

TERMS OF REFERENCE- Junior Consultant, Operations and Event Management

Location	Bangkok, Thailand
Type of Contract	Individual Contractor
Position Title:	Operations and Event Management
Post Level	National Consultant - Thai National Only (2 positions)
Languages required:	Fluent English, Thai
Duration of Initial Contract:	Maximum 100 working days from 16 October 2018 to 28 February 2019

BACKGROUND

The Bangkok Regional Hub (BRH) of the United Nations Development Programme provides policy expertise and advisory services in the areas of Inclusive Growth and SDGs achievement, Governance and Peacebuilding, Crisis Prevention and Recovery, Environment and Sustainable Development, HIV/AIDS and health and in the cross-cutting areas of gender and innovation. The Centre acts as a hub of development knowledge, an advocate for equitable human development and inclusive growth, a promoter of South-South cooperation, a facilitator of regional dialogues on sensitive and emerging development issues, a pioneer of innovative sustainable solutions and a broker of efficient development aid. BRH supports the 24 UNDP Country Offices across the region through tailored policy advisory services, project backstopping, programming, operations and knowledge management support.

The consultant will work in close collaboration with the operations, programme and project staff in UNDP BRH, UNDP Country Offices (COs) and UNDP HQ as required supporting effective programme delivery.

DUTIES AND RESPONSIBILITIES

Scope of the work

The Consultant will conduct the following activities under the overall supervision of the Governance and Peacebuilding Team Leader and direct supervision of Programme Advisor(s) within the Governance and Peacebuilding Team with the following scope of work;

- Provide support for team members **in official financial management, goods and services procurement management** (using ATLAS system (UNDP official platform)):
 - Prepare requests for advance of funds and/or direct payments;
 - Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
 - Assist in preparation of proposals for budget revisions;
 - Advise and assist advisors and consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
 - Undertake other financial and administrative tasks on an ad hoc basis.
 - Monitor and review procurement plans for engaging individual services and ensure timely acquisitions of goods and services

- Support the preparation of relevant information, specifically related to reports and financial analysis for workplan and progress report to be submitted to the donors and UNDP management team when required
- Coordinate with BRH's Management Advisory Services Team (MAS) and Technical Support Team (TST) i.e. Procurement, Administration, IT, HR, Finance, Communication units for smooth operation.
- Assist in workshop preparation focusing on logistics arrangements including;
 - Coordinate with country offices for the organization of meetings/workshops
 - Prepare and send individual invitations and supporting documents i.e. agenda and logistic notes to the invitees as well as to follow up the confirmation and record details for team's easy reference according to UNDP's good practice;
 - Arrange participants' travels with close collaboration with UNDP COs in compliance with UNDP's travel rules and regulations;
 - Prepare meeting documents and meeting folders by both in house production and by liaising with external vendor;
 - Coordinate with various suppliers/service providers needed for the workshop (e.g. venue, equipment, consultants, etc.) obtain quotations and process payments to these suppliers;

Expected Outputs

- Monthly report on budget and expenditure for the Governance and Peacebuilding Team, particularly on "Business and Human Rights" and "Youth Co-Lab" projects (or upon request)
- Completed travel arrangement for team and other partners financially supported by UNDP
- Completion of financial requests and procurement requests, workshop organization for Governance and Peacebuilding Team

Institutional Arrangement

The consultant will report to Acting Team Leader, Governance and Peacebuilding team, UNDP Bangkok Regional Hub in close collaboration with other designated team members and will coordinate with other teams at the UNDP BRH and with UNDP HQ & Country Offices as needed.

Duration of the Work

This assignment will cover the period from 15 October 2018 to 28 February 2019 for a total maximum of 100 working days.

Duty Station

Consultant is required to be present at the UNDP Bangkok Regional Hub, Thailand, no travel required.

COMPETENCIES

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Good interpersonal and networking skills, supports and encourages open communication

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Bachelor's degree in Business or Public Administration, Economics, Political Sciences, Social Sciences or related field

Experience

- At least one year of experience working on project implementation, programme support and administrative support, programme/project tracking and reporting
- Experience in financial reporting of the projects
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and web-based management systems.
- Knowledge and experience of working with UNDP or international organizations as asset

Language requirements

- Excellent English and Thai

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **an all-inclusive Daily Fee in Thai Baht** for the contract period. 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 consultant 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 monthly 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 at actual documented cost.

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.

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 15 points
- Criteria 2 Relevant work experience – Max 15 points
- Criteria 3 Proven ability in the use of computers, adobe programs, Microsoft office and other applications – Max 10 points
- Criteria 4 Experience of working in the UN or international organizations – Max 10 points
- Criteria 5 Availability – Max 20 points

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:

- **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.
- **Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template** using the template provided in Annex IV.

Incomplete proposals may not be considered.