

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 23 February 2018

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**Country:** Thailand

**Description of the assignment:** EITT Programme and Operations Support Consultant

**Duty Station:** Bangkok, Thailand with possible travel

**Project name:** UNDP- GEF

**Period of assignment/services (if applicable):** 12 March 2018 – 30 June 2018 (Up to 65 working days).

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

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=77379](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=77379)

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### 1. BACKGROUND

For UNDP, adaptation to climate change means climate-resilient economic development and sustainable livelihoods, especially for vulnerable populations – the poor, women, and indigenous peoples. UNDP supports these goals by assisting over 80 countries to integrate current and future climate risks and uncertainties into national and sub-national development efforts. UNDP works with governments, the private sector, communities, and other partners to build responsive state institutions and public policies; strengthen public and private sector capacities to manage climate change risks and uncertainties; and formulate, finance and implement climate-resilient initiatives.

Together with partners, UNDP supports climate change risk management in the context of agriculture and food security, water resources, coastal zone development, public health, and climate change-related disaster risks. To finance this work at the national, sub-national and community levels, UNDP helps countries secure climate change adaptation finance that is available through vertical funds such as the Adaptation Fund, the Least Developed Countries Fund and the

Special Climate Change Fund (both of which are managed by the Global Environment Facility, GEF), Green Climate Fund, as well as other multilateral and bilateral sources. Countries are supported to optimize the use of these public funds by also leveraging and catalyzing private finance for adaptation.

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

Within UNDP-GEF, the EITT (Energy Infrastructure Transport and Technology) cluster manages a large portfolio of projects that it directly implements and others it provides oversight to. Under the overall guidance and supervision of the Regional Technical Advisors, the consultant provides programme and operational support to the portfolio.

Key activities and tasks:

- )] Provide support on programme formulation/strategies; including documents compilation, preparation and review.
- )] Keep tracks and support projects activities; including financial monitoring, delivery progress, and evaluation requirements.
- )] Maintain accurate and up-to-date project information in all applicable databases.
- )] Draft correspondence and assist in operations support of the programme.
- )] Provide support on workshop/meeting/training arrangement.
- )] Process procurement requirements for the team.
- )] Undertake research and any other tasks as required.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

- )] Bachelor's degree in Business or Public Administration, Liberal Arts, Economics, Social Sciences, Environment, Project Management or other closely related fields is desirable.

### **Experience:**

- )] Experience in development organization including bilateral institutions, UN experience an added advantage.
- )] At least 2 years work experience in programme or administrative support.

- ) Experience in environmental management issues, mitigation, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues would be an asset.
- ) Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint etc.)
- ) Experience with the GEF and UNDP-GEF systems, policies, and programming and in working in Asia and/or the Pacific preferable;
- ) Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner;

**Language:**

- ) Excellent in oral and written communication skills in English and Thai.

**Competencies**

- ) Strong analytical, reporting, and writing abilities;
- ) Excellent facilitation skills;
- ) Openness to change and ability to receive/integrate feedback;
- ) Ability to plan, organize, implement, and report on work;
- ) Ability to work under pressure and tight deadlines;
- ) Demonstrates integrity and ethical standards;
- ) Positive, constructive attitude to work;
- ) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

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

**Contract Duration:** 12 March 2018 – 30 June 2018 (Up to 65 working days)

**Duty Station:** Bangkok, Thailand with possible travel.

## 5. FINAL PRODUCTS

The expected outputs from this assignment are as follow:

- ) Submissions of project proposals, Project Identification Forms and CEO endorsement requests and others through UNDP-GEF registry account
- ) Completion of any pending and on-going assignments with relevant UNDP-GEF's respective donors for example Green Climate Fund (GCF), GEF Secretariat, both operationally and administrative works.
- ) The up-to-date data management platforms; the UNDP project information repository system (PIMS+) and finance application (ATLAS), and online portfolio.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to EITT Technical Advisors based in Bangkok, Thailand. He/she will work closely with other staff in the UNDP-BRH, UNDP HQ, UNDP Country Office staff and project/government counterparts as appropriate.

## 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](#).
- ) **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.
- ) assignment, and a methodology, on how they will approach and complete the assignment;
- ) **Financial proposal**, as per template provided in [Annex II](#). Note: please quote prices in Thai Baht.

**Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.**

## 8. FINANCIAL PROPOSAL

**Price Proposal and Schedule of Payments:**

**The contract will be based on Daily Fee**

Consultant must send a financial proposal based on a **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. Payments shall be done monthly 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 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 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 – Max 14 points
- ) Criteria 2: Years of total work experience in programme and administrative support- Max 21 Points
- ) Criteria 3: Prior experience in environmental studies, adaptation, climate change and other related sustainable human development issues – 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.