



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLES: Programme Management Support Consultant
AGENCY/PROJECT NAME: Governance of Climate Change Finance team, Bangkok
Regional Hub
COUNTRY OF ASSIGNMENT: Bangkok based with no travel required

A. Project Title

Strengthening the Governance of Climate Change Finance to Enhance Gender Equality and Asia Pacific Development and Advancing Inclusive and Sustainable Human Development in Asia and the Pacific

B. Project Description

Climate change is a stark reality for millions of vulnerable people in Asia and the Pacific who are battling its impacts every day. Be it extreme events or creeping changes, climate change impacts stand to slash up to 9% off the South Asian economy every year by the end of this century, and the human and financial toll could be even higher if the damage from floods, droughts and other extreme weather events is included. This in turn will result in the loss of livelihoods and a dramatic reduction in the pace of human development across this vibrant region.

Governance of Climate Change (GCCF) team under UNDP Bangkok Regional Hub (BRH) supports countries in Asia-Pacific with two complementary regional programmes. Swedish government supported *Strengthening the Governance of Climate Change Finance to Enhance Gender Equality* (2013-2022) has an overall objective to improve the governance of international and domestic climate change finance, particularly for the poor and vulnerable in Asia & the Pacific by integrating and mainstreaming climate change into national planning and budgeting process. *The Asia-Pacific Development Effectiveness Facility (AP-DEF)* was established in 2013 to support countries to implement their national agendas on development finance and cooperation. A country-governed Facility, it offers technical assistance, knowledge products, technical tools and convening at national through to international level. The Programme Management Support Consultant is expected to provide technical support to these two regional projects to ensure a coherent and effective programme implementation.

Objective of this assignment

This assignment's objectives are to provide programmatic, procurement, administrative along with travel support the Governance of Climate Change Finance and AP-DEF team. The Programme Management

Support Consultant will also assist the preparation of regional events, workshops and other regional meetings as required.

C. Scope of Work

The Programme Management Support Consultant will be working closely with Governance of Climate Change Finance team of UNDP BRH with main responsibilities as follows:

Programme Management Support

- Administrative and logistical support to Governance of Climate Change Finance team and associated project units;
- Support to resource mobilization and consolidate the data from multiple ATLAS financial reports. This includes expenditures and commitments monitoring and tracking.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas;
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers;
- Creation of requisitions in Atlas, register of goods receipt in Atlas; making budget check for requisitions, POs and vouchers;
- Prepare Team and Project expenditure records, and support project managers on budget management, and review and monitoring of project budgets;
- Assist the team to proceed with contract requests (Individual Contracts, Institutional Contracts, Contract for Professional Services, LTAs) and processing;
- Ensure that supporting documentation needed for contract files is obtained and provides relevant forms to vendors;

Workshop Arrangement

- Overall logistical and administrative (including finance) aspects of the workshop, ensuring that the substantive and logistical planning for the workshop are well-managed and complementary, leading to the orderly and successful conduct of the workshop
- Ensure the invitations are sent properly with all relevant attachments to the invitees and follow up for their participation confirmation through email or phone calls if needed.
- Coordinate with various suppliers/service providers needed for the workshop (e.g. venue, equipment, consultants, etc.) obtain quotations and process payments to these suppliers;
- Provide overall secretariat support during the workshop making sure that all the requirements of the speakers and participants are fully met;
- Process travel requests of participants (tickets, DSA and support on visa arrangements), reimbursements/liquidations, hotel reservations, etc., as may be necessary in close collaboration with UNDP Country offices from where participants are. In case of external participants, the consultant may need to work closely with UNDP BRH team on their travel arrangements.
- Produce a summary of at least weekly list of participants with updated logistics details as well as to identify actions need for ATLAS process for UNDP BRH Team.

- Develop the event evaluation form.
- Produce final list of participants with photos (Who's Who) to be distributed to participants at the end of the workshop;
- Distribute the evaluation form and collect the information for further analysis.
- Develop the workshop report and analyze the evaluation findings for further dissemination Other duties related to the workshop planning and follow-up may also be assigned at the discretion of UNDP teams.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Review and Approvals Required
<ul style="list-style-type: none"> • Monthly report on complete TRs as generated from the T&E module. • Monthly report on the complete payment traction with GSSU (number of complete vouchers) • Monthly report on budget and expenditure under GCCF programme • Completion of financial requests and procurement requests, workshop organization for Governance and Peacebuilding Team • Completed IC and procurement request cases in collaboration with Procurement and Finance unit and maintained IC payment monitoring table. 	Governance, Climate Change Finance and Development Effectiveness Advisor

E. Institutional Arrangement

The consultant will work under the joint supervision of UNDP BRH's Regional Programme Officer and Regional Programme Associate of Governance of Climate Change Finance team.

F. Duration of the Work

The period of the assignment will be starting on 1 July – 30 August 2019. The maximum total number of working days is 43.5 days.

G. Duty Station

This assignment is UNDP BRH based basis. The Consultant's presence required at UNDP Bangkok Regional Hub Thailand, on full-time basis. No travel is required.

H. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualification;

Qualifications:

- University degree in Business Administration, Finance, Development or Mass Communication, Behavioral Sciences, International Studies or any related field.

Competencies and Experience:

- At least 3 years of experience in organizing and process documentation of over-100-participants workshop and conferences participated in by multi-sectoral groups and/or organized by international organizations;
- Knowledge of UNDP's operational practice is desired.
- Knowledge of development issues, climate change finance and sustainable development is an asset.
- Experience working in Asia-Pacific region is an asset
- Ability to work independently, against tight deadlines;
- Experience working with UNDP and/or UN system an asset

Skills:

- Excellent written and verbal communication skills;
- Excellent report packaging skills and/or publication software skills;
- Ability to work well in a multidisciplinary team;
- Ability to relate well with a diverse range of stakeholders at local and national levels;
- Strong planning and management skills;
- Strong initiative and can work with minimum supervision.

Language:

- Fluency in written and spoken English

I. Scope of 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 with satisfactory by or before the due dates agreed with the Governance of Climate Change Finance team.

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.

J. 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:

- **Letter of Confirmation of Interest and Availability and financial proposal** using the template provided, quote prices in **Thai Baht (THB)**.
- **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.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and only the successful candidate will be notified

K. 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 70 points)

- Criteria 1: Relevance of the Education – **Max 10 points**
- Criteria 2: Knowledge of UNDP's operational practice – **Max 20 points**
- Criteria 3: Experience working with UNDP and/or UN system – **Max 20 points**
- Criteria 4: experience in organizing and process documentation of over-100-participants workshop and conferences participated in by multi-sectoral groups and/or organized by international organizations – **Max 20 points**

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