



TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

POST TITLE:	Project Implementation Consultant
AGENCY/PROJECT NAME:	UNDP Thailand
COUNTRY OF ASSIGNMENT:	Bangkok, Thailand, with possible travel within Thailand

1. PROJECT DESCRIPTION

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.

Under the overall guidance of Team Leader/Programme Specialist - Democratic Governance and Social Advocacy (DGSA) of UNDP Thailand, and Project Manager of the Being LGBTI in Asia programme, the Project implementation consultant will be responsible for support project administration, with focus on LGBTI in Asia and others governance-related projects. He/she will be responsible to assist the Project Manager and/or Programme Associate in the administration, financial and human resources management, efficient procurement and logistical services, ICT and to ensure consistency of operations with UNDP rules and regulations.

The Project implementation consultant will be based in the UNDP Thailand Office and will work closely with the Programme, Operations, Communications and other project teams in UNDP Thailand, and UNDP Bangkok Regional Hub for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The Project implementation consultant will provide day-to-day administrative and project support to implement the UNAIDS Unified Budget, Results and Accountability Framework (UBRAF), the Thailand 2018/2019 Human Development Report (NHDR) and other governance-related projects.

Thailand 2018/2019 Human Development Report on Inequality / 'Leave no one behind'

The National Human Development Report (NHDR) is part of UNDP's flagship Human Development Report process. The NHDR is an independent report, supported by the national Government and UNDP which provides a comprehensive document to advocate human development, examine a particular theme, stimulate dialogue and positive policy for national development strategies and monitor human development by provision of facts and figures that measure progress and pinpoint

critical imbalances. NHDR in its formulation and follow up processes seek to inform the decision-makers and to focus on national policy formulation and consensus building among the national stakeholders. It adds to the debate on alternative approaches and identifies new prospects for development. Since 1999, UNDP, in collaboration with the Royal Thai Government, has produced five NHDRs. The most recent of such reports have been on the theme of Sufficiency Economy Philosophy (2007), Human Security (2009) and Human Development through the ASEAN community (2014). These NHDRs have focused on key issues of human development in Thailand, while at the same time contributed to the wider development dialogue. The reports also assessed different dimensions of human development in Thailand at national, sub-national and provincial levels. UNDP planned to develop a report in 2018.

UNAIDS Unified Budget, Results and Accountability Framework (UBRAF)

HIV-related stigma and discrimination (S&D) is recognized as a key barrier to HIV prevention, testing, care and adherence to treatment. Currently, PLHIV and key populations and other vulnerable groups continue to face stigma and discrimination when seeking access to health services.

Thailand is committed to reduce 90% discrimination against PLHIV and key populations in health care settings by 2030 and has recognized that reducing HIV-related stigma and discrimination is critical in ensuring proportionate and equitable access to services to those most affected, in particular key populations. While significant progress has been made over the last five years to reduce S&D through the introduction of national monitoring systems to measure S&D and the on-going development and expansion of complaints resolution and rights protection system, issues remain, particularly among key populations.

The overall objective of the UBRAF workplan is to reduce stigma and discrimination in health care setting by 50% in 2020. The objective can be translated into two pillar outcomes.

- Outcome 1: Strengthening capacity and implementation guidance developed on reducing stigma and discrimination in health care settings including community monitoring system to end health sector stigma and discrimination facing by PLHIV and KPs
- Outcome 2: Recommendations for a plan of action to enactment and reform of inclusive legislation and policies endorsed by relevant ministries to accelerate progress of the SDG target of ending AIDS

2. SCOPE OF WORK

The Project Implementation consultant will work with the UNAIDS Unified Budget, Results and Accountability Framework (UBRAF) and the 2018/2019 Human Development Report (NHDR) to provide administrative, operational and logistical support in implementing various project activities in Thailand. The scope of work includes:

- Assisting in the coordination and organization of workshops/meetings/events according to UNDP workflows (including travel, DSA etc.);
- Providing support for the procurement of the goods and services as well as Individual Contracts in line with UNDP's rules and regulations;
- Issuing the project-related payments and ensuring that all payments are proceeded in a timely manner in line with UNDP's financial rules and regulations;

- Creating requisitions in ATLAS for development projects, register of goods receipts in ATLAS;
- Making logistical arrangements for the missions of the project team, consultants and any other relevant actors;
- Participating in workshops/meetings and preparing relevant minutes, when needed;
- Translating project-related documents, when needed;
- Providing administrative and procurement support to the Democratic Governance and Social Advocacy (DGSA) Unit, UNDP Thailand Office; and
- Providing other related organizational and logistical support, as required.

3. EXPECTED OUTPUTS AND DELIVERABLES

The consultant will be responsible for the following deliverables:

1. Completion of workshops/meetings/events according to project workplans;
2. Completion of procurement of goods and services including Individual Contracts according to project procurement plans;
3. Completion of payments in a timely manner to ensure project delivery meet target according to project workplan; and
4. Completion of logistical arrangements for the project team, according to travel and project workplan.

4. INSTITUTIONAL ARRANGEMENTS

Under the overall guidance of the Team Leader/Programme Specialist - Democratic Governance and Social Advocacy of UNDP Thailand, the consultant will report directly to and work closely with the National Project Officer – Governance, Human Rights and LGBTI, and the Project Manager of UNDP Thailand.

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

Duration: 19 October 2018 – 18 January 2019, with a maximum of 65 working days.

Duty Station: Bangkok-Based, Thailand. The consultant may be required to travel to provinces where project activities take place. The living allowance will be agreed on prior to travel.

6. DEGREE OF EXPERTISE AND QUALIFICATIONS

I. Academic Qualifications:

- Thai national with bachelor's Degree in Public Administration, Economics, Political Sciences, Social Sciences or a related field.

II. Years of experience:

- Minimum 2 years of progressively responsible experience in administrative or office support functions in an organization;
- Familiar with government institutions and coordination mechanism;
- Experience in organizing events including workshops/meetings involving international participants; and
- Familiarity of UNDP system, rules and procedures is an advantage.

III. Language:

- Excellent command of English and Thai, both spoken and written.

IV. Competencies:

Functional Competencies:

- Proficiency in MS Word, Excel, PowerPoint, database packages and web browsers;
- Knowledge of UNDP ATLAS financial system would be an advantage;
- Good organization, administrative and communication skills;
- Good interpersonal skills and able to coordinate well with UNDP partner agencies;
- Ability to work in a multidisciplinary and multicultural team; and
- Strong motivation and ability to work and deliver under pressure and short deadlines.

7. REQUIRED DOCUMENTS

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-c) must be part of the detailed CV and uploaded as one document:**

- a) Letter of Confirmation of Interest and Availability using the template provided;
- b) Personal CV, 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;
- c) Motivation letter, a brief description (*not more than one page*) of why the individual considers him/herself as the most suitable for the assignment; and
- d) Financial Proposal that indicates the all-inclusive maximum service rate supported by a breakdown of costs (daily rate x 65 working days in Thai Baht), as per template provided.

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

8. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the Cumulative analysis.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as

- responsive/compliant/acceptable; and
- having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%).

Technical Criteria for Evaluation (Maximum 500 points)

Criteria 1: Relevance of Education – Max 75 points

Criteria 2: Prior experience in administrative or office support functions in an organization – Max 200 points

Criteria 3: Experience in organizing events including workshops/meetings involving local and international participants – Max 150 points

Criteria 4: Motivation letter – Max 75

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

9. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/ UNDP PREMISES

☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☒ FULL TIME

The consultant need to work closely with DGSA team members in UNDP Thailand and need to coordinate with Transection Services Team in UNDP BRH included participate in the meetings, workshop and discussion. Therefore, fulltime presence in the office is required.

10. PAYMENT TERMS

Please indicate any special payment terms for the contract.

☒ Daily (based on time sheet)

Each payment shall be made within two weeks after the receipt of approved timesheet.

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.

