



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACTOR

POST TITLE: Programme Implementation and M&E Consultant, LGBTI and HIV
AGENCY/PROJECT NAME: UNDP Regional Hub, Bangkok
COUNTRY OF ASSIGNMENT: Bangkok, Thailand with possible travel in the region.

1) GENERAL BACKGROUND

Being LGBTI in Asia and the Pacific is a regional programme aimed at addressing inequality, violence and discrimination on the basis of sexual orientation, gender identity or intersex status, and promotes universal access to health and social services. It is a collaboration between governments, civil society, regional institutions and other stakeholders to advance the social inclusion of lesbian, gay, bisexual, transgender and intersex (LGBTI) people. The programme recognizes that LGBTI people are highly marginalized and face varied forms of stigma and discrimination based on their distinct sexual orientations, gender identities and expressions. The programme is supported by UNDP, the Embassy of Sweden in Bangkok, the U.S. Agency for International Development, the Australian Department of Foreign Affairs and Trade, the Ministry for European Affairs and Equality (Malta), the Government of Canada and Faith in Love Foundation (Hong Kong).

UNDP is a lead agency in UNAIDS for addressing the dimensions of HIV and AIDS relating to human rights, gender and sexual diversity. The work is part of a wider UNDP strategy to address discrimination against marginalized groups and ensure development practices are representative and inclusive. The final report of the Global Commission on HIV and the Law and the UN Economic and Social Commission for Asia and the Pacific (ESCAP) Resolutions 66/10 and 67/9 recommended that punitive and restrictive laws and policies targeting vulnerable communities be removed to reduce levels of social stigma, discrimination and violence

UNDP Bangkok Regional Hub is coordinating implementation of LGBTI and HIV programming with support from the in-country national staff in UNDP Country Offices. As a key member of this team, the Programme Implementation and M&E consultant will work closely with both regional and national partners to support accurate and timely reporting and overall programme management.

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.

2) OBJECTIVES OF THE ASSIGNMENT

The Consultant will support the Being LGBTI in Asia programme and HIV advisory services for the Health, HIV and Development team in the areas of M&E, programme management, and HIV advisory services.

3) SCOPE OF WORK

Consultant will assist the programme team with M&E:

- Provide support to implementation of the programme's M&E framework
- Support the Programme Specialist in preparing accurate and quality reports, e.g. quarterly and annual reports in a timely manner
- Provide technical support to implementing partners to strengthen their M&E systems
- Update as necessary M&E plans and tools, participate and contribute to the development of /updates to M&E Framework

Consultant will assist the programme team with the implementation of the LGBTI and HIV programming:

- Assist in coordination and administration, including work planning and monitoring, maintaining administrative documentation, procurement and communicating with and supporting programme partners
- Assist in organization of programme-related events, workshops and meetings, including providing logistical support for regional events
- Support planning and conducting of programme's research activities
- Support the formulation of programme documents and strategies
- Assist in other relevant support tasks as required

Consultant will support the HHD HIV advisory services:

- Support the completion of knowledge products on HIV, health and gender equality
- Support the Regional Focal Point in preparing accurate and quality reports, e.g. annual reports in a timely manner
- Assist in the coordination and completion of project proposals on HIV, health, human rights, and gender equality, including work planning and monitoring, and communicating with and supporting Country Offices

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

Duration: In accordance with the requirements above, the duration of this assignment is not to exceed 114 Days from 1 September 2019 to 29 February 2020.

Duty Station and Travel: To carry out this assignment the consultant will be based at the UNDP Bangkok Regional Hub in Bangkok, Thailand. Travel within the region may be necessary to perform the duties assigned, in which case UNDP will arrange the travel as per the travel policy.

5) FINAL PRODUCTS

Monitoring & Evaluation

- Verify data for key programme indicators, cross-checking supporting documentation and preparing data verification reports
- Enter data into reporting systems and databases and prepare indicator reports for internal and external reporting and programme management purposes
- Contribute to analysis of quantitative and qualitative data and prepare draft reports
- Assist in documentation of lessons learned

- Assist in updating M&E plans and tools

Programme implementation

- Assist in coordination and administration of the programme
- Assist in planning and organizing regional events.
- Assist planning and conducting research and preparing knowledge products
- Assist the team in coordinating with partners and stakeholders
- Perform other tasks/duties that may be assigned by the HIV, Health and Development Team

HIV Advisory Services:

- Assist with the completion of knowledge products on HIV, health and gender equality
- Assist with the completion of project proposals on HIV, health, human rights (with special focus on LGBTI rights) and gender equality
- Assist with the completion of annual reporting

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the direct supervision of the Programme Specialist based in the UNDP Bangkok Regional Hub. The Programme Specialist will communicate and work closely with the consultant to ensure timely delivery of expected outputs.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master's degree in gender studies or related area.
- At least one year relevant experience in M&E and/or development programme implementation, preferably at international level in an Asian context. Experience working on M&E of LGBTI programmes strongly preferred.
- Knowledge and experience of conceptual frameworks and analysis of gender, sexuality and/or HIV/health programmes
- Knowledge of issues related to human rights and inclusion of LGBTI people and other marginalized communities in Asia and Pacific is required. Familiarity with transgender and intersex issues, and how they relate to Sustainable Development Goals is highly desirable.
- Strong interpersonal skills, sensitivity and respect for diversity to facilitate working in a multi-cultural, multi-ethnic environment.
- Experience in planning regional events with varied stakeholders is highly desirable
- Experience with UNDP or other UN agency is highly desirable
- Fluency in spoken and written English with good writing skills. Other Asian languages considered an asset.

8) REVIEW TIME REQUIRED

The Policy Advisor will review progress and quality of agreement upon output prior to issuance of payment.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES



PARTIAL



INTERMITTENT



FULL TIME

The assignment requires the consultant to work closely with the supervisor and UNDP BRH team members. Partial remote work is possible.

10) PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Consultant must send a financial proposal based on **Daily Fee**. 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. Travel costs shall be at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP Living Allowance rates.

11) 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 10 points
- Criteria 2 Relevance of work experience – Max 20 points
- Criteria 3 Relevance of experience in key technical areas – Max 30 points
- Criteria 4 Language and other skills – Max 10 points

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

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

12) 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:

- **Letter of Confirmation of Interest and Availability and financial proposal** using the template provided in Annex III.
- **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.
- **A cover letter**, including **a brief description** of why the individual considers him/herself as the most suitable for the assignment

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

13) ANNEXES

N/A