

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 2 November 2018

Country: Thailand

Description of the assignment: Programme and Administrative Support Consultant

Duty Station: Bangkok, Thailand with no travel.

Project name: The Regional Policy and Programme Support (RPPS) division, UNDP Bangkok Regional Hub

Period of assignment/services (if applicable): 15 December 2018 – 31 December 2019 (up to 262 working days).

To apply for this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=81900

1. BACKGROUND

The United Nations Development Programme (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. The Sustainable Development Goals (SDGs) will require a rethink of how our societies and economies are organized, how we can eradicate poverty, inequality and how we can adopt sustainable patterns of production and consumption.

UNDP Bangkok Regional Hub through the Regional Policy and Programme Support (RPPS) division supports Asia-Pacific countries in various development issues including Partnerships, Private Sector engagement and Communications. We work closely with UNDP countries offices and governments, in Asia-Pacific region together with different Bureaux in UNDP Headquarters, other UN agencies and development partners as well as external partners including think tanks, academia, donors, IFI's and Private Sector.

To deliver programme and activities more efficiently and more effectively, The BRH Partnership Team, which comprises of the Partnership unit, the Communications unit and the Private Sector units, is looking for a competent Programme and Administrative Support Consultant to provide active administrative, financial management as well as procurement support to the team. This is to pro-actively support the team and assist where possible within the scope of work to ensure

appropriate programmatic delivery, to diversify and expand the quality and quantity of partnerships for UNDP in Asia Pacific.

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

Scope of Work

In close collaboration with the Partnership team, RPPS teams, COSQA team and Transaction Support Team (TST), the Programme and Administrative Support consultant will deliver outputs based on the following scope of work;

Programme and Administrative support:

- Works closely with the Regional Partnerships Advisor, Private Sector Specialist to assist with the implementation of initiatives of the team; monitors and update the work of partnerships team with a focus on providing support to meetings and processes; reviews relevant documents and reports; liaises with relevant partners; identifies and tracks follow-up actions.
- Supports knowledge building and knowledge sharing for partnerships and communication. Maintenance of a Database to support the 24 Country Offices in the region with partnership related information;
- Carries out basic research on selected initiatives and contributes to the preparation of various written outputs, e.g. draft background notes and briefing notes.
- Support the operational work of the partnership's units related to review of MOU's contributions agreement. Maintains a database of all MOU's and agreements available for all RBAP. Set up a tracking-system within AP for legal and administrative questions related to MOU's and agreements;
- Assists in performing outreach assignments and activities, including drafting published and multimedia products, databases, etc.
- Contributes to the preparation of various written outputs, e.g. draft background papers and analytical notes, inputs to publications, etc.
- Contributions to knowledge networks (Yammer) and communities (MS teams) related to the traditional donors, vertical funding, government financing, private sector and IFI's. Supports in moderating the conversations between the Country Offices in the Government Financing, Private Sector and IFI's MS teams' groups, yammer, twitter etc.;
- In close collaboration with various sub-units within UNDP Transactional Services Team, support the team in official HR-related activities, office workspace and equipment, UNLP, working visa and stay permit using ATLAS as well as other required online application;
- To support the team's day-to-day operations and other ad hoc tasks as assigned.

Financial management:

- Provides effective support to Partnerships Team in overall financial management including creation where needed of budget revisions, presentation of information from ATLAS. Maintain the internal expenditures control system.
- Provide support to team in official financial payments and other related process to ensure appropriate financial delivery.

Procurement:

- In close collaboration with Procurement unit, support the team in overall procurement processes for goods and service procurement, including but not limited to prepare required documents, submit requests in the BRH's online platform and follow up with the Procurement unit to ensure the contracts are properly issued.
- Support the team in creating and budget checking requisitions, registering goods receipt in ATLAS; preparing PO and Non-POs vouchers to ensure appropriate commitment and expenditure.

Event organisation:

- Provides administrative and substantive support to meetings as well as routine and consultations including identifying participants, preparing draft documents, agendas, invitations, background documents, presentations, records and reports.
- Support logistics arrangements for the events including venue set up, IT equipment preparation, travel arrangement for participants, resource persons and relevant travelers.

Travel arrangement:

- Prepare in advance travel arrangements of official missions for Partnerships Team members, including visa requests, travel requests/authorizations, security clearances, hotel reservations and transportation, documents, agendas and materials related to missions.
- Settle travel after mission completed and maintain the supporting documents related to official mission needed to settle travel claims for audit purposes according to UNDP Regulations and Rules;

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) A university degree in Business Administration, Communications, Social Science or other related fields is required;

Experience:

-) At least 2 years of working experience in administrative or programme support;
-) Ability to work with least supervision and ability to work with diverse team is an asset. Team player, independent thinker, get things done, takes own initiative;
-) Experience working with UNDP or other international organisation will be advantage;
-) Ability to work under pressure and work on unfamiliar tasks;
-) Proficient skills in internet usage and Microsoft Office programme i.e. MS-Word, MS-Excel, MS- Power Point;

Language:

-) Fluent in writing and speaking English is a must.

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

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

Contract Duration: 15 December 2018 – 31 December 2019 (up to 250 days)

Duty Station: Bangkok, Thailand with no travels.

5. FINAL PRODUCTS

Expected deliverables are as follow:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	% of payment
1. Workplan and December 2018 summary progress report	10 days	30 December 2018	BRH Regional Partnership Advisor	4%
2. January 2019 monthly summary progress report	20 days	25 January 2019		8%
3. February 2019 monthly summary progress report	20 days	25 February 2019		8%
4. March 2019 monthly summary progress report	20 days	25 March 2019		8%
5. April 2019 monthly summary progress report	20 days	25 April 2019		8%
6. May 2019 monthly summary progress report	20 days	25 May 2019		8%
7. June 2019 monthly summary progress report	20 days	25 June 2019		8%
8. July 2019 monthly summary progress report	20 days	25 July 2019		8%
9. August 2019 monthly summary progress report	20 days	25 August 2019		8%
10. September 2019 monthly summary progress report	20 days	25 September 2019		8%
11. October 2019 monthly summary progress report	20 days	25 October 2019		8%
12. November 2019 monthly summary progress report	20 days	25 November 2019		8%
13. December 2019 monthly summary progress report	20 days	25 December 2019		8%

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Under overall guidance from the Chief of RPPS and in close collaboration with the Partnerships Team communication team, private sector team, and RPPS cross-cutting team, the Programme

and Administrative Support Consultant is directly supervised by the BRH Regional Partnership Advisor.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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:

-) **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).
-) **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.
-) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];
-) **Financial proposal**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar 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 shortlisted candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Lump Sum Amount

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables/ Outputs	Estimated Duration to Complete	% of payment
1. Workplan and December 2018 summary progress report	10 days	4%
2. January 2019 monthly summary progress report	20 days	8%

3. February 2019 monthly summary progress report	20 days	8%
4. March 2019 monthly summary progress report	20 days	8%
5. April 2019 monthly summary progress report	20 days	8%
6. May 2019 monthly summary progress report	20 days	8%
7. June 2019 monthly summary progress report	20 days	8%
8. July 2019 monthly summary progress report	20 days	8%
9. August 2019 monthly summary progress report	20 days	8%
10. September 2019 monthly summary progress report	20 days	8%
11. October 2019 monthly summary progress report	20 days	8%
12. November 2019 monthly summary progress report	20 days	8%
13. December 2019 monthly summary progress report	20 days	8%
Total	250 days	100%

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.

9. 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 qualified proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

-) Criteria 1: Relevance of Education - Max 20 points;
-) Criteria 2: Years of relevant experience in administrative or programme support- Max 30 points;
-) Criteria 3: Ability to work with least supervision and ability to work with diverse team – Max 10 points;
-) Criteria 4: Experience working with UNDP or other international organization - Max 10 points;

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for interview and Financial Evaluation respectively.