



TERMS OF REFERENCE

FOR INDIVIDUAL CONSULTANT

PROJECT TITLE:	Temporary Programme Assistant
AGENCY/PROJECT NAME:	Partners for Prevention: UN Women, UNFPA, UNDP and UNV
	Regional Joint Programme
COUNTRY OF ASSIGNMENT:	Thailand

1) GENERAL BACKGROUND

Partners for Prevention (P4P) II is a UNDP, UNFPA, UN Women and UNV regional joint programme focused on transforming harmful masculinities to prevent violence against women and girls (VAWG) in Asia and the Pacific. The joint programme brings together the combined strengths of the four UN agencies, along with governments and civil society, to promote and implement effective violence prevention programmes and policies.

Approach: Phase II of P4P (2014-2017) focuses on: 1) developing and piloting VAWG prevention interventions, 2) capacity development, 3) promotion of volunteerism, and 4) policy advocacy at the national level in a number of sites where P4P research has been undertaken and strong partnerships established. The interventions are designed based on the site-specific findings of the *UN Multi-Country Study on Men and Violence*¹ combined with local knowledge and global evidence of what is working to prevent VAWG. A monitoring and evaluation process is being supported to measure the acceptability, feasibility, process, and impact of these interventions. It will generate new learning on what works to prevent VAWG in Asia and the Pacific and guide further replication and/or up-scaling.

For more information, please see:

<http://www.partners4prevention.org/>

1.1.Objectives of the assignment

-)] To provide programme and finance support to Partners for Prevention Joint Programme.

2) Scope of work

1. Ensures effective support to the programme implementation, focusing on achievement of the following results, primarily in the areas of:
 -)] Providing daily support on timely execution of programme approved work plans;
 -)] Assisting in monitoring the progress throughout the programme;
 -)] Assisting the Programme Manager in coordinating the exchange of information among the programme partners;
 -)] Providing required support in organizing/conducting programme activities;
 -)] Supporting other programme-related activities as required by the programme management.

¹ Fulu, E. et al., *Why Do Some Men Use Violence Against Women and How Can We Prevent It? Quantitative Findings from the United Nations Multi-country Study on Men and Violence in Asia and the Pacific*, UNDP, UNFPA, UN Women and UNV, Bangkok, 2013.

2. Enhance programme development
 -)] Strengthen inter-agency coordination by maintaining good communications with programme assistants with joint programme participating organizations related to programme activities
3. Provides effective support to management of the programme focusing on the achievement of the following results:
 -)] Management of the project in Atlas, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project.
4. Provides administrative support to the Programme focusing on achievement of the following results:
 -)] Undertake and support project implementation and procurement activities according to UNDP workflows including contracting consultants, institutional contracts and organization of workshops and travel, etc.
 -)] Maintenance of the internal expenditures control system including timely corrective actions on budget check errors, match exceptions, as well as cost-sharing deficit and PDR errors.
 -)] Creation of requisitions in Atlas for development projects, registration of goods receipt in Atlas.
 -)] Undertaking budget checks for requisitions, POs and vouchers
5. Provides administrative support to the Regional Programme advisory functions focusing on achievement of the following results:
 -)] Integration of programme team information including tracking of events, travel and advisory services.
 -)] Provision of administrative services to meetings, seminars, workshops.
 -)] Efficient travel arrangements provided for the team as required, ensuring proper use of UNDP resources and client satisfaction.
6. Supports resource mobilization focusing on achievement of the following results:
 -)] Track and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas.
 -)] Periodic updates to Programme Manager on status of contributions, expenditures and reporting to donors

3) Expected Outputs and Deliverables

-)] Satisfactory outputs based on activities listed under scope of work.

4) Institutional Arrangements

Under the overall guidance and direct supervision of the Programme Manager, the Programme Assistant provides support services ensuring high quality, accuracy and consistency of work. The Programme Associate is an integral part of the Partners for Prevention team. The Programme Assistant works in close collaboration with the P4P Team, UNDP operations and programme staff, and staff of joint programme participating UN organizations (UNFPA, UN Women, UNV) as required for resolving complex finance-related issues and exchange of information.

5) DURATION OF WORK

Duration: December 7, 2017-March 31, 2018

Working days: 80 working days

Duty station: Bangkok, Thailand with no travel

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education

-)] Secondary Education or equivalent. University Degree in Business Administration, Public Administration, Economics, Political Sciences and/or Social Sciences or related field is desirable, but it is not a requirement.

Experience

-)] Minimum 5 years for Secondary School, or 3 years for a Bachelor's degree holder, of work experiences in or administrative work and/or logistics support;
-)] Excellent organizational skill, service-mind, punctual, self-motivated, and proactive; experience in handling of web based management systems;
-)] Experience in computer and MS Office package, particularly proficiency in Excel;
-)] Knowledge of UNDP procurement and financial rules and regulation is preferable;
-)] Experience in the use of ATLAS (UNDP ERP system) is an added advantage.
-)] Experience with the UN System and UNDP desirable.

Language

-)] Oral and written Fluency in English and Thai. Other language skills an asset.
-)] Good communications skills, in English.

7) Required documents

Personal CV, 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 that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

8) Criteria for Selection of the Best Offer

Least cost method – when the qualifications and experience meet the TOR, UNDP will select the lowest cost offer.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Relevant Education- Max 14 points
- Criteria 2: Years of total work experience in programme and administrative support- Max 21 points
- Criteria 3: Prior experience in the use of ATLAS (UNDP ERP system)- Max 14 points
- Criteria 4: Experience in development organization including bilateral institutions and UN agencies- Max 14 points
- Criteria 5: Fluency in English language with very good written skills required- Max 7 points

10) REVIEW TIME REQUIRED

Review/approval time prior to authorizing payments will be one week.

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

The consultant will be based in Bangkok, ESCAP Premise, and UNDP regional Hub.

12) PAYMENT TERMS

The daily fee must be “all inclusive” and an IC timesheet must be submitted by contractor, duly approved by IC contracts supervisor.

Payment will be made based on upon number of actual days worked.

This TOR is approved by: [*Kathy Taylor, P4P Programme Manager*]

Signature

Name and Designation Kathy Taylor, P4P Programme Manager

Date of Signing November 17, 2017