INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 September 2018

Country: Bangkok, Thailand

Description of the assignment: Project Implementation Consultant

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

Project name: UNDP Thailand – UNAIDS Unified Budget, Results and Accountability Framework (UBRAF) and STEP for SDGs

Period of assignment/services (if applicable): 19 October 2018 – 18 January 2019 with a maximum of 65 days worked.

Proposal should be submitted no later than **9 Oct 2018**

Please click on the link below to apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=81205

1. BACKGROUND

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 Programme Associate for Democratic Governance and Social Advocacy Programme (DGSA) Unit, and Project Manager of LGBTI in Asia, the Project implementation consultant will be responsible for support project administration with focus on LGBTI Asia and others. He/she will be responsible to assist the Project Manager and/or Project 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 at UNDP Thailand 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 to provide day-to-day administrative and project support to implement the UNAIDS Unified Budget, Results and Accountability Framework (UBRAF), and the Southern Thailand Empowerment and Participation (STEP) for SDGs project. The position will be supporting two projects as required.

Southern Thailand Empowerment and Participation (STEP) for SDGs

In 2018 UNDP has continued its works to promote peace and the Sustainable Development Goals (SDGs) in the Southern border provinces. UNDP's global experience demonstrates that preparations for peace are as important as addressing the fallout of conflict. Preparing for peace requires substantive participation by all segments of society, equal access to services, strengthened institutional capacities and ensuring people's livelihoods provide them sufficient security to allow them to work towards rebuilding the social fabric that a durable peace will require. Lessons learned from UNDP global peacebuilding activities as well as the successful interventions in the Southern border provinces show that peace is more durable and stronger when women leaders are actively involved, and youth are fully engaged in their society.

In order to further consolidate the achievements of STEP I & II, UNDP is launching a new project in 2018. The objectives of this new initiative include:

- To strengthen capacity of local government at the lowest level (sub-district administrative organization) in making participatory decisions in local development planning and implementation.
- To empower young people and women affected by the conflict to participate in local development planning and peace dialogues through innovative activities.
- To build skills and mobilize resources for vulnerable communities to establish and manage community enterprises that support sustainable development, economic security and social cohesion.

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

Objective and Scope of Work

The Project Implementation consultant will work with the UNAIDS Unified Budget, Results and Accountability Framework (UBRAF) and the Southern Thailand Empowerment and Participation (STEP) for SDGs 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 Democratic Governance and Social Advocacy (DGSA) Unit, UNDP Thailand office
- Providing other related organizational and logistical support, as required.

3. REQUIREMENTS FOR EXPERIENCE 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.
- 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
- Strong motivation and ability to work and deliver under pressure and short deadlines

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

Duration of the Assignment

19 October 2018 – 18 January 2019 with a maximum of 65 days worked.

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 prior travel.

5. FINAL PRODUCTS

Expected Outputs and Deliverables

The consultant is expected to deliver the followings:

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

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Institutional Arrangement

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 Senior Project Manager of UNDP Thailand.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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) a brief description (*not more than one page)* of why the individual considers him/herself as the most suitable for the assignment
d) Financial Proposal that indicates the all-inclusive maximum service rate supported by a breakdown of costs (daily rate x 65 days worked 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. FINANCIAL PROPOSAL

Payment terms for the contract.

☒**Daily Fee**

Price Proposal and Schedule of Payment :

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.

9. EVALUATION

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 700 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.

ANNEXES

Annex I - TOR_ Project Implementation Consultant

Annex II- General Condition of Contract

Annex III - Offerors Letter to UNDP Confirming Interest and Availability and Financial Proposal

All documents can be downloaded at : http://procurement-notices.undp.org/view_notice.cfm?notice_id=50089