



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACTOR

POST TITLE: Programme Implementation and Research Consultant, Being LGBTI in Asia

AGENCY/PROJECT NAME: UNDP Regional Hub, Bangkok

COUNTRY OF ASSIGNMENT: Bangkok, Thailand with no travel required

1) GENERAL BACKGROUND

Being LGBTI in Asia is a regional programme implemented by UNDP, with funding from the Swedish Embassy in Bangkok, USAID, and the Faith in Love Foundation (Hong Kong). The programme aims to reduce marginalization and exclusion of LGBTI people. Initiated in 2012, the programme addresses inequality, violence and discrimination on the basis of sexual orientation, gender identity or intersex status, and promotes universal access to health and social services. It provides a platform for multiple stakeholders – governments, national human rights institutions, civil society, private sector, media, faith and community leaders, and educators – to engage in dialogue around LGBTI issues.

The Programme Implementation and Research consultant will work closely with both regional and national partners to support overall programme implementation and research.

UNDP is the UN's global development network advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP's vision is to support countries in achieving the simultaneous eradication of poverty and significant reduction of inequalities and exclusion.

2) OBJECTIVES OF THE ASSIGNMENT

The Research and Programme Implementation Consultant will support the Being LGBTI in Asia programme in the area of programme implementation and research.

3) SCOPE OF WORK

Consultant will assist the programme team with the implementation of the programme:

- Assist in coordination and administration of the programme, including work planning and monitoring, maintaining administrative documentation, procurement and communicating with and supporting programme partners
- Assist in organization of programme-related events, workshops and meetings, including providing

- logistical support for regional events
- Support updating on the programme's social media channels, including compiling content, drafting new content, scheduling content and monitoring analytics
- Support the Programme Specialist in preparing accurate and quality reports, e.g. quarterly and annual reports in a timely manner
- Contribute to identifying opportunities for partnership building and resource mobilization
- Support the formulation of programme documents and strategies
- Assist in other relevant support tasks as required

Consultant will support the programme's research activities:

- Support planning and conducting of programme's research activities
- Communicate with research teams, record progress of research and provide feedback
- Facilitate knowledge management and sharing; support the dissemination of programme documents and publications
- Draft advocacy materials

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

In accordance with the requirements above, the duration of this assignment is not to exceed 175 Days from 1 April 2018 to 31 December 2018. To carry out this assignment the consultant will be based at the UNDP Bangkok Regional Hub in Bangkok, Thailand. No travel is expected for this assignment.

5) FINAL PRODUCTS

Programme implementation

- Assist in coordination and administration of the programme
- Assist in planning and organizing regional events.
- Contribute to programme's social media presence
- Support programme reporting
- Assist the team in coordinating with partners and stakeholders
- Assist in the development and planning of phase 3
- Perform other tasks/duties that may be assigned by the HIV, Health and Development Team

Research

- Assist planning and conducting research
- Attend meetings and discussions with key people related to the research projects and activities, and keep record of the progress
- Review, edit and provide feedback for drafts of knowledge products
- Assist with the dissemination of programme materials and publications.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the direct supervision of the Programme Specialist based in the UNDP Bangkok Regional Hub. The Programme Specialist will communicate and work closely with the consultant to ensure timely delivery of expected outputs.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master's degree in gender studies or related area.
- At least one year relevant experience in social research, development cooperation, programme implementation at the national or international level.
- Knowledge and experience of research methodologies, conceptual frameworks and analysis of gender, sexuality and/or health programmes, programme implementation, social media management.
- Some knowledge of issues related to human rights and inclusion of LGBTI people and other marginalized communities in Asia and Pacific is required. Familiarity and/or demonstrated interest in transgender and intersex issues, and how they relate to Sustainable Development Goals are highly desirable.
- Strong interpersonal skills, sensitivity and respect for diversity to facilitate working in a multi-cultural, multi-ethnic environment.
- Experience in planning regional events with varied stakeholders is highly desirable
- Experience with UNDP or other UN agency is highly desirable
- Fluency in spoken and written English with good writing skills. Other Asian languages considered an asset.

8) REVIEW TIME REQUIRED

The Policy Advisor will review progress and quality of agreement upon output prior to issuance of payment.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

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PARTIAL

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INTERMITTENT

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FULL TIME

The assignment requires the consultant to work closely with the supervisor and UNDP BRH team members. Partial remote work is possible.

10) PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

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.

11) 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 10 points
- Criteria 2 Relevance of work experience – Max 20 points
- Criteria 3 Relevance of experience in key technical areas – Max 30 points
- Criteria 4 Language and other skills – Max 10 points

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

12) DOCUMENTATION REQUIRED

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 and financial proposal** using the template provided in Annex III.
- **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.
- **A cover letter**, including **a brief description** of why the individual considers him/herself as the most suitable for the assignment

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

13) ANNEXES

N/A