

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 22 November 2017

Country: Bangkok, Thailand

Description of the assignment: Temporary Programme Assistant

Duty Station: Bangkok, Thailand with no travel

Project name: Partner for Prevention (P4P)

Period of assignment/services (if applicable): 13 December 2017– 31 March 2018 (Up to 80 working days)

To apply this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=75928

1. 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 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/>

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

Objective

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

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.
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. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) Thai National with 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 Skill:

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

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

Contract Duration: 13 December 2017- 31 March 2018 (Up to 80 working days)

Duty Station: Bangkok, Thailand with no travel.

5. FINAL PRODUCTS

Satisfactory outputs based on activities listed under scope of work.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

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.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultant must submit the following documents/information to demonstrate your qualifications:

-) **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: please quote prices in US Dollar.**

8. FINANCIAL PROPOSAL

Professional Fee

The contract will be based on daily fee

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 IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked 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.

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

Individual consultants will be evaluated based on the following methodology **Lowest price and technically compliant offer**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as both: a) responsive/compliant/acceptable, and b) offering the lowest price/cost.

Technical Criteria for Evaluation (Maximum 70 points) [Please add/adjust the below criteria and points awarded to each as necessary]

-) Criteria 1: Relevance of 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

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