



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE: Junior Consultant, Monitoring & Evaluation and Reporting.
AGENCY/PROJECT NAME: UNDP BRH, Governance and Peacebuilding Team
COUNTRY OF ASSIGNMENT: Bangkok based (with no travel required)

A. Project Team: transparency, accountability and anti-Corruption

The consultant will provide coordination support to the Transparency, Accountability and anti-Corruption team in the areas of monitoring & evaluation, reporting and events organization, specifically focusing on two projects:

- *Promoting a Fair Business Environment in ASEAN*
- *Judicial Excellence to ensure Justice for All: The Judicial Integrity Network in ASEAN*

B. Project Description

The team on “Transparency, Accountability and Anti-Corruption” works towards promoting inclusive and just societies for sustaining peace, transparent and accountable institutions for sustainable development, effective governance of finance as well as ensuring the rights of marginalized and at-risk groups. Through its work under these areas, the team aims to contribute to the goals of the 2030 Agenda for Sustainable Development.

The Junior Consultant will support the work of the team particularly in relation to two regional projects with an ASEAN focus:

- *“Promoting Fair Business Environment in ASEAN”*, which aims to encourage engagement of private sector to develop and implement solutions for SDG 16+ in collaboration with other stakeholders (governments at all levels, civil society, academia etc.) in 6 ASEAN countries (Indonesia, Malaysia, Myanmar, Philippines, Thailand and Viet Nam).

The Project aims to promote a fair business environment in ASEAN by minimizing corruption risks and encouraging sustainable practices. In specific the Project will (i) encourage partnerships between the public and private sectors, as well as civil society and development partners at the regional level, to implement and monitor integrity policies in ASEAN; (ii) improve transparency in government contracts and increase compliance with international procurement and trade standards; (iii) promote business integrity and sustainable practices for private companies and state-owned enterprises; (iv) strengthen anti-corruption strategies, policies and laws and improve redress mechanisms for companies, investors and the broader public.

- *“Judicial Excellence to ensure Justice for All: The Judicial Integrity Network in ASEAN”* which focuses on (i) supporting the development and strengthening of the “Judicial Integrity Network in ASEAN” for sharing knowledge, good practices and tools to enhance judicial integrity, transparency and other aspects of court excellence which will build public trust; (ii) supporting courts to enhance judicial integrity, transparency and court excellence, through self-assessments facilitated by peers and experts members of the Network and technical assistance.

C. Scope of Work

Under the supervision of the Project Manager on Transparency, Accountability & Anti-Corruption, the Junior Consultant will provide specifically support to the team on monitoring, evaluation, reporting and organization of regional events.

D. Expected Outputs and Deliverables

Key deliverables include:

Monitoring & Evaluation and Reporting (50%)

- Collecting quarterly country reports and drafting regional quarterly progress reports that compile the information collected
- Supporting M&E, including monitoring of progress towards indicators included in the results and resources frameworks (RRF) of the two projects

Events organization (30%)

- Supporting regional events organization, especially related to public procurement and judicial integrity in close cooperation with the team members: this includes compiling participants list, coordination of invitation process, providing inputs on agenda design and support in preparing background materials, event evaluations and outcomes reports, as well as communication (event webpage, social media)

Research and knowledge management (20%)

- Conducting research as needed to feed into knowledge products
- Supporting knowledge products’ production and quality assurance process
- Liaising with Knowledge Team updating calendar of events and planned publications
- Assistance with other tasks related to the regional project as required

E. Institutional Arrangement

The consultant will work under the direct supervision of the Project Specialist on Transparency and Accountability and Anti-Corruption at UNDP Bangkok Regional Hub, in close cooperation with the other team members.

F. Duration of the Work

Duration

The contract duration will be from 15th October 2019 until 30th April 2020 for a maximum of 142 working days. An extension would be possible subject to performance and funds availability.

Duty Station

Bangkok, Thailand with no travel required

This assignment is on a full-time basis. The Consultant's presence at UNDP Bangkok Regional Hub premises is required.

G. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

- Master's Degree in International Relations, Development Studies, Political Science, Law, Management or other related fields with at least two years of work experience in monitoring & evaluation of projects, as well as reporting, or
- Bachelor's Degree in International Relations, Development Studies, Political Science, Law, Management or other related fields with at least four years of relevant work experience.

Experience

- Experience in collecting information from different sources and collating it into a coherent narrative; experience in drafting quarterly donor reports using data to show results against outputs and outcomes;
- Experience in monitoring and evaluation, tracking progress towards indicators included in the results and resources frameworks (RRF) of the two projects;
- Experience in conducting research and collecting data to feed into knowledge products;
- Experience organizing events and providing communications support for development agencies is desirable;
- Experience in UNDP or other international regional organizations and knowledge of the ASEAN region is an asset;
- Excellent writing skills in English with attention to detail for proofreading;
- Excellent knowledge of the main Microsoft Office tools, including Word, Power Point and Excel.

H. Scope of Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on an **all-inclusive Daily Fee** in USD 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.

UNDP Regional Project Coordinator on Transparency, Accountability and Anti-Corruption, Governance and Peacebuilding Team will review progress and quality of agreement upon outputs prior to issuance of payment. Payments shall be done monthly based on actual days worked, upon verification of completion of deliverables and approval 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 travel rules and regulations.

I. 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:

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

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

J. Criteria for Selection of the Best Offer

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: Experience in i) collecting information from different sources and collating it into a coherent narrative; experience in drafting quarterly donor reports using data to show results against outputs and outcomes, and ii) monitoring and evaluation, tracking progress towards indicators included in the results and resources frameworks – Max 40 Points.
- Criteria 2: Experience organizing events and providing communications support for development agencies – Max 10 points.
- Criteria 3: Experience in research and data collection- Max 10 points.

- Criteria 4: Excellent knowledge of English and familiarity with Microsoft Office Tools (especially Excel and Word) – Max 10 points.

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

K. Annexes to the TOR

N/A

M. Approval

This TOR is approved by:



Signature

Name and Designation Diana Torres, Governance and Peacebuilding

Date of Signing
