



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

**POST TITLES:** **Research Consultant, Transparency and Accountability (Junior Consultancy)**

**AGENCY/PROJECT NAME:** UNDP Bangkok Regional Hub, Effective Governance Team

**COUNTRY OF ASSIGNMENT:** Bangkok, Thailand

### **A. Project Title**

Promoting a Fair Business Environment in ASEAN

### **B. Project Description**

In Asia and the Pacific, UNDP is increasingly requested to provide support services to governments and private sector on developing transparent and accountable solutions that contribute to sustainable development in the region. These services are part of UNDP's Bangkok Regional Hub's signature solutions on good governance and partnerships with the private sector to achieve the Sustainable Development Goals.

The UNDP Bangkok Regional Hub (BRH) is responsible for the implementation of regional projects, knowledge management activities and the provision of advisory services to the 24 UNDP Country Offices in Asia and the Pacific. BRH has recently launched a flagship project on "Promoting a fair business environment in ASEAN" (2018-2021) that aims to promote an enabling environment for the private sector by promoting good governance, anti-corruption and the rule of law, as well as by encouraging companies to adopt sustainable business practices. This is in line with the UNDP Strategic Plan (2018-2021), while highlights the need for UNDP to become a catalytic organization that helps governments to create an enabling environment for the private sector to align its business with the SDGs.

Under the guidance and direct supervision of the Regional Governance Advisor, the Junior Consultant will support the smooth delivery of the Regional Project "Promoting a Fair Business Environment in ASEAN".

### **C. Scope of Work**

The consultant is expected to provide support to the Regional Project "Promoting a Fair Business

Environment in ASEAN” and the broader work of the UNDP BRH in the area of governance and partnership with the private sector to achieve the Sustainable Development Goals. The main responsibilities include:

**Research and Knowledge Management:**

- Support research, data collection, reporting and communication related to the project;
- Coordinate the production of relevant research and analysis for policy advice and programme support.
- Assist in other relevant support tasks as requested.

**Project Monitoring and Evaluation:**

- Develop and maintain a comprehensive Monitoring and Evaluation Framework for the project;
- Ensure effective implementation and monitoring of the programme work plan especially at key milestones of activities;
- Draft biannual and quarterly progress reports based on donor’s guidelines.

## **D. Expected Outputs and Deliverables**

The consultant will ensure support to the smooth implementation of the Regional Project “Promoting a fair business environment in ASEAN” and contribute to UNDP BRH’s governance work in the Asia-Pacific Region by:

- Supporting research and knowledge exchange initiatives;
- Supporting the monitoring and evaluation of project activities;
- Developing project-related documentation;
- Participating in missions as required.

## **E. Institutional Arrangement**

The consultant will work under the overall supervision of the Regional Advisor, Governance and Peace-Building Team in UNDP Bangkok Regional Hub. The consultant will be working closely with the Programme Analyst, the Communication Assistant as well as the Administrative and Financial Assistant to ensure quality and timely delivery of expected outputs.

## **F. Duration of the Work**

The period of the assignment is starting from 15 July 2018 to 14 July 2019 with a maximum of 251 working days.

## **G. Duty Station**

This assignment is in Bangkok, with no travels required. The Consultant’s presence at UNDP Bangkok Regional Hub premises is required to work closely with the Programme Advisor, Programme Analyst and Assistants of Effective Governance Team in UNDP BRH.

## H. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

- University Degree in Political Sciences, Social Sciences, Law, Economics, Business Management, Development Studies, or related field;
- Minimum 1 year of experience in research and analysis as well as in monitoring and evaluation in the areas of rule of law and anti-corruption;
- Ability to work under pressure and time constraint;
- Excellent written and oral communication skills;
- Experience in the usage of computers and office software packages;
- Experience working in the UN is desirable.

## I. Consultant Presence Required on Duty Station/UNDP Premises

☐ NONE

☐ PARTIAL

☐ INTERMITTENT

☒ FULL TIME

### IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

The Junior Consultant will support the implementation of the Regional Project “Promoting a Fair Business Environment in ASEAN”. This is a multi-year, large-scale regional project which requires long-term capacities and full-time presence of team members to ensure the successful delivery of the programme.

## J. Scope of 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.

## K. Recommended Presentation of Offer

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:

- **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.
- **Letter of Confirmation of Interest and Availability and Financial Proposal** that indicates the daily rate/fee of the candidate. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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**

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 700 points)

- Criteria 1: Relevance of education (Maximum 150 points)
- Criteria 2: Experience providing research and analysis support in the areas of rule of law and anti-corruption (Maximum 200 points)
- Criteria 3: Experience providing monitoring and evaluation support in the areas of rule of law and anti-corruption (Maximum 200 points)
- Criteria 4: Experience working in the UN (Maximum 150 points)

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

## **M. Annexes to the TOR**

N/A

## **N. Approval**

**This TOR is approved by:**

Signature

A handwritten signature in dark ink, appearing to read 'Elodie Beth', is written over a horizontal line.

Ms. Elodie Beth  
Regional Advisor, Governance and Peacebuilding

Date of Signing

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