INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 January 2018

Country: Bangkok, Thailand

Description of the assignment: Project Procurement Specialist

Duty Station: Bangkok-Based, Thailand without travel

Project name: IGSD Unit, UNDP/ Strengthening Capacity and Incentives for Wildlife Conservation in the Western Forest Complex

Period of assignment/services (if applicable): 1 February 2018 – 31 December 2018 with total of 200 working days.

Proposal should be submitted no later than: 19 January 2018

Please click on the link below to apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=76558

1. BACKGROUND

In line with the UN Partnership Assistance Framework with the Royal Thai Government (2012-2016), the project document of “Strengthening Capacity and Incentives for Wildlife Conservation in the Western Forest Complex (SCIWC)” was developed by the Department of National Parks, Plants and Wildlife Conservation (DNP), under the Ministry of Natural Resource and Environment (MONRE) in close collaboration with UNDP, for the funding support from the Global Environment Facilities (GEF).

The four-year, 7.34 million USD project aims to overcome threats to wildlife and habitats in the World Heritage Sites of Huai Kha Kaeng and Tung Yai Nareshuan Wildlife Sanctuaries, by looking into effective management to protect the last resources of wildlife habitats and increasing number of key species i.e. Indochinese Tiger which is the indicator of biodiversity in the World Heritage Sites.

Financial management capacity weaknesses and systemic barriers to effective management and budgeting will be addressed at the national level, while demonstrations of capacity strengthening and incentives will be pursued at the project sites of Huai Kha Kaeng Wildlife Sanctuary, Tung Yai East and Tung Yai West Wildlife Sanctuaries.
The project administration and coordination between central and field divisions/offices within DNP and relevant organizations will be carried out by a PMU under the overall guidance of the Project Board. The PMU will be composed of an overall Project Director, from within DNP, who will be the focal point to provide overall guidance to the Project Management Unit members who are hired on the project budget.

The PMU members include (1) a project manager, (2) a project field coordinator (3) project assistants/financial Officers; (4) short term consultants

According to the Letter of Agreement (LOA) duly signed by executives of UNDP and DNP, the project execution is National Implementation Modality (NIM) enquiring the project budget transfer to the government budgeting system. Partially, the LOA indicates categories of support services to be provided by UNDP as known as Direct Implementation Modality (DIM), with reference to the project Annual Work Plan. In addition, the LOA also provides description of implementing partner’s commitment to long term support to sustain the interventions undertaken in the project sites.

The nature of combined modalities of DIM and NIM, in particular, the budget transfer to the government system, has stipulated needs for an experienced Procurement Specialist who can help finding solution on agreed processes and administrative rules for the transferred budget which is categorized as external budget, which will enhance the continuation and speedy progress of the project implementation.

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

Objectives of the Assignment:

This TOR is for the position of Project Procurement Specialist. S/He will support the project management unit to provide advisory functions and development of procedural Standard of Operation on the government’s procurement process and administrative rules for the project budget which is classified as an external budget. Deliverables will include the Standard Operation Procedures for the project’s procurement by Central administrative of DNP and field administration. The procurement standard operation includes relevant process with budgeting, disbursement and auditing.

Scope of work:

Key duties and responsibilities will include:

- Give advice to SCIWC administrative and finance officers on the procurement rules and administrative procedures of the Advance Cash Transfer to DNP i.e. types of procurement, procedures and administrative requirement, including line of commands in approval.
- Double-check the draft documents of project’s procurement submitted for the Project Director’s consideration and approval. Ensure that all of the documents are prepared and proceeded correctly and accurately in line with government procurement rules and regulations.
• Develop a guideline for Standard Operation Procedures in implementing project procurement under the National Implementation Modality – with the Advance Cash Transfer
• Give advice to SCIWC Administrative and finance officers on document filing system either in paper or in electronic.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

I. Academic Qualifications:

• Thai National only with Bachelor’s degree in Government or Business Administration or equivalent vocational degree.

II. Years of experience:

• At least 10 years of experiences in government procurement and administration.
• Experience in working across units of management of the government agencies, is preferable.
• Basic understanding of project management is an asset.
• Good communication and facilitation skills.

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

Duration of the Assignment

1 February 2018 – 31 December 2018 with maximum of 200 working days.

Duty Station

Bangkok-Based, Thailand without travel. The consultant will be required to station at the Department of National Parks, Wildlife and Plant Conservation, Bangkok.

UNDP will arrange Air ticket or other transportation to the field visit, if need be. The consultant shall receive living allowance and terminal expenses in locations as assigned according to SCIWC’s rate agreed by the Comptroller General’s Department.

5. FINAL PRODUCTS

Expected Outputs and Deliverables
The deliverables will be based on timesheet and a monthly working report on the procurement case(s) undertaken as follows:

1. Procurement in the reporting month, clarifying types of procurement, procedures and administrative requirement, including line of commands in approval.
2. Copies of signed official documents of project’s procurement submitted for the Project Director’s consideration and approval. Certified archive of the project filing.
4. Certified endorsement of coaching the case to the project’s Administrative and Finance officers on the SOP, document filing system either in paper or in electronic.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Institutional Arrangement

The Procurement Specialist will report to UNDP Programme Specialist, Inclusive Green Growth and Sustainable Development Unit.

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:

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

Incomplete proposals may not be considered. The short-listed candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

**Price Proposal and Schedule of Payment**:

Consultant must send a financial proposal 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

Criteria for Selection of the Best Offer

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 – Max 15 points
- Criteria 2 Relevant experience in government procurement and administration -Max 30 Points
- Criteria 3 Relevant experience on project management – Max 10 points
- Criteria 4 Relevant experience across government agencies – Max 15 Points

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

**ANNEXES**

Annex I - TOR_ Project Procurement Specialist
Annex II- General Condition of Contract

Annex III - Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

All documents can be downloaded at: http://procurement-notices.undp.org/view_notice.cfm?notice_id=43449