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## **TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT**

**POST TITLE:** Assistant Project Coordinators (3 positions)

**AGENCY/PROJECT NAME:** UNDP Thailand/NDC Support Project: Delivering Sustainability through Climate Finance Actions in Thailand (NDC Support)

**COUNTRY OF ASSIGNMENT:** Bangkok based with no travel required

### **A. Project Title**

NDC Support Project: Delivering Sustainability through Climate Finance Actions in Thailand (NDC Support)

### **B. Project Description**

Thailand has submitted ambitious Intended Nationally Determined Contribution (NDC) targets for reducing its greenhouse gas (GHG) emissions by 20 percent compared to business-as-usual (BAU) levels by 2030, and up to 25 percent emission reductions by 2030 subject to adequate and enhanced access to technology development and transfer, and financial resources and capacity building support through the global agreement under the UNFCCC.

Along with the opportunity and momentum created by the Paris Agreement comes the important challenge of transforming Thailand's NDC into tangible actions that lead to long term, zero-carbon and climate-resilient development. As evident in its NDC submission, Thailand will need sustained financial, capacity building, and technical support in order to regularly prepare, implement, and report on national actions under the Paris Agreement, and more specifically against NDC targets, for reducing greenhouse gases.

The NDC Support project utilizing UNDP's strong expertise and lessons learned from climate change mitigation and adaptation programmes and projects, particularly the Low Emission Capacity Building (LECB) and Strengthening Thailand's Capacity to Link Climate Policy and Public Finance (Climate Finance) projects, as well as UNDP work on National Communications, transparency, REDD+ (reducing emissions from deforestation and forest degradation in developing countries), gender, and climate change governance. The NDC Support project was developed by the Office of Natural Resources and Environmental Policy and Planning (ONEP), under the Ministry of Natural Resource and Environment (MONRE) in close collaboration with UNDP.

The project administration and coordination within ONEP 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 ONEP, 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 a project manager and a project assistant.

### **C. Objective of the Assignment**

The objectives of the assignment are to:

provide coordination and administrative assistance in general project implementation and management including drafting correspondence, taking of minutes, processing of government clearances, making travel arrangements and related tasks.

## D. Scope of Work

Key duties and responsibilities include:

- Liaise with ONEP on day-to-day implementation of project activities;
- Liaise with ONEP and UNDP Office on administrative matters and ensure that all administrative transactions are properly carried out according to the requirements of UNDP and ONEP;
- Provide support on logistics and activity arrangement for the project including participate in the project activities when needed;
- Assist in preparing meeting documents, project reports, and update projects files; and
- Perform other duties as determined by the Project Director and Project Manager.

## E. Expected Outputs and Deliverables

All the outputs/deliverables as stipulated in the table below needs to be reviewed and certified by the Project Manager at UNDP prior the payment is released.

No	Deliverables/ Outputs	Target Due Dates
1	<ul style="list-style-type: none"> <li>• Submission of assignment workplan and preparation for the project launch</li> </ul>	15 June 2018
2	<ul style="list-style-type: none"> <li>• Provide support on the monthly meeting between UNDP and ONEP</li> <li>• Provide support on workshops or any other works related project implementation</li> </ul>	30 June 2018
3	<ul style="list-style-type: none"> <li>• Coordinate the project launch</li> </ul>	30 July 2018
4	<ul style="list-style-type: none"> <li>• Provide support on the monthly meeting between UNDP and ONEP</li> <li>• Provide support on workshops or any other works related project implementation</li> </ul>	31 August 2018
5	<ul style="list-style-type: none"> <li>• Provide support on the monthly meeting between UNDP and ONEP</li> <li>• Provide support on workshops or any other works related project implementation</li> <li>• Work with gender experts on the gender assessment</li> </ul>	30 September 2018
6	<ul style="list-style-type: none"> <li>• Provide support on the monthly meeting between UNDP and ONEP</li> <li>• Provide support on workshops or any other works related project implementation</li> <li>• Provide support on stakeholder consultations on the drafted gender budgeting guideline</li> </ul>	31 October 2018
7	<ul style="list-style-type: none"> <li>• Provide support on the monthly meeting between UNDP and ONEP</li> <li>• Provide support on workshops or any other works related project implementation</li> <li>• Work with PFM expert on CCBA strengthening</li> <li>• Provide support on capacity development for key governmental officials on gender budgeting</li> </ul>	30 November 2018
8	<ul style="list-style-type: none"> <li>• Provide support on the monthly meeting between UNDP and ONEP</li> <li>• Provide support on workshops or any other works related project implementation</li> <li>• Work with PFM expert on CCBA strengthening</li> </ul>	31 December 2018

## **F. Institutional Arrangement**

Assistant Project Coordinator will work under the direct supervision of the Project Director and in close consultation and collaboration with the Project Manager, Programme Specialist – Team Leader and Programme Analyst of Inclusive Green Growth and Sustainable Development team of UNDP Thailand.

## **G. Duration of the Work**

This assignment is anticipated to take place between 7 June – 31 December 2018 with maximum of 150 days worked.

## **H. Duty Station**

This assignment will be on daily basis based at the Office of Natural Resources and Environmental Policy and Planning (ONEP) with no travel required.

## **I. Qualifications of the Successful Individual Contractor**

The following are minimum required qualifications:

### *Education:*

- Master's Degree in Science, Engineering, Economics, Development studies, or another related field.

### *Working Experience:*

- Experience in administration and coordination is required;
- Experience in environment, climate change or related field is an asset;
- Excellent analytical and writing skills;
- Excellent organizational and communication skills;
- Experience working with UNDP or other UN family or an international organization is an asset;
- Ability to work as a part of a team, sharing information and coordinating efforts within the team; and
- Full computer literacy in internet searching and Microsoft Office programs, i.e., MS-Word, MS-Excel and MS-Power Point.

### *Functional competencies:*

- Strong interpersonal skills, communication, coordination and diplomatic skills;
- Openness to change and ability to receive and integrate feedback;
- Strong analytical, reporting and writing abilities; and
- Excellent speaking and presentation skills.

### *Language requirements:*

- Strong spoken and written English language skills required; and
- Knowledge of language (Thai) of the project is required.

## **J. Scope of Price Proposal and Schedule of Payments**

The method of payment is output-based lump-sum scheme. The payments shall be released upon UNDP's satisfaction of the consultant's submission of each deliverable by or before the due dates as agreed with the UNDP Thailand team.

Payment will be made after satisfactory acceptance and certification of the deliverables and in accordance with UNDP procedures. The review and approval is required by the Project Manager at UNDP Thailand Country Office prior each payment is made.

No	Deliverables/ Outputs	Payment Schedule	Payment terms (% of contract value)
1	<ul style="list-style-type: none"> <li>Submission of assignment workplan and preparation for the project launch</li> </ul>	15 June 2018	22.22%
2	<ul style="list-style-type: none"> <li>Provide support on the monthly meeting between UNDP and ONEP</li> <li>Provide support on workshops or any other works related project implementation</li> </ul>	30 June 2018	11.11%
3	<ul style="list-style-type: none"> <li>Coordinate the project launch</li> </ul>	30 July 2018	11.11%
4	<ul style="list-style-type: none"> <li>Provide support on the monthly meeting between UNDP and ONEP</li> <li>Provide support on workshops or any other works related project implementation</li> </ul>	31 August 2018	11.11%
5	<ul style="list-style-type: none"> <li>Provide support on the monthly meeting between UNDP and ONEP</li> <li>Provide support on workshops or any other works related project implementation</li> <li>Work with gender experts on the gender assessment</li> </ul>	30 September 2018	11.11%
6	<ul style="list-style-type: none"> <li>Provide support on the monthly meeting between UNDP and ONEP</li> <li>Provide support on workshops or any other works related project implementation</li> <li>Provide support on stakeholder consultations on the drafted gender budgeting guideline</li> </ul>	31 October 2018	11.11%
7	<ul style="list-style-type: none"> <li>Provide support on the monthly meeting between UNDP and ONEP</li> <li>Provide support on workshops or any other works related project implementation</li> <li>Work with PFM expert on CCBA strengthening</li> <li>Provide support on capacity development for key governmental officials on gender budgeting</li> </ul>	30 November 2018	11.11%
8	<ul style="list-style-type: none"> <li>Provide support on the monthly meeting between UNDP and ONEP</li> <li>Provide support on workshops or any other works related project implementation</li> <li>Work with PFM expert on CCBA strengthening</li> </ul>	31 December 2018	11.11%

## K. Recommended Presentation of Offer

Interested candidates must submit the following documents/information to demonstrate their qualification. Please group them into one (1) single PDF document as follows:

- Personal CV or P11, indicating all past experience from similar projects, as well as contact details (email and telephone) of the Candidate, and at least three (3) professional references; and
- Letter of Confirmation of Interest and Availability and Financial Proposal that indicates the daily rate/fee of the candidate, in Thai Baht.

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

## **L. Criteria for Selection of the Best Offer**

The criteria which shall serve as the basis for evaluating offers is as follows:

Combined Scoring method – where the qualifications and methodology will be weighted 70%, and combined with the price offer which will be weighted 30%.

### **Technical criteria for evaluation (Maximum 100%)**

- Criteria 1: Educational background Max 20%
- Criteria 2: Experience in environment, climate change or related field. - Max 20%
- Criteria 3: Relevance of experience in key areas (Administration and Coordination Skills) - Max 30%
- Criteria 4: Communication skill (written and spoken) – Thai and English ) - Max 20%
- Criteria 5: Experience working in UN agencies – Max 10%

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

## **M. Approval**

This TOR is approved by:

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Napaporn Yuberk  
Programme Analyst – IGSD  
UNDP Thailand

Date of Signing:

11 May 2018