel authority for signature by UNOSSC management;
-) Maintain work attendance monitoring records for UNOSSC staff in Asia-Pacific;
-) Assist in arranging workshops and meetings;
-) Process procurement requirements for UNOSSC Asia-Pacific staff;
-) Participate and draft minutes of meetings between UNOSSC Asia-Pacific staff and counterparts;
-) Liaise with communication Division to update news releases and other data.
-) Liaison with UNDP (Regional Hub in Bangkok) and UNOSSC Head Quarter administration and finance for staff travel arrangements and other related mandates.
-) Assist in processing of publications and office communications;
-) Management of schedules of UNOSSC Asia-Pacific staff;
-) Oversee routine office business processes.
-) Review expenditure and disbursement requests;

Expected Outputs and Deliverables

The expected outputs and deliverables for the PA will depend on the support required by the other members of the office. However, in all cases PA will be expected to follow-up assignment to their logical conclusion; to act timely; to request guidance when unsure, to be proactive and reliable. Some of the major outputs and deliverables will be as follows:

-) Administrative and Finance: project budget revisions in Atlas as requested by Coordinator and Team members;
-) Review of submissions by projects and disbursement requests within a week of end of Quarter;
-) Support cost-effective business practice by reviewing travel plans and ensuring required actions accomplished at least 3 weeks prior to travel.
-) Prepare draft meeting notes within two days of meeting taking place;
-) Monitor websites every day to ensure that news releases have been uploaded and inform Coordinator and the relevant team member;
-) Review staff member schedules each day and support preparation of communications and attendance of staff at important meetings;
-) Advise team members on filing of important documents within the possibilities of RHB facilities.

Institutional Arrangement

- J The Project Assistant will report to the Regional Coordinator of the UN Office for South-South Cooperation (Asia-Pacific) or any delegated staff member in the absence of Regional Coordinator.
- J The PA will be expected to report to work daily at the UNOSSC Asia-Pacific Office in the UNDP Regional Hub in Bangkok.
- J The PA will interact mostly with other administrative and financial staff from UNDP.
- J UN Office will provide work station, and desk top/PC for work.

Duration of the Work

- J Expected initial duration of work is from September 15, 2017 - March 14, 2018, 130 days. There will be a possibility of extension of 6 months - 1 year depending on the responsibilities of the Office.

Duty Station

- J UNOSSC Asia-Pacific Office, Bangkok, Thailand with no travel.

COMPETENCIE

- J Strong communication, administrative managerial, reporting and writing skills.
- J Ability to plan, organize, implement, and report on work.
- J Ability to work under pressure and tight deadlines.
- J Proficiency in the use of office IT applications and internet in conducting related work.
- J Positive and constructive attitude to work.
- J Demonstrates integrity and ethical standards.
- J Displays sensitivity and adaptability towards workplace cultural diversity.
- J A self-starter with a lot of initiative

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

-) Master's degree required in any Business administration, Management and or Social sciences.

Experience

-) Prior experience in development organization including bilateral institutions, UN experience an added advantage.
-) Five years of total work experience in international development organization.
-) Experience in organizing events and meetings and office support.

Language requirements

-) Fluency in English language with very good written skills required.

Price Proposal and Schedule of Payments

Candidate must send a financial proposal based on a Daily Fee. Candidate 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 candidate 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 PA's supervisor of a Time Sheet indicating the days worked in the period.

Evaluation Method and Criteria

Candidate will be evaluated based on the following methodology;

Combine Score Method

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%) consists of 1) CV/ P-11 review (60%) and 2) face- to- face interview (10%) 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 300 points)

-) Criteria 1: Relevance of Education – Max 50 points
-) Criteria 2: Prior experience in development organization including bilateral institutions, UN experience an added advantage – Max 80 points
-) Criteria 3: Total work experience in international development organization – Max 50 points
-) Criteria 4: Experience in organizing events and meetings and office support – Max 60 points
-) Criteria 5: Fluency in English language with very good written skills required – Max 60 points

Only candidates obtaining a minimum of 210 points (70% of the total technical points) would be considered to the next process of interview and financial evaluation.

Documentation required

Interested individuals 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.

-) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
-) Personal CV or P11, Indicating all past experiences 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
Amount requested per day in Thai Baht.