

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 12 July 2019

Country: Bangkok, Thailand

Description of the assignment: Gender Equality and Private Sector Engagement Development Consultant (Individual Contractor with Long Term Agreement)

Duty Station: Home-based with possible travel to countries in Asia-Pacific

Project name: UNDP Regional Hub, Bangkok

Period of assignment/services (if applicable): Two years between 1 September 2019 to 31 August 2021 with a maximum of 200 working days, and with a possible 1-year extension

Proposal should be submitted no later than **26 July 2019**

Please click on the link below to apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=86321

1. BACKGROUND

Overview:

UNDP positions itself as the Sustainable Development Goals (SDGs) integrator who connects all relevant knowledge and partners to support countries to achieve the SDGs in an inclusive and integrated manner. UNDP Bangkok Regional Hub (BRH), along with the Pacific Office in Suva, supports the 24 UNDP Country Offices in Asia and the Pacific in various development agendas to achieve the SDGs by providing easy access to knowledge through high quality integrated advisory services and technical support, based on applied research and UNDP lessons learned globally. BRH also provides regional thought-leadership, build partnerships and promote regional capacity building, which allow UNDP, governments and other development partners to identify, create and share knowledge relevant to solving urgent and complex development challenges.

To advance UNDP's role as the SDGs integrator, BRH has been strengthening its engagement with new partners in the Private Sector, innovative organizations, think-tanks and academia to localize the global development agenda. Leveraging this partnership to promote gender equality and women's empowerment is one critical and integrated aspect of such engagement, within a broader work around partnership building. More concretely UNDP's global Private Sector Strategy seeks to make markets work for the SDGs with an emphasis on inclusion of poor and marginalized

populations. The Strategy aims to assist countries to align Private Sector activities and investment with the 2030 Agenda by: influencing investors and business of all sizes; embedding the SDGs into their decision-making and practice; and supporting Governments to establish enabling policy and regulatory environments while facilitating multi-stakeholder partnerships.

UNDP is committed to the principle of the SDGs, i.e. “Leave No One Behind”, and more specifically UNDP places an emphasis on eliminating gender-based inequalities faced by women, girls, men and boys in the region. Through its evolving partnerships with Private Sector actors, UNDP reaffirms its belief that unless women and men can fully realize their rights in all spheres of life, and that their contributions are equally valued in the process and outcome, human development will not be achieved. Accordingly, gender equality and women’s empowerment are integrated into every aspect of UNDP’s engagement with Private Sector actors.

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

Scope of work:

The main objective of this consultancy is to support BRH in fulfilling its roles as SDGs Integrator that provides inclusive and integrated services to countries in Asia and the Pacific with particular reference to gender equality and Private Sector engagement, including but not limited to, promoting gender equality in business practices and workplace. The consultancy is also expected to contribute to BRH’s Partnership and Engagement Strategy to help unlock private finance for the SDGs, and resources to support UNDP’s role in enabling more capital flow for the SDGs through programming and beyond.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Educational Qualifications:

- Master’s degree of equivalent in relevant areas such as Public Policy, Management, Development Studies, Labour and Employment, or Gender Studies.

Experience

- Minimum 7 years of professional experience in supporting UNDP/UN in advancing the gender equality agenda through programming and policy advocacy in Asia and the Pacific;
- Minimum 3 years in the past 5 years of professional experience in supporting UNDP/UN in engaging with Private Sector actors in Asia and the Pacific to advocate for gender equality in business practices and workplace;
- Minimum 3 years in the past 5 years of professional experience in supporting UNDP/UN at the regional level in Asia and the Pacific in mobilizing Private Sector partners to work towards a sustainable development agenda;
- Demonstrable experience in resource mobilization with the Private Sector for gender equality advocacy and programming in the last 3 years.

Language requirements

- Fluency of English language is required

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**Duration of the Assignment:**

Long term agreement for a period of two years, starting from 1 September 2019 to 31 August 2021 with a maximum 200 working days and a possible 1-year extension. The actual assignments will be based on specific requirements defined in separate Terms of Reference and the corresponding number of days required to complete the required tasks. Contract values will be based on the pre-agreed daily rate and the number of days expected to complete the tasks specified in each Terms of Reference.

Duty Station:

This is a home-based consultancy with possible travel to countries in Asia and the Pacific.

5. FINAL PRODUCTS**Expected Outputs and Deliverables:****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

Institutional Arrangement:

The Consultant will work under the overall guidance of the Asia-Pacific Gender Advisor and the Asia-Pacific Private Sector Specialist, in close collaboration with different regional teams as well as in close consultation with UNDP Country Offices in Asia and the Pacific as required. Performance of the Consultant is monitored closely, and regular feedback will be provided by Asia-Pacific Regional Gender Advisor and Asia-Pacific Private Sector Partnership Specialist. Weekly discussions will be organized for progress monitoring and quality assurance, as well as for ensuring the timely submission of specific deliverables. Other relevant supervisors will also provide guidance and feedback as appropriate.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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. Note: National consultants must quote prices in Thai Baht.
- **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 copy of analytical document written in English** developed within the last 3 years by the applicant relating to promoting gender-equal business practices in Asia.

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 Payment :

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 made based on approved invoices indicating number of working days spent for each specific assignment, upon verification of completion of deliverables and approval by the IC's supervisor.

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. 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. Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

Under this LTA modality UNDP BRH shall enter into an exclusive two years, starting from 1 September 2019 to 31 August 2021 with a maximum 200 working days and a possible 1-year extension, long term agreement (LTA) with the selected consultant(s) and shall provide specific deliverable and time frames for each task, as and when required.

Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required Services at prescribed prices or provisions over a period of time. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements. Under a Long Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract/Purchase order shall be issued to the consultant, detailing the time frame.

9. EVALUATION

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 500 points)

- Criteria 1 Relevance of academic background – Max 50 points
- Criteria 2 Proficiency in analytical writing in English – Max 50 Points
- Criteria 3 Professional experience in supporting UNDP/UN in advancing the gender equality agenda through programming and policy advocacy in Asia-Pacific – Max 150 points
- Criteria 3 Professional experience with UNDP/UN in engaging with Private Sector companies in Asia-Pacific for the purpose of gender equality advocacy in the last 5 years – Max 100 points

- Criteria 4 Professional regional experience with UNDP/UN in mobilizing Private Sector partners to work towards a sustainable development agenda in the past 5 years, including successful resource mobilization – Max 150 points

Only candidates obtaining a minimum of 350 points (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.

ANNEXES

Annex I- General Condition of Contract

Annex II – TOR_Gender Equality and Private Sector Engagement Development Consultant

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=57382